

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.

- If your company has safety guidelines for handling compressed air, review them at the meeting.
- If there have been any accidents or incidents involving compressed air in your company, plan to lead a discussion on how they could have been avoided.
- Discuss proper procedures for checking for leaks and repairing damaged air hoses.
- List any points you want to cover at this safety meeting:

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:

Meeting Multipliers:

- Demonstrate proper techniques for testing air hoses for wear and tear. Bring in samples of worn hoses.
- Also show proper techniques for turning off the air supply and depressurizing a line when changing tools

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. d 3. False 4. False 5. True 6. d 7. False 8. False 9. True 10. False

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