

Safety Meeting Agenda:

Plan and Prepare

Refer to the "Tips For Safety Talks!" for ideas on planning this safety meeting. Read through the article ahead of time to help you with your presentation. Add further questions to those we have provided at the end of this talk.

1. Have there been any injuries from tools at your worksite lately? Is there one type of tool that seems to be a major problem? Discuss this with the audience.
2. Tell your workers about this fatality: A chunk of broken grinder disk smashed a worker's face shield and hit him in the forehead, causing a fatal head injury. The grinder disk broke and a piece flew into his face. A co-worker heard an unusual sound and came to investigate. He found the victim lying on the ground and bleeding heavily. Emergency medics were not able to revive him, and a medical examiner pronounced him dead at the scene.
3. Do your workers get tools from a tool room? If so, have a look with your crew. Are all tools present and well-maintained?
4. Bring some electrical tools that are out-of-service and have workers inspect them and tell you what's wrong.
5. Have a worker demonstrate how to properly use and maintain a common tool. Does everyone use the same tool the same way?
6. Remind your workers of the importance of using tools safely off the job too.
7. Ask your employees for their feedback on tool safety—what are their experiences?

Ask for any additional comments and questions.

What other safety concerns have come up as a result of the discussion on this topic?

Start your meeting promptly. Report on any follow-up to safety concerns raised at the previous safety talk:

Ask participants what safety problems they have observed on their jobs since the last meeting:

Determine what action should be taken to fix these safety problems. Write them here and take action before the next

meeting:

Read today's topic, and ask the participants to read along in their handouts. Add your own comments to the material, including your own company's procedures.

Quiz Answers:

- 1. True 2. d 3. False 4. False 5. d**

Thank your group members for their involvement in today's safety meeting.