



# Safety Checklist

# Safety Team Meeting Do's and Don'ts

To be effective, safety teams need to have purpose and focus with support from all levels. That means every meeting counts. During each safety team meeting:

## Do:

- Set a convenient meeting time and location
- Keep the meeting time to about an hour
- Send out an agenda and meeting documents at least one week in advance
- Stay on agenda and avoid diversions
- Solicit input from all members
- Take notes and assign action items
- Ask for future agenda items
- Send out meeting minutes afterwards

## Don't:

- Exclude non-management employees from teams
- Wait for late members
- Be negative in giving feedback
- Use meetings "just to meet" or maintain status quo
- Allow members to "hijack" the meeting
- Try to do too much too soon
- Run past the designated stop time



*Proud Member*