

Safety Alert of THE MONTH

PLEASE PASS THIS ON TO PEOPLE AND ORGANIZATIONS IN BC'S FOREST INDUSTRY

December 2015

Ideas for Great Safety Meetings

Leading monthly safety meetings can be a challenge. Use these tips to create interesting tailgate sessions where everyone is involved.

- Take the time to plan the meeting. Identify important items like the purpose of the meeting, what topics are going to be covered and who should attend.
- Anticipate what questions might be asked and come prepared with answers. If the meeting topic is going to cause arguments, bring some ideas for solutions.
- Don't get sidetracked, stick to the plan. Write up a simple agenda for the meeting and share it with everyone attending. This will help keep everyone on track.
- Pick a good location. Holding a safety meeting in a pounding rainstorm or beside loud machinery will make it difficult for everyone to concentrate. Have some fun; people also turn off during boring meetings.
- Use good communication techniques during the meeting. Ask questions to check understanding and get people engaged. Set an informal, friendly tone to the meeting so others will add their thoughts and suggestions.
- Get people involved in the meeting. For example, have workers run the meetings or practice important skills like first aid or medical evacuation. Get everyone active, don't just talk.
- If you're getting side tracked by off topic issues, use the parking lot tactic. Tell everyone that those issues will be written down and dealt with at another meeting.
- If you're stuck for safety topics for your meeting, look for ideas from other industries. Search the web for safety alerts from other resource industries.



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One of the keys to an effective meeting is using information that is relevant and interesting to the crew. Here are some great resources that you can use at your next meeting:

- SAFER Council Videos – excellent resource on topics like handfalling second growth, planning steep grade hauls and improving communication between phases.
 - <https://www.youtube.com/user/SAFERCouncil>
- BC Forest Safety Council Videos – check out the new video on log truck rollovers and seatbelt use.
 - <https://www.youtube.com/user/BCForestSafety>
- WorkSafeBC Emergency Video – a great video that uses a logging example to show what can happen when trying to transport an injured worker.
 - <https://www.youtube.com/watch?v=oMslW0AWEws>
- BC Forest Safety Council Industry Alerts – look at the bottom of the main page for industry alerts sent in by forest companies from across the province.
 - <http://www.bcforestsafe.org/>
- ENFORM safety alerts page – recent alerts include details from wildlife and driving incidents.
 - <http://www.enform.ca/resources/safety-alerts.cfm>

