Whenever you hold a safety meeting or any training session, consider these tips to make the most of the time and energy that you’re investing:

1. Choose a training location that is as quiet as possible and has minimal distractions.
2. Use well-written material that is easy to understand.
3. Match your training topics to the work that your people are doing; relevance improves learning and retention.
4. Get their attention by making eye contact; look up frequently while you read.
5. Keep their attention by asking questions during the meeting; read the meeting beforehand and think of just one or two questions.
6. Engage your crew in the meeting: if you’re talking about hard hats or safety glasses, tell the crew to put them on, then they have to be involved.
7. Bring props and samples (gloves, tools, a fall harness)—show and tell.
8. Get your crew physically involved: have someone demonstrate how to put on a fall harness, or have everyone inspect their hard hats.
9. Go to the source: hold an Aerial Lift meeting at a lift; show them the controls and where to tie off.
10. Always “walk the talk;” if you and management don’t follow the rules, the employees never will.

Have you thought about why you do safety? Three of the common reasons that people pay attention to safety are:

1) Compliance
2) Financial Costs
3) Moral obligation

No one of those three is more or less “right” than any of the others. In fact, many people and companies move frequently from one motivator to another. The point is that you can be far more effective in getting good results from your safety efforts if you know why you, your crew, and your boss are interested in safety—and those could all be different “whys.” If your boss really cares about the costs, make sure you present your efforts and results in terms of money invested and money saved. Understand the Why and you’ll get better results.

You can find FREE safety checklists and a variety of safety facts to include in your toolbox talks at safetymeetingoutlines.com

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