

# **SUPERVISOR SAFETY MEETINGS PLAN**

**SCOPE:** This Plan covers all employees who are or may be exposed to recognized hazards in the workplace.

**POLICY:** This organization recognizes that a well-ordered flow of information between management and individual employees is vital to the success of the safety program. It is our policy to build safety awareness, education, and participation of employees through formal training programs which will be supplemented with safety meetings at all levels of the organization.

## **PLAN ADMINISTRATION**

**PLAN ADMINISTRATOR.** The Plan Administrator, (NAME) will ensure that safety and health hazard assessments, inspections, accident investigations, employee training, and safety meetings are conducted in a timely manner, and will be responsible for maintaining all records and other documentation related to such activities. The Administrator will provide supervisors and other employees who provide safety training and information to employees with safety meeting topics appropriate to work activities and recognized workplace hazards.

The Administrator may designate or authorize other personnel to implement the provisions of this Plan.

**SUPERVISORS.** Supervisor(s), (NAME) will regularly monitor work areas and employee activities for unsafe incidents or equipment, and take the initiative to make corrections where authorized to do so. He or she will conduct safety meetings at the intervals specified in this Plan and at his other discretion. Supervisors will make sure that new employees know all safety, health, and housekeeping rules to which their jobs are subject.

**EMPLOYEES.** All employees will:

- Participate actively in the facility's safety program.
- Observe all safety measures.
- Attend all safety meetings.
- Report all accidents and Near Misses.
- Correct or report any safety hazard in his or her work area.
- Wear the proper personal protective equipment (PPE).

## **PLAN, REVIEW AND UPDATE**

This Plan will be reviewed periodically and updated as needed to reflect changes in the work and/or worksite conditions, and when injury or illness incidents warrant a review.

## **SAFETY MEETINGS PROGRAM**

A safety meeting will include all employees in a work area and at least one manager or supervisor to ensure that all appropriate issues are addressed.

## **COVERED EMPLOYEES**

All employees who are exposed or likely to be exposed to recognized workplace hazards are required to attend safety meetings. Employees designated to provide first aid and other emergency response services are also required to attend.

## **MEETING SCHEDULE**

Supervisors will conduct regular safety meetings for employees [frequency, e.g., daily, weekly, biweekly, monthly, quarterly] and at other times to discuss safety issues as they occur. Topics for safety meetings will be scheduled to provide reasonable deadlines for the trainer and presenters to prepare the meetings. The schedule of topics will ensure that over a period of time the full spectrum of potential safety and health hazards will be covered.

## **FLEXIBILITY IN MEETING SCHEDULE.**

The schedule will permit some variation in how the hazards and the means of reducing risk are presented and be flexible enough to allow for discussion of any current accidents or health hazards in the industry.

The schedule of selected topics may be preempted by:

- A recent event
- The availability of an exceptional speaker, including local safety, health, fire, or sanitation officials, consultants, insurance, or loss prevention professionals
- A video
- A special demonstration

## **MULTIPLE WORK SHIFTS**

Where there are multiple work shifts, the meeting will be repeated for each shift or be held at a place and time that will ensure all affected employees are able to participate.

## **MEETING DURATION**

The duration of a safety meeting will vary by subject, ranging from several minutes for informational or “reminder” meetings to up to an hour for more complex subjects. A meeting may last up to 2 hours under special circumstances.

## **MEETING STRUCTURE CONTENT**

### **AGENDA**

Each meeting will be run according to an agenda prepared by the Administrator or designee. The agenda will provide for:

- Introductory warm-up
- Presentation of the topic(s)
- Use of visual aids, if appropriate
- Discussion period and opportunity to raise questions.
- Concluding wrap-up

Where there is no written agenda, as with shorter weekly meetings, the supervisor will use a consistent approach to presenting the material, varied according to topic and the local need.

### **CONTENT**

After an introduction by the supervisor or manager, the main topic may be presented by a safety person, a trainer, a line supervisor, a guest speaker, or a representative of company management.

The presenter will cover one or more of the following issues:

- Review key safety topics.
- Review safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Review any observed unsafe practices and ways to correct them.
- Reaffirm the need for safe work practices.
- Answer any questions that employees may have about a safe practice, equipment operation, or other safety-related issues.