

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. This safety talk introduces scaffold safety in a general way. Be prepared to get more specific about the scaffolds your workers use.
- 2. Ask your workers if they have ever witnessed or personally experienced any frightening moments while working on scaffolding.
- 3. Prepare to discuss wind hazards involving scaffolding. A quick Internet search will yield several examples.
- 4. For your workers who do not use scaffolding, remind them to watch for overhead hazards when they travel near construction sites.
- 5. Failure to use a proper scaffold is a cause of many accidents. Talk to your workers about the dangers of using makeshift work platforms for projects on and off the job.
- 6. Set up a demonstration of how to safely hoist materials to higher elevations.
- 7. Use this safety talk as an opportunity to reinforce the importance of fall protection and to supplement your company’s fall protection training program.

Ask for any additional comments and questions.

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

The Meeting

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. False 2. False 3. D 4. True 5. True.

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