

Informal Safety Meetings

Also known as “Tool Box Talks” or “Huddles”

Overview

Informal safety meetings are sometimes called “Tool Box Talks”, “Tool Box Meetings”, “Huddles” or other names specified by the organization. Regardless of their name, Informal Safety Meetings are a quick way to pass along safety information to your employees on a regular basis. Informal Safety Meetings give the supervisor a chance to talk about an important safety topic at the beginning of the work shift. Each meeting should be recorded on a meeting minutes form with a list of all the attendees and the topic that was covered. This is a great way to make safety a part of the workday and topics could include:

- ◆ Short safety training sessions that are work-site specific (can also be related to the season, time of year, busy-times, etc.)
- ◆ Incident information (trends or a current event)
- ◆ Workplace hazards and controls (new controls in place, the identification of a hazard, or a refresh of a hazardous job or area)
- ◆ Safe practices
- ◆ Explaining new safety initiatives

Activity

Put participants in small groups and assign a facilitator in each group. The facilitator will walk through a safety topic with the group, and then engage them in a discussion about that kind of work. Use the following “**Meeting Minutes**” form to capture the event (this can be filled out by another group member - not the facilitator).

Options for Topics & Suggested Discussion Questions

Winter is coming!

Information: It is October and winter is coming, that means more risk of slips, trips, and falls outside on the ice. It is time to wear appropriate non-slip footwear, and to report all build up of snow or ice.

Discussion: What controls are in place to prevent slips, trips, and falls? (this may include a shovel, ice-melt, requirement for non-slip shoes, a quick response to cleaning up snow and ice, etc.)

Do not disable safety equipment

Information: The meat slicer is easier to use (and to clean) with the safety guard removed, BUT - meat slicers are one of the most common causes of injuries in the kitchen. Guards must not be removed and must be used AT ALL TIMES. Failure to work safely is considered a failure to do the job correctly.

Discussion: How can we ensure everyone is using the meat slicer guard? Is this happening with other

Informal Safety Meetings

Meeting Minutes

Date:	Department or Area:
Presenter:	
Topic:	

Attendees	
PRINT NAME	SIGNATURE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Presenter Signature
(confirmation of accurate information)