



# PLATFORM ZERO INCIDENTS

## SAFETY MEETING

A safety meeting is meant to ask for attention for a certain safety issue. A safety meeting does not have to take hours. It is a moment for the crew to talk with each other about the hazards of certain activities. Experience shows that these moments can lead to an even safer working environment.

Below a list of points that can help when a safety meeting is held:

1. Plan the meeting at a quiet moment, for example during a cup of coffee when there is time to talk with each other.
2. Begin the meeting with a short introduction to clarify the goal of the meeting.
3. Explain what the meeting is about (discuss 1 topic at a time).
4. Ask for (personal) experiences and examples, these can also be positive.
5. Encourage sharing opinions and discuss these.
6. Stay positive and motivating.
7. Give a summary/conclusion at the end of the meeting so that it is clear for everyone what the hazards are and how these can be prevented or limited.

SUBJECT:

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EVALUATION:

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Signature: \_\_\_\_\_

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