

DAIRY SAFETY TOOLKIT

Conducting a Safety Meeting

deohs.washington.edu/pnash

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. On-the spot training of employees can also be considered a safety meeting if appropriate content and the meeting is documented.



Before you begin the meeting

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

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.

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** a training topic. Use topics proposed by the DSK if appropriate.
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

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.

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