proActive Safety Services

Train. Protect. Prevent.

Weekly Safety Meeting Instructions

HOW-TO CONDUCT A WEEKLY SAFETY MEETING

1. **Hold the meeting on the job, preferably where everyone can sit and relax.**
2. **Hold the meeting at the beginning of the shift, right after lunch, or after a break.**
3. **Supervisors do not always have to lead the meeting. Encourage other employees in your group to lead a meeting. Task an experienced employee or someone that just attended training with presenting a topic that week.**
4. **Encourage as much employee participation as possible, yet keep your meeting short. Ask questions about the topic to generate discussion and get employees involved.**

Weekly safety meetings have proved their worth by alerting employees to workplace hazards, and by preventing accidents, illnesses and on-the-job injuries.

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