Supervisor Secret: How to Get Involvement During Meetings

Safety meetings work best if the whole crew actively participates. This makes it more interesting and more likely that people will remember the information you've given them. Here are six ways to encourage everyone to get involved:

1. Ask questions instead of simply giving them the information. After you ask a question, wait a short time to let people think. Then, call on volunteers to answer.
2. Ask about personal experience. This can help the group see how the topic is relevant to them. You could ask: Has anyone here fallen off a ladder? What happened?
3. Make sure everyone has a chance to talk. If a crew member is talking too much, invite someone else to speak.
4. Never make fun of anyone or put anyone down, especially for asking questions.
5. Don't fake it. If you don't know the answer to a question, don't guess. Write the question down and promise to get back to them.
6. Stick to the topic. If the crew's questions and comments move too far from the topic, tell them that their concerns can be addressed later, either privately or in a future safety meeting.