

Safety Meetings



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PACIFIC NORTHWEST AGRICULTURAL
SAFETY & HEALTH CENTER



Washington State
Dairy Federation



Department of
Animal Sciences
WASHINGTON STATE UNIVERSITY

WA State Requirements

A little planning goes a long way when your goal is to hold regular, productive safety meetings. L&I offers a variety of useful resources for your meetings.



Learn what's required

- [Agriculture \(WAC 296-307-033\)](#) Part B, Page 1
Foreman-crew safety meetings must be held at least monthly or whenever there are significant changes in job assignments.

Plan for:

- When, where, and how often meetings will be held.
- The topics you'll cover (see [sample safety meeting topics](#));
- Documentation and recordkeeping ([See sample agenda. pdf](#).)

Conducting an Effective Safety Meeting

A safety meeting is an opportunity to discuss a specific safety and health topic in an informal setting. It's intended to be participatory, encouraging questions and discussion and drawing on workers' experience. It's not a lecture and there are no tests.

The safety meeting can be short (20-30 minutes) and it can be part of an existing staff or crew meeting.



[ConductingASafetyMeeting-final.pdf](#)

Selecting a topic:

1. Does the topic relate to your dairy? If not, choose another topic.
2. Look up any farm rules or policies about the topic. Talk to relevant managers.
3. Find out about any injuries, accidents or close calls at your dairy related to the topic.
4. Do not hand out notes until after the meeting. You want workers to contribute their own ideas, not read off the sheet.

Before you begin the meeting:

1. Track attendance for your own record. Use a sign in sheet and keep it in a safe place.
2. Consider offering food or prizes to attendees.
3. Prepare a meeting agenda. Use the template included with the sign in sheet.
4. Have all necessary items and materials ready, use the checklist provided in the module.
5. Identify any incidents relating to the topic that occurred on your dairy.

Presenting the Dairy Safety Kit training topic

- **Read** topic background information to everyone at the meeting.
- **Ask** if anyone has a personal story about this topic. Or add one of your own. Get people involved. The meeting will work best if everyone participates.
- **Introduce interactive activities** and discussion topics.
- **Specific examples:** Ask "Do you know of any problems with (this topic) on this dairy?" This might be a good time to bring up the injuries, accidents or close calls you found out about. Invite questions. Remind people that there's no such thing as a stupid question.
- **Discuss** farm specific rules or procedures around this topic.
- **Wrap-up.** Ask if there's anything else anyone wants to mention on this topic. Stick to the topic. If questions and comments stray from the meeting topic, tell people their questions will be addressed later, either privately or at a future safety meeting.

Conducting an Effective Safety Meeting, Part 2

A safety meeting is an opportunity to discuss a specific safety and health topic in an informal setting. It's intended to be participatory, encouraging questions and discussion and drawing on workers' experience. It's not a lecture and there are no tests.

The safety meeting can be short (20-30 minutes) and it can be part of an existing staff or crew meeting.



[ConductingASafetyMeeting-final.pdf](#)

Meeting format:

You will want to maintain a consistent format for safety meetings. We suggest the following:

1. Standing Items: Touch back on any items brought up in the previous meeting. Discuss any updates or provide clarifications.
2. Report on any accidents, injuries or near-misses that occurred in the previous month.
3. Discuss results of the recent safety walk-around.
4. Present the Dairy Safety Kit training topic.
5. Remind workers how and where to report any safety problems at your workplace, including 'near-miss' incidents.
6. Have workers sign your meeting agenda or sign-in sheet, note the date and discussion topic.
7. Set time, date and place for next meeting.

After the meeting:

We recommend that trainers develop and hand out copies of the safety meeting main topic point or a summary sheet and/or post a copy on the bulletin board.

- Distribute or post any materials
- Plan your next monthly meeting
- Be consistent, reward good behavior and enforce rules
- Ensure informal safety conversations and reminders, daily if possible

Short Tips

Safety meetings can take a lot of planning. Knowing your audience, choosing the topic, and finding a location are just some of things that need to be done before conducting a safety meeting.

Here are some quick tips that can guide you into planning an even more successful safety meeting.



DOs

- Prepare for the meeting
- Have an appropriate space that allows workers to sit comfortably
- Present the topic with enthusiasm
- Encourage workers to voice ideas and opinions
- Use humor, laughing keeps people engaged
- Use real examples
- Start and end on time
- Provide some refreshments. Even water will help with focus and attention.
- Praise employees who demonstrate commitment to safety
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Language Tips

- Workers learn best in their preferred language
- If you do not have Spanish skills, identify a manager or senior employee who can communicate with your Spanish language employees
- Go through the relevant Dairy Safety Kit module with this Spanish speaking employee
- When possible, provide materials with appropriate translations
- Our Dairy Safety Kit language moderators can answer specific questions about language and translations

DON'T

- Don't put individual workers on the spot. Don't ask questions of specific workers.
- Don't ignore employee feedback or complaints. Take notes, report back at the next meeting.
- Don't provide content that is too difficult for employees to read or understand.

Record Keeping Tools

Records must be kept to demonstrate compliance with Agriculture (WAC 296-307-033).

Use the links below to facilitate your record and tracking needs. Log and track meetings using either your phone or paper.



[Agriculture \(WAC 296-307-033\)](#).

Log meetings using your phone:

To log meetings using your phone, save the following [training tracking form](#). You can add this link as a shortcut on your phone to facilitate its usage.

NOTE: When you complete this form researchers at the University of Washington will be able to see the content. Your answers will be kept confidential and will not be shared.

Private tracking form:

To create a private version of this form for internal company use.

Step 1: Follow this link to obtain the [tracking form template](#). Do not enter information into this form.

Step 2: Click the three dots on the upper right corner to open the menu. Select "Make Copy". Ensure that the box "Share it with the same people" is NOT selected.

Step 3: Edit form to make it tailored to your site.

Step 4: Click SEND on the upper part of the sheet to obtain the permanent link to the form. Use it and collect responses in your email or on your Google Drive.

Paper tracking form:

Use the printed safety meeting log form presented in this module.

Sample Safety Meeting Agenda

1. Accidents, injuries, near-misses, discuss

- incidents that have occurred in your company since the last meeting,
- any follow-up that has been done as a result of investigations into incidents,
- Incidents that have happened in other companies.
- Updates to the company’s Accident Prevention Plan from “lessons learned.”

2. Results of safety inspections.

- Discuss the results of recent safety inspections.
- Follow up on assignments for eliminating or controlling identified hazards.
- Encourage employees to identify any unsafe conditions or tasks, and
- discuss ways to eliminate or control the hazards.
- When appropriate, assign responsibilities for eliminating or controlling identified hazards.

3. Training.

- Discuss any new safe work procedures or other policies and procedures that need to be implemented.
- Safety Topic of the Month: a presentation and discussion on the chosen topic.

4. Open forum.

- Any one who has a concern about safety and health should bring it up for discussion.

5. Next meeting.

- Set the time, date and place for the next meeting.
- Select a Safety Topic and designate the presenter/discussion leader.

Persons attending this meeting:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Signed: _____