

Safety Meeting Agenda:

**Plan and Prepare**

Refer to the "Tips For Safety Talks!" for ideas on planning this safety meeting. Read through the article ahead of time to help you with your presentation. Add further questions to those we have provided at the end of this talk.

1. Prepare to lead a discussion on safety leadership at this safety meeting. Who are the safety leaders? What does it take to be a leader? Is it a title, or can workers assume the role?
2. Be alert to individuals expressing an interest in safety leadership. This meeting might help you identify the next volunteers for the safety and health committee, or someone who would be a good candidate for further education and advancement.
3. Arrange to send your potential safety leaders to a safety course or conference. They would learn and be inspired at the National Safety Council Congress held each fall in the United States. Many local and regional conferences are also held throughout the year.
4. Conducting the weekly safety meeting is another good opportunity for the potential safety leader. Hand over the materials for next week's meeting and see what happens.
5. How do your workers feel about other workers pointing out unsafe actions? Get a discussion going and see if there is any resistance or resentment you need to deal with. Everyone is safer when everyone feels free to speak out about safety issues.
6. Invite a guest speaker such as the safety director for your company or another organization. This person could reinforce the importance of everyone's involvement in the safety program.
7. Are your employees clear on what to do about safety concerns? Do they know how to report problems? Go over this information at your safety meeting.

Ask for any additional comments and questions.

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What other safety concerns have come up as a result of the discussion on this topic?

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Start your meeting promptly. Report on any follow-up to safety concerns raised at the previous safety talk:

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Ask participants what safety problems they have observed on their jobs since the last meeting:

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Determine what action should be taken to fix these safety problems. Write them here and take action before the next meeting:

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**Read today's topic, and ask the participants to read along in their handouts. Add your own comments to the material, including your own company's procedures.**

**Quiz Answers:**  
**1. False 2. True 3. c 4. True 5. False**

**Thank your group members for their involvement in today's safety meeting.**