

SUPERVISOR'S WORKSHEET FOR PLANNING A SAFETY MEETING

Date of Meeting: _____ Time: _____
Supervisor: _____ Unit: _____

Meeting Plan

Principal Topic: _____

Other Topic: _____

Type of Meeting (example: Open discussion, lecture with discussion, video presentation with discussion, etc.): _____

Training aids to be used (Example: Incident Investigation Reports, Safe Operating Procedures, Audit Reports, videotapes, etc.): _____

Meeting Outline (List several main points and/or concerns to be discussed by the supervisor): _____

Meeting Procedure

1. Call to order
2. Review: Minutes from previous meetings and discuss previous and/or current Incident Investigation Reports.
3. Discussion: Planned meeting topics. "Yes or No" questions should be avoided to promote discussions from the group.
4. Summary and Conclusion: Summarize the main points of discussion and emphasize how they will improve safety. Conclude the meeting and remind everyone to stay alert and to be safe in his or her activities.