

<u>Safety Meeting Checklist</u>		
	Yes	No
Management:		
1. Do you have a safety meeting policy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you enforce it?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are supervisors kept up to date on new safety regulations?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you inform supervisors about company accident and injury rates?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all supervisors trained to conduct safety meetings?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you make suggestions to supervisors on safety meeting topics?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you pay for safety meeting time?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you review supervisors' safety meeting plans and schedules?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you evaluate safety meeting success?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have a program to recognize safety improvements?	<input type="checkbox"/>	<input type="checkbox"/>
Safety Department:		
1. Do you help supervisors plan safety meetings?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have training materials available for supervisors to use?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are supervisors informed about available training aids?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you participate in conducting safety meetings?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you sit in on some safety meetings as a participant?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you help supervisors evaluate and improve safety meetings?	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors:		
1. Do you hold safety meetings at least once a month?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you keep track of new safety regulations and company accident and injury statistics?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you schedule and plan safety meetings in advance?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you review your schedules and plans with management and the safety department?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are safety professionals and other supervisors consulted in developing safety meeting topics and formats?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you keep track of examples of safety compliance and problems in your department?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does each safety meeting have an objective?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you outline an agenda and presentation for each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are your presentations varied?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you tie each meeting to on-the-job examples?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you conduct regular brief informal safety meetings on the floor?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are meetings set up to encourage practice and participation?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you evaluate the results of safety meetings?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you use the evaluations to improve your meetings?	<input type="checkbox"/>	<input type="checkbox"/>