

Safety Meetings

SAFETY TALKS TOOLKIT

Safety meetings may be conducted for managers, supervisors, employees, or other groups. In every case, the purpose of the meeting is to stimulate and maintain interest in safety issues. If meetings fail to achieve this, their format or content should be changed to make them effective or they should be discontinued and a new approach taken.

A formal agenda for all attendees should be distributed prior to the safety meeting. An agenda helps to focus attention on specific issues, and avoids wasting time on non-relevant topics.

- Are meetings held on a regular basis? How often? (The Industry Standard is Monthly)
- Are meetings documented? Is the documentation complete and accurate? Is the documentation easily accessible for reference?
- Are contractors' safety meetings documented?
- Do employees other than the safety manager present meetings? Is the safety manager present?
- Do non-management or supervisory personnel present meetings?
- Are official policies covered?
- Do safety meetings include material other than video presentations? What?
- Are personnel tested on training topics? Is a written examination retained for documentation purposes?
- Do meetings include hands-on training?
- Are meetings required by any regulatory agencies?



IMPORTANT NOTICE - The information and suggestions presented by Michigan Millers Mutual Insurance Company in this Safety Talks Toolkit Bulletin are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related, or other, laws or regulations. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.