

	COMPANY HEALTH AND SAFETY PROGRAM	
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	Safety Meetings	Revision: 0

1.0 PURPOSE

The purpose of this procedure is to provide guidelines enabling supervisory personnel to conduct safety meetings necessary in order to improve safety on a project site.

2.0 SCOPE

This document applies to all divisions/departments and subcontractors of HES.

3.0 POLICY

Any meeting represents time lost from production, but safety meetings that are well conducted, informative, and interpreted correctly justify an interruption to production and are very important in providing continuing safety awareness.

4.0 PLANNING SAFETY MEETINGS

Safety toolbox meetings should be held at the project site at least once daily during the project. An acceptable time for meetings to last is around 10 minutes. The meetings should be organized so as to present safety topics first relative to the work planned for the day and then discuss the information or ask questions for clarification and receive feedback.

5.0 CONDUCTING SAFETY MEETINGS

Know the information before the meeting. The employees attending may be able to determine whether or not you know what you are talking about. Conduct the meetings in a serious manner to convey to the employees that the information is worth their attention. It is important to keep the message clear, concise, and to the point. Visual aids are effective in keeping employee attention and driving a point home (i.e. damaged personal protective equipment).

If an issue is brought up to which you are unsure of the answer research the issue and readdress the point at the next meeting. If the issue holds severe consequences find out the answer and resolve the issue as quickly as possible.

6.0 SAFETY MEETING REPORT

A record of each daily safety tool box meeting must be filled out completely. The report is a means of tracking the information discussed with proof that safety is a value and part of the project in providing awareness to those involved. The reports must be signed by each individual attending the meetings.

