safety matters

Toolbox Talks for

From your safety partners at Jones DesLauriers Insurance Management Inc.

Safety Meeting Basics

One of the most effective ways to promote a safe working environment is for employees to get involved in company safety meetings. Since safety is top priority, here are some tips to help employees make the most out of company safety meetings.

Why Safety Meetings

These informal, brief meetings allow employees the opportunity to stay up to date on potential workplace hazards and safe workplace practices, such as machinery use, tool handling, equipment use, and safety-minded attitudes — basically anything that may contribute to accidents or illnesses in the workplace.

Share these basics with employees:

- Attending safety meetings is mandatory. Be aware of what days we hold meetings, and plan accordingly.
- Always sign our safety meeting log – recordkeeping is an important part of our safety and compliance program.
- Be an active participant. Some of the best safety ideas come from workers just like you because you often know best what and where the dangers are.
- During safety meetings, if you have something to add, don't hesitate to speak up.
- Notice that spills aren't being cleaned up properly or someone didn't follow lockout/tag-out procedures? We want to know so that we can cover the topic at a future safety meeting, and everyone can benefit.
- Already know the day's topic? Don't tune out; you may have something valuable to add.
- If you have an idea for a safety topic, chances are others will find it of interest too. We encourage you to share the details with your supervisor or the safety committee.
- Have a question, like how to lift safely or read a material safety data sheet (MSDS)? Don't keep it to yourself - there are no dumb questions when it comes to safety.
- Don't know all of our safety policies? You can find more information on area bulletin boards or from a human resources representative.
- Want to nominate someone for a safety award? Contact your supervisor or safety committee with the details.

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