

# Safety First!

## Safety Meeting Checklist

### Choose a SAFETY topic

- Is it relevant to current work being performed?  
—Check PLC & Manufacturer Site for ideas

### Be creative

- Will this interest employees and promote employee buy-in?  
—Search the internet for video or handouts

### Be prepared

- Inspect the jobsite/office for hazards related to the topic
- Read over the material you plan to cover
- Make certain you know your regulations, guidelines & company rules related to the topic
- Review reports on recent accidents, including near misses

### Communication & Understanding

- Is there TWO-WAY Communication
- Does EVERYONE understand what it takes to do their job safely?
- Does EVERYONE understand their responsibility in maintaining a safe workplace?
- Follow up with written response to any questions

### Acknowledge Safety Success!

- Do you reward employees for Safety Accomplishments?
- Acknowledge the things your TEAM does CORRECTLY!
- Set-up a recognition system for your Crew for Safety Success!