



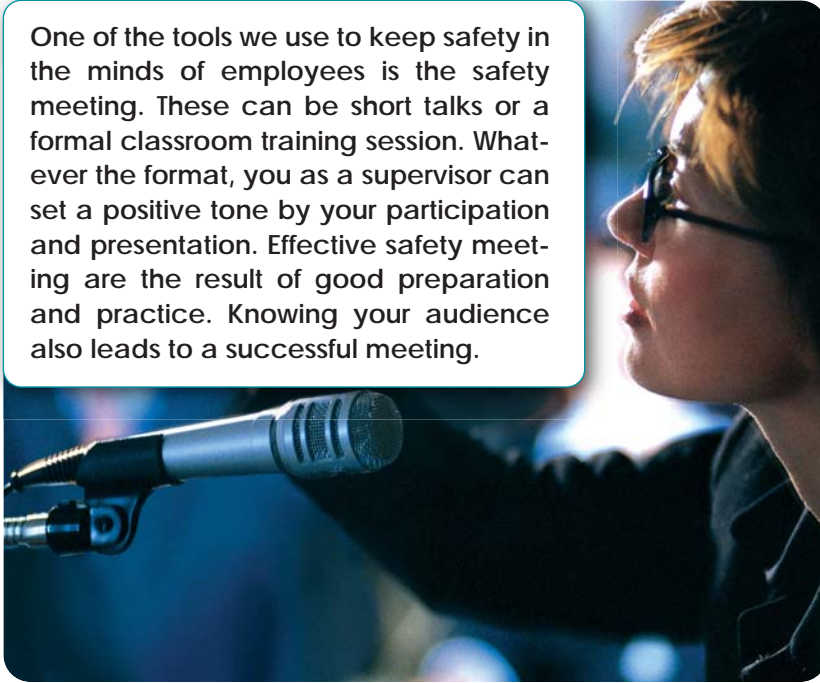
# VITALS

For Medical Transport Professionals

A Weekly Safety Newsletter

## Effective Safety Meetings

One of the tools we use to keep safety in the minds of employees is the safety meeting. These can be short talks or a formal classroom training session. Whatever the format, you as a supervisor can set a positive tone by your participation and presentation. Effective safety meetings are the result of good preparation and practice. Knowing your audience also leads to a successful meeting.



### Purpose of Meetings:

- Encourage awareness
- Disseminate Information (i.e. recent accidents, trends, results of analysis)
- Promote participation
- Provide motivation
- Introduce new procedures
- Reinforce existing policies
- Training -various topics

### Pre-plan

Whether a formal or informal meeting, being well prepared, with an understanding of the topic, will ensure that the training session time is not wasted. If you find yourself simply reading the material, you will probably lose their attention very quickly.

### Nuts & Bolts

Use a basic outline to keep your session flowing. An outline only needs to consist of reminder points to ensure that you have covered all required areas. This will also help with a smooth opening and closing.

1. Introduce yourself
2. Introduce the topic
3. Present your facts
4. Discuss applicable hazards (accident types)
5. Discuss hazard control
6. demonstrate the "How To"
7. Ask questions during session
8. Ask "What If..."
9. Starts a discussion
10. Summarize key points

### Check Your Attitude!

People will quickly pick up on the fact that you are just going through the motions because management says you must have a safety meeting. Be positive and animated; allow your professional approach to catch on with others.

### Show & Tell

If the topic includes use of equipment such as locks or tie-downs, use these as props to demonstrate their proper use and the hazards of misuse. Also, take advantage of videos available on the topic.

### Personalize It!

If you want others to use the training you provide, make it applicable to their situation and job conditions. Use examples from day-to-day operations.

### Use Audience Knowledge

Many employees you will be teaching have years of experience. Keep them from getting bored by using active techniques such as, "John, tell us about the time..."

### Keep it short

Most safety meeting topics can be completed in 15 to 20 minutes; others may take longer, but don't try to fill the time.

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