

## A Safety Meeting Outline

*(Note: This outline is divided into two parts, so that the material can be covered in one meeting or divided into two shorter meetings.)*

### Part I: A Bad Safety Attitude Hurts Everyone

#### A. Introduction

2 minutes

1. Hundreds of thousands of workplace injuries each year, including deaths
2. OSHA and the company work hard to maintain a safe work environment.

#### B. Problems Caused by Workplace Accidents

2 minutes

1. Lost work time and pay
2. Less productivity—company can't be successful
3. Lower morale—not an enjoyable place to work
4. Higher insurance and legal costs
5. Pain, possible permanent injury, and/or death.

Handout  
2005-25 ►

#### C. What Is a “Bad Safety Attitude”?

5 minutes

Distribute and review Handout 2005-25, or use as an overhead slide. This covers examples of a bad safety attitude. If this is one single meeting, add B from Part II and distribute or show the second handout.

#### D. Discussion and Practical Exercises

5 minutes

(If you are conducting one single meeting, combine this discussion with the discussion in Part II.)

1. What does “complacent” mean? How can being complacent cause accidents?
2. Give other examples of how bad safety attitudes can cause accidents.
3. How can workers improve the company’s safety record?

1 minute

#### E. Summary

1. Almost all accidents are preventable
2. A bad safety attitude is the major cause of accidents and injuries.

5 minutes

#### F. Wrap-Up

(Omit if Part II is included with Part I in one training session.)

1. Thank employees for their participation
2. Ask for final questions and answers

- Issue and collect session evaluation form.

## Part II: A Good Safety Attitude makes a Difference

2 minutes

### A. Introduction

(If Part II is the topic of a separate meeting, briefly review the main points from A and B of Part I.)

- Review previous introduction as appropriate
- Review previous handout as appropriate.

Handout  
2005-29 ▶

5 minutes

### B. What Is a “Good Safety Attitude”?

Distribute and review Handout 2005-29, or use as an overhead slide. This covers good safety attitudes.

2 minutes

### C. Using Good Common Sense

- If you don't know how to do something safely—ASK!
- Look for and eliminate hazards and risks before beginning a job.
- No fooling around!

5 minutes

### D. Discussion and Practical Exercises

- Name some specific examples of ways to prevent accidents.
- Should you ever feel that a question is “too dumb to ask”?
- Why is it important never to fool around or play jokes on the job?

1 minute

### E. Summary

- A bad safety attitude can't be tolerated—there's too much at stake.
- Preventing accidents is everyone's responsibility.

5 minutes

### F. Wrap-Up

- Thank employees for their participation
- Ask for final questions and answers
- Issue and collect session evaluation form.