



# Safety Meetings 101

**Talk to employees about safety expectations in your workplace.**

As an employer, you have a responsibility to provide a safe environment and the proper training necessary to keep your employees healthy and safe from harm. Implement a safety program and help your organization protect your workforce, and ultimately your bottom line. Gaining buy-in from employees requires commitment from the top. Managers must provide the resources,

motivation and accountability needed for the safety and health of the workforce.

Safety meetings are a great way to communicate expectations. Make it a point to meet regularly with your employees. Create a memorable meeting and employees will want to come back.

**Implement a safety program to help protect your workforce, and ultimately your bottom line.**

## 11 Safety Meeting Recommendations:

1. Brew coffee or ice down soda to make things comfortable.
2. Keep to the point to avoid loss of interest.
3. Know the topic. Prepare and review procedures before the meeting.
4. Be ready for questions.
5. Take attendance.
6. Provide copies of the procedure or policy you'd like to discuss.
7. Provide examples about when things went "wrong" and when they went "right."
8. Be sincere. Employees must know you care about safety and that you expect safety rules to be followed.
9. Distribute a quiz about the topic or procedure to verify they've learned.
10. Watch for safe work and consider recognizing an employee.
11. Thank employees for their time and for working safely.

Be open minded and facilitate discussion that get employees to talk in your safety meeting. Consider holding the meeting offsite to take participants away from distractions. Just remember that safety meetings help reduce injuries.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

**For more information:**



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