

DEVELOPING EFFECTIVE SAFETY MEETINGS

PRESENTED
BY
Sedgwick CMS
on the behalf of
ORM

WHY CONDUCT SAFETY MEETINGS?

- ◆ **ORM REQUIREMENT**

Revised 07/2015

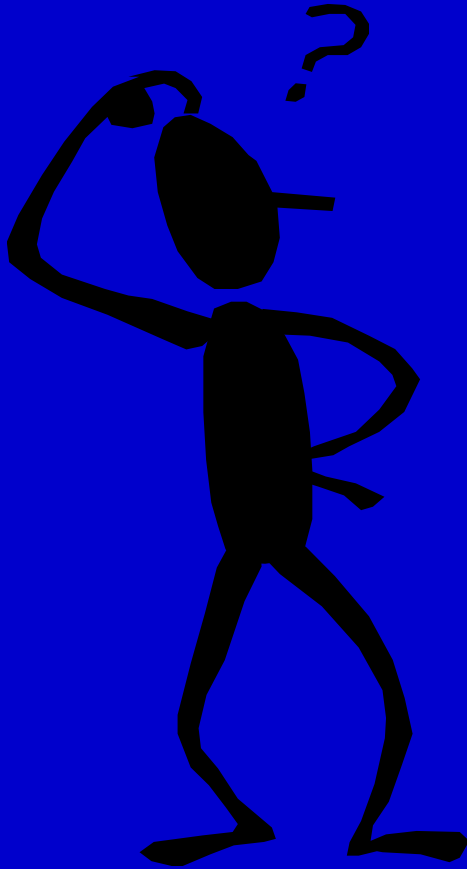
PURPOSE OF MEETINGS

- ◆ **PROMOTE SAFETY AWARENESS**
 - MOTIVATION OF EMPLOYEES
 - SHARING OF IDEAS & SUGGESTIONS
 - DISCUSSION OF SAFETY STANDARDS
 - ESTABLISH COMMUNICATION
 - DEMONSTRATES MANAGEMENT'S CONCERN FOR SAFETY

WRITTEN PROCEDURES

- ◆ **Written procedures included in the safety plan/manual.**
 - Indicate responsibilities
 - Indicate frequency
 - Class A: at least monthly
 - Class B: at least quarterly

SAFETY MEETING OBJECTIVE



- ◆ **Change unsafe acts and/or unsafe conditions**
- ◆ **Provide information**
- ◆ **Introduce new materials, machines, or processes**
- ◆ **Report of past injury experience.**
- ◆ **To conduct policy orientation**

TYPES OF MEETINGS

- ◆ **Informal discussions**
- ◆ **E-Mail with return receipt**
- ◆ **Formal presentations w/Q&A**

Meeting Presenters

- ◆ **Employee**
- ◆ **Supervisor**
- ◆ **Department Head**
- ◆ **Safety and Health coordinator**
- ◆ **Outside speaker**

Meeting vs Training?

Safety meeting:

- Excludes NO employee or group
- Applies to ALL attendees
- Educational
- Provides information
- 75 % attendance of each meeting

Safety Training:

- Focuses on skills development-- “how-to-do” a task
- Task-specific
- Usually performance-based
- All P-B training is measurable or observable
- 100% attendance is required

SAFETY MEETING REFERENCES

- ❖ Sedgwick CMS Video Library

 - ❖ Public Libraries

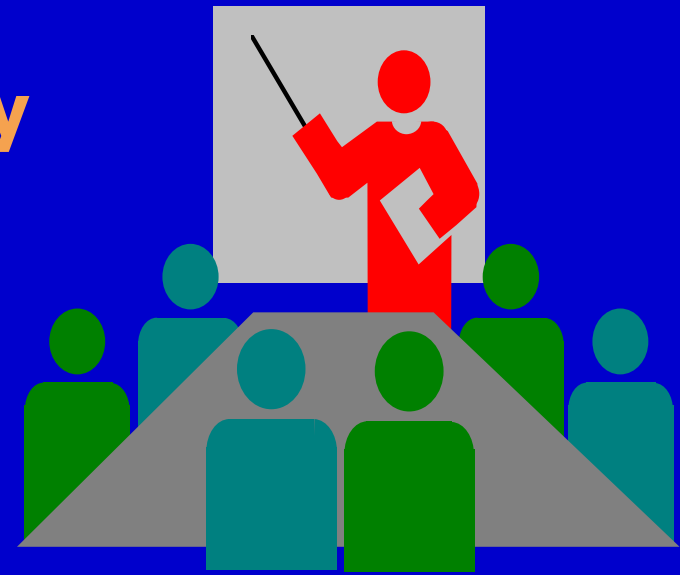
 - ❖ Internet

 - ❖ Newsletters

 - ❖ Outside speakers

SAFETY MEETING TOPICS

- ◆ **Recent accidents (high frequency)**
- ◆ **High Risk Jobs**
- ◆ **New machinery or processes**
- ◆ **Observed unsafe acts by employees**
- ◆ **Motivational subjects**



MORE POSSIBLE TOPICS

- ◆ **BBP**
- ◆ **Sexual Harassment**
- ◆ **Drug Free Workplace/Substance Abuse**

AUDIT REQUIREMENT

- ◆ **Safety rules must be reviewed annually during safety meetings.**

PLANNING THE MEETING

- ◆ **Lecture**
- ◆ **Discussion**
- ◆ **Reports**
- ◆ **Demonstration**
- ◆ **Visual-aids**
- ◆ **Time & Date**
- ◆ **Main Topic (One)**
- ◆ **Video**

TIP!

- ◆ **Avoid scheduling a meeting on Monday morning or Friday afternoon.**

ATTENDANCE

- ◆ **Strive for 100%**
 - Mandate attendance from all employees
 - Management should attend all meetings
 - Any meeting under 75% attendance will not count toward the audit
 - Department/Agency head shall attend 100% of meetings

Attendance Continued

- ◆ **For absent employees:**
 - Forward relevant information
 - Opportunity to discuss topic/ask questions
 - Sign for attendance

DOCUMENTATION OF MEETING

◆ **Should include:**

- Date
- Topic(s)
- Attending employees original signatures
- Instructor's name and signature
- Teaching aids used
- Total # of employees on staff
- Total # of employees attended

Sample Safety Meeting Report

http://www.laorm.com/lp_forms.html

QUESTIONING

- ◆ **Purpose of questions - encourage group participation**
- ◆ **Types of Questions**
 - Direct - focus attention on a specific area
 - Reflective - meanings of the speaker for understanding
 - Open - to the group but no one in particular

Suggestions for Questioning

- ◆ **Challenge the group**
- ◆ **Questions should be clear and concise**
- ◆ **Concentrate on one idea**
- ◆ **Avoid repetition**
- ◆ **Allow only one response at a time**
- ◆ **Commend good answers**

Closing the meeting

- ◆ **Summarize important points and ideas**
- ◆ **Be receptive to suggestions**
- ◆ **Close**

QUESTIONS???

**THANKS FOR ATTENDING
CONDUCTING EFFECTIVE
SAFETY MEETINGS
PROGRAM**