# 

# how to conduct an effective safety talk

Holding regularly scheduled safety talks with employees is an effective and often underutilized way to communicate jobsite or work-related safety. They help to address common issues and identify specific safety concerns. In turn this raises employee awareness and can prevent incidents and costly injuries.

*Specifics of holding an effective safety talk meeting:*

* Meetings can be held monthly, weekly or even daily depending on the need and type of work being performed
* They should be interactive and relatable to employees, not canned or read directly from a sheet
* Topics should be relevant and directly relate to work being done, tools or equipment being used, hazards specific to the industry, current season etc.
* When developing a training calendar, focus on the training needs for that specific time during the year or current tasks and skip a topic if it doesn’t apply
* Keep the meeting interesting by using statistics, props or telling a related story
* Make the risk real to employees to make a greater impression; this can be done by sharing videos or true accounts on how quickly events can change or how a small incorrect decision can change an outcome
* Avoid being vague or overly general; make material site or work area specific
* Avoid placing blame when discussing incidents or potential incidents such as “carelessness”
* Only allow experienced employees, who have the respect of their group, to host safety talks
* Ensure meetings are held in a safe and quite area away from work area
* Meetings should be held in the language employees speak with multiple meetings or translation if necessary

*Work to gain employee participation:*

* Employees should be included in identifying workplace or site issues
* Discuss how the topic can affect the group of employees specifically in the meeting; have them join in with examples
* They should be involved in coming up with suggestions for change or solutions
* If something can be made hands-on, do so
  + Specific safety features on new tools or equipment
  + Specific personal protective equipment to be used by this group of employees
* When possible, providing handouts can be a useful physical and visual aid during a meeting as well as a good review for later