

How to have a good Safety Meeting?

A safety meeting is meant to ask for attention for a certain safety issue. It is a moment for the crew to talk with each other about the hazards of certain activities. Plan the meeting at a quiet moment, for example during a cup of coffee when there is time to talk with each other.

Below a list of points that can help when a Safety Meeting is held:

1. Begin the meeting with a short introduction to clarify the goal of the meeting.
2. Explain what the meeting is about (discuss 1 topic at a time).
3. Ask for (personal) experiences and examples, these can also be positive.
4. Encourage sharing opinions and discuss these.
5. Stay positive and motivating.
6. 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.



Signature

Date:

Signature:

Participants:
