

Conducting Safety Tool Box Meetings Tips & Pitfalls

Safety meetings should only last between 15 and 20 minutes unless there is a special topic being addressed at the meeting. A successful safety program does not happen by accident, it takes regular communication between management and the employees.

When conducting safety meetings, remember to:

- Plan the meeting in advance.
- Select an appropriate location to conduct the meeting in a place with limited distractions.
- Advertise in advance the meeting location and its main topic.
- Start on time.
- Ensure that the presenter or instructor can be easily be heard.
- Give employees a chance to report any safety concerns or make suggestions they may have.
- Report any actions taken by management to correct unsafe conditions.
- Discuss the safety performance since the last meeting, good or bad.
- If good, congratulate and thank the group.
- If not so good, ask the group for suggestions to improve.
- Discuss all employee accidents and close calls.
- Explain new programs or policies – discuss and explain reasons for implementation.
- Document who attended the meeting – have a sign-in sheet.
- Follow-up with any employees who missed the meeting.

Avoid these Safety Meeting Pitfalls:

- Not being scheduled in advance.
- Being conducted sporadically or canceled entirely.
- Passing out information for employees to read without time for follow-through.
- Supervisors or presenters not prepared to review the material thoroughly.
- Meeting area not appropriate for conducting meeting.