

Safety Talks!

Meeting Tips

Giving safety meetings has never been easier! This unique combination of Safety Talks! complete with PowerPoint presentations, printable handouts, quizzes, leader sheets and attendance records, eliminates the discomfort of public speaking and simplifies the process of organization.

Every safety meeting includes:

■ The Handout and Quiz Page

This is the topic of the safety meeting. Make as many copies as you need and encourage participation by having the group follow along with the presentation. The handout is also a great reminder to reinforce each safety message. The quiz is written in such a way to show if participants were paying attention to the material presented.

■ The Leader Sheet

Designed to help you prepare for the meeting. This sheet includes the answers to the quiz for reference and some suggestions and tips to plan and prepare for this specific Safety Talk! Every Leader Sheet includes an attendance record to help track and record your compliance commitments, and a slogan associated with the Safety Talk.

Safety meeting

- Start your meeting promptly.
- Ask participants what safety problems they have observed since the last meeting. Determine what action should be taken to correct these safety problems. Write them down and take action before the next meeting.
- Encourage discussion on safety concerns that have come up as a result of the safety meeting.
- Use the *audio presentations* combined with the handouts and PowerPoint presentations to give a stress-free professional safety meeting.

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Here are some ideas to enhance your safety meetings:

- **Know your subject.** If you require more in-depth information on a topic provided on these CDs, visit our links section at www.SafetySmart.com. This resource can provide you with the most up-to-date regulations available. You can also email our editor at barbg@bongarde.com
- **Visual aids** including the PowerPoint presentations included can greatly enhance a talk. It's important to preview the slide presentation you intend to use.
- **Gather up other items for demonstrations** such as related equipment, tools or hazardous materials labels, etc. Have all displays set up before attendees start walking into the meeting room. It's important to give safety the attention it deserves. Taking a few extra minutes to prepare the meeting room will show you feel this topic is important.
- **Get other people involved** by asking them to speak or lead a meeting once in awhile. You could also invite a professional or an experienced worker from outside of your group to talk.
- **Arrange for demonstrations of safe work techniques** and the use of equipment being discussed. Ask ahead of time if you may call on someone to talk about related safety incidents. (Be careful not to point the finger or embarrass somebody who might have been involved.)
- **Be sure everyone knows about the meeting** in advance and what the topic of discussion will be. This gives people a chance to think of concerns and comments regarding the issues that will be discussed.
- You can also **keep up to date on safety issues** by reading safety publications and talking to safety experts.
- **Make notes** on your Leader Sheet. List any props you intend to use, anyone you plan to call on to speak and any incidents you would like to relate.

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- **Start and end the meeting on time.** If you promise to keep it brief – do so.
- **Observe the KISS rule.** Keep it straight-forward and simple. Zero in on just a few key points – don't bore your participants by reviewing the whole safety manual in one session. In this case, less is actually more!
- **Stick to your agenda.** Be flexible enough to respond to concerns, but keep to the topic. Control the meeting – don't let it turn into a social hour or a beef session.
- **Encourage questions.** Remind the participants that there is no such thing as a dumb question. Everyone learns when one person asks a question. These questions will also give you a clue as to whether you have put your point across to the audience.
- **You don't have to have all the answers.** If you don't know, look into the matter and report back at the next safety talk.
- **Listen** to what the participants say to you. Remember that holding a *Safety Talks!* meeting is an excellent way to keep in touch with current safety concerns. They are also an excellent way of emphasizing any safety accomplishments that have been gained by the group. If you promise to follow up on a safety concern for (or before) an upcoming meeting it is extremely important that you do so! There is no better way of losing both credibility and respect if you don't.
- **Use humor.** It will keep the attention of your listeners, and they will be more likely to remember what has been discussed.
- **Find ways to involve members of the group.** It will keep their interest, and it will help them to remember what you have been discussing. Ask them for examples of hazards and safeguards related to the topic. Ask everyone to pick a partner, and have them take turns practicing the safety technique under discussion.
- **Be interested in your topic and the audience.** Welcome comments and questions. If you are enthusiastic, your listeners will be too. Repeat their comments in your own words to make sure you understood.
- **End your meeting on a positive note** by summing up the key points that are outlined on your copy of the talk along with any further action that will be taken as a result of the safety meeting. Remember to thank the participants for their involvement.