

Questions

As you proceed into and through the safety meetings, there are some questions that you should ask yourself:

- What could the team/crew members be doing that would help them to learn these concepts?
- If I were in their shoes, what would help me to listen and learn?
- How can I help them learn from each other?
- What effect will age, experience, and position have on their ability to understand the information I present?



It's Important

As the presenter, you are the person that will set the tone during these meetings. If you treat the information seriously, your team/crew members will take it seriously as well.

Ask more experienced workers to assist in the presentation of safety topics.

It's part of your job to make sure that these meetings emphasize the right attitude.

It's no joke—you might be responsible for saving someone's life.

Summary

Safety topics are a good way to present safety information and to reinforce the importance of doing a job right. Make sure everyone knows you support the safe way to get the job done.

For more information, refer to current applicable Occupational Health and Safety Legislation.

The Alberta Construction Safety Association's mission is to provide quality advice and education for the construction industry that will reduce human suffering and financial costs associated with workplace incidents. This brochure is part of a series, **The Toolbox Brochures**, which are available on a variety of safety topics. If you have any questions or comments please contact:



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Safety Meetings



Making Safety A Way Of Life



The Alberta Construction Safety Association

Doing it the Right Way

“I knew it was wrong but...” Incident investigators hear that statement over and over again in the aftermath of workplace incidents.

Sure, there are incidents that occur because workers really didn't know they were doing something unsafe or really didn't know the rules. But such incidents are in the minority.

Most incidents and injuries are **not** the result of lack of knowledge but are the result of **ignoring** the knowledge.

On the highway we know we shouldn't speed—but we do it because we're in a hurry. On the job, we know there are safety precautions to take but sometimes we ignore the precautions.

We take shortcuts because it's easier. We let things slide because we've done the job hundreds of times and there's never been a problem. That's when incidents happen—sometimes we (and our families) pay for the rest of our lives.



Toolbox Safety Talks



The toolbox safety talks in the Alberta Construction Safety Association (ACSA) series are designed to teach safety—at the most basic level. The purpose is to help bring these topics up at safety meetings in a clear, brief, and non-threatening way. The ACSA safety talk series is designed to reinforce safety knowledge and management's commitment to “doing it the right way” and “making safety a way of life.”

How to Use These Brochures

Member companies in the ACSA are free to use these materials in any way that makes sense for them. In general, however, the following approach can help your safety meetings become more effective:

Planning a Safety Meeting

1. Plan to hold a safety meeting at least once a month. On hazardous or very complex sites, meetings may need to occur more often (weekly/daily).
2. Plan your meetings for a regular time on a specific day. Sometimes you may need to hold a tailgate meeting directly before starting a specific task.
3. Choose a safety topic for each meeting. Make sure you have enough handouts for each member of the team/crew.
4. Where possible, prepare a written agenda before the meeting. The ACSA can provide sample forms.
5. Place the safety topic last on the agenda—make sure all the business items are dealt with first.
6. Invite members of your team/crew to handle specific parts of the meeting. It helps everyone to become involved.

Conducting a Safety Meeting

1. You may have to conduct the safety meeting on a work site. Try to find a place that is not too noisy or distracting.
2. Have someone keep minutes of the meeting and distribute the minutes so everyone can sign their name in ink, know what was discussed, what actions were decided, and who is responsible for each action.
3. Distribute information handouts and spend a couple of minutes highlighting some of the more important points.
4. Encourage members of the team/crew to comment on the information or relate appropriate stories that will bring the significance of the subject to life.
5. Do not let the meeting get off topic or drag—10 minutes is about right for discussion of the theme.
6. Encourage each member of the team/crew to take the handouts home to their family.