

# SAFETY MEETING OUTLINES, INC.

P.O. Box 700 • Frankfort, IL 60423 • 815.464.0200 • Fax 815.464.0015 • [safetymeetingoutlines.com](http://safetymeetingoutlines.com)

Supervisors,

Everyone has an important role in the workplace. The laborer who digs the post holes has a job no less important than the carpenter who frames the walls. You know this, because as a supervisor you see it all. Your role as supervisor encompasses many responsibilities. You're responsible for getting the work done, for payroll, for deliveries, and for change orders, and the list goes on and on. In addition to all of those responsibilities, since you have Weekly Safety Meetings in your hand and you're reading this letter, you're also the Safety Supervisor. As a Safety Supervisor, it's up to you to know your crew and to know who among them can be depended on to work safely and to help you set the tone for the jobsite.

Many Safety Supervisors get the job not because they want to be safety cops, but because they are trusted employees who have credibility with the crew. You may not even have the title, but you have the responsibility. Sometimes we choose a responsibility, sometimes we're chosen. Regardless of how you came to be the safety guy, you are the one who has to set out and enforce the rules and work practices that will protect the safety of your crew, sub-contractors, visitors (including management), and possibly bystanders.

Your crew is made up of people—not just employees or workers—who need to be safe. They, just like you, want to go home safely and in one piece at the end of the day. They also have an interest in doing a good job, not only so they can take pride in their work and get the job done, but also because it's natural for them to want to please you, their boss. Usually people think that pleasing the boss just means doing the job well, and getting it done on time and under budget. Explain to your people that getting the job done isn't enough to please you...explain that you won't be pleased unless they get the job done the safe way! Make sure you let your people know that another important way to please the boss is to finish out the project without any accidents or injuries. Make sure that your people know that safety is more important than the schedule, productivity, or even quality. Make sure everyone knows that safety comes first in every situation.

Safety is an everyday process. Hazards occur and accidents are avoided everywhere your crew works, whether it's in a trench or on a scaffold, hanging steel or laying tile. Wherever there are hazards, it's your job to make sure that safety happens and accidents don't.

All of us at Safety Meeting Outlines understand that your job as Safety Supervisor can be challenging. Safety training isn't always easy. Sometimes the best you can do is to educate and lead by example. We are here to help you fulfill your obligations to the company, your crew, and their families. If you need...

- on-the-spot safety training, our S.A.F.E. Cards are just the ticket.
- a way to encourage people to pay more attention at your safety meetings, our Quizzes will help.
- help maintaining jobsite records, check out our Construction & Maintenance Daily Log Books.

As always, we thank you for the work that you do every day to promote safety within your business and community. Please call on us if we can do anything more to help.



# SAFETY MEETING OUTLINES, INC.

P.O. Box 700 • Frankfort, IL 60423 • 815.464.0200 • Fax 815.464.0015 • [safetymeetingoutlines.com](http://safetymeetingoutlines.com)

## Guidelines for Conducting Efficient and Effective Safety Meetings

**Preparation:** Safety Meeting Outlines, Inc. takes care of most of the preparation for your Weekly Safety Meeting. Once you have received your Weekly Safety Meeting, read it over aloud before reading it to your crew. Think about how the meeting relates to what your crew does or the work they are doing that day. Consider using some anecdotal evidence (something like: “some of you may remember that last year we had some trouble with a forklift...” and then explain) when you read the meeting. Connect your safety training to the kinds of work your crew does and you will help to reinforce the information presented.

**Timing:** Schedule your safety training at the beginning or in the middle of a shift so you can get your crew right back to work afterwards. If you schedule safety training right before a lunch break or before everyone goes home for the day or for the weekend, your audience will be distracted and likely won't get much out of the meeting.

**Delivery:** In general, the men and women who work in the trades are comfortable working with their hands; therefore, they will learn and retain information better if they are using their hands. As you present the Weekly Safety Meeting, *get them involved*. If the training is on PPE, have them examine the hardhats they've got with them. *Have someone demonstrate* whatever it is you're talking about, for example: how to lift a load properly or how to use a fire extinguisher. *Get your crew on their feet* in order to promote interactive learning and actually increase retention. If the meeting is about aerial lifts, take a little field trip to examine an aerial lift so your crew can see the thing you're talking about and so you can point out aspects of the machine as you discuss them. Don't forget to establish eye contact with your audience. Smile occasionally.

**Establish Comprehension:** Ask questions to give your crew the chance to answer and show that they understand the hazards and solutions presented in the Weekly Safety Meeting. When you ask a question, make eye contact with the members of your crew and pause so that they recognize that you are waiting for an answer. Maybe no one will volunteer an answer. Don't worry about it. Between pausing, looking at them, and presenting the question, you've got them thinking and you've got their attention. If no one volunteers the answer to your question, answer it yourself.

**Listen:** Sometimes it's tough to create an environment in which folks feel comfortable asking questions or joining in a discussion. Foster discussion by asking questions about the specific work your crew is doing. They probably have opinions, questions, or problems regarding their safety. Make sure you listen to their concerns and address them promptly. Show respect for your workers by answering their concerns as quickly as possible.

**Document:** Before you send your crew back to work, make sure that everyone signs the Weekly Safety Meeting and then keep that Meeting in your files. Don't forget to date and sign the meeting yourself. Having good documentation of your training activities can help you in the future—your company may be able to reduce or eliminate OSHA fines if you can prove that an employee received safety training.

There is space on each Weekly Safety Meeting to record additional information. Document any chemicals and corresponding SDSs discussed. Take note of any questions or problems your crew brings up and, if you can't solve the problem or answer the question right away, be sure to get back to the employee promptly. Make a note on the meeting when you do. Just as safety training can save your life, detailed documentation of safety training can be a crucial element in protecting you and your company from litigation should an accident happen.

