

Improve Your Safety Meetings

Make Your Meetings More Meaningful

Lead & Believe - Strong leadership is critical to a successful meeting. The leader should approach the meeting with energy and encourage all members to participate. The meeting message should include culture along with compliance. When participants perceive the leader believes in the message, they tend to believe in the message, too, and pass it along to others.

Listen - Be a facilitator of ideas, not a lecturer. Ask questions that engage the participants and promote conversation. Encourage the participants to ask questions and answer those of others.

Alternate Meeting Places – Consider conducting the meeting at a site where a previous incident occurred or where a known hazard is present. Engage the participants in a root cause analysis or site inspection activity. Moving away from the conference room engages meeting participants to better understand issues at hand.

Change the Leader – Rotating safety meeting leaders gets everyone involved and promotes the ownership of ideas.

Recognize Safety Suggestions – In an effort to encourage involvement, determine process to recognize notable safety suggestions/recommendations/work practices.

Communication – Determine the method of communicating the message from each safety meeting in an easily understandable format to reach all employees and disseminate the message shortly after the conclusion of the meeting.

