

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. [Review your company’s emergency plan prior to this meeting. Be prepared to point out the portions of the plan that involve your crew members.](#)
2. [Different parts of the country, industries and job sites are prone to different kinds of disasters. Ask your workers to brainstorm about specific hazards that may be encountered at your facility. This is a great way to reinforce riskawareness during an emergency.](#)
3. [Take your workers on a tour of the workplace. Point out locations of emergency contact information and phone numbers, emergency equipment, first aid kits and PPE.](#)
4. [Check escape routes to ensure they are safe and free of obstacles. This includes looking for broken handrails, loose stair treads, loose carpet or doors that do not open easily.](#)
5. [If you can organize it safely, blindfold workers and have each find the location of the nearest emergency exit. To make the exercise more fun, use a stopwatch and time workers. Accompany them so they won’t get hurt.](#)
6. [Divide your workers into teams and ask them to stage mock drills of different emergency scenarios. This will help to reinforce their knowledge of the company’s safety plan and practice their emergency response plan skills.](#)
7. [Use the questionnaire on page 11 to sum up the results of today’s meeting.](#)

[Ask for any additional comments and questions.](#)

[What other safety concerns have come up as a result of the discussion on this topic?](#)

[The Meeting](#)

[Start your meeting promptly.](#)

[Report on any follow-up to safety concerns raised at the previous safety talk:](#)

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

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

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. _____ 4. Yes 5. _____

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