

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.

- Ask your workers to list all the things that could go wrong while operating a forklift. Point out how often employees take this machine for granted while moving materials.
- Discuss forklift safety procedures and demonstrate them all during a training session involving a new worker.
- Many forklift accidents occur when the machine tips over. Discuss the causes of tip-over incidents and how to prevent them.
- Show a video featuring safety precautions for co-workers who work in forklift traffic areas. Then give your workers a quick quiz on how to work safely around forklifts.
- List any points you want to cover at this safety 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:

Meeting Multipliers:

- Invite a professional forklift operator to go over the finer details of safe operation. Then have him demonstrate on an obstacle course.
- Discuss the dangers of allowing hitchhikers to ride forklifts. Many co-workers have been hurt or killed while riding forklifts from one area to another.

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. True 4. True 5. False 6. True 7. False 8. True 9. True 10. True

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