



Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

Safety Committees and Meetings



Division of Occupational Safety and Health
lmi.wa.gov/go/F417-043-000 | 1-800-423-7233

Safety meetings, committees and crew meetings

Did you know that in Washington State, businesses with 10 or fewer employees are required to hold safety meetings? And a safety committee is required when you have 11 or more employees on one or more work shifts (exception: construction and agriculture must hold safety crew meetings instead of having a safety committee). At first, these rules might seem like just another requirement, but safety meetings can bring incredible value.

Why do safety meetings matter?

Safety and health happen in the moment when someone chooses to avoid a risk, follow a rule, or use the proper procedure. But making safe choices is not always easy. The high number of workplace injuries, illnesses, and near misses shows that safety requires management, effort, and teamwork.

Rules and policies are important—they need to be accurate, applied, and followed. Without them, preventing injuries would rely more on luck than planning. Still, rules alone aren't enough. One of the biggest causes of accidents is a lack of understanding, which directly affects decision-making.

How Can Safety Meetings Help?

Understanding safety is not always common sense. People juggle so much information in daily life that safety can feel overwhelming. Safety meetings give everyone a chance to focus, review key rules, and discuss how to stay safe at work.

A good safety meeting should:

- Cover topics relevant to the day's tasks.
- Provide reminders about rules, procedures, and risks.
- Allow time for meaningful discussion.

These meetings help everyone get on the same page, improving understanding and decision-making. Without them, the opportunity to correct misunderstanding fades away.

Why Make Safety Meetings a Priority?

Regular safety meetings have real benefits. They improve communication, prevent injuries, and protect your team's well-being. They can even save your business money by reducing accidents and workers' compensation claims.

Imagine the impact of holding meaningful safety meetings at the start of each day or on a schedule that works for your team. When done well, these meetings are worth the time and effort.

Make safety meetings a priority. They are an investment in your team and business.



Safety Meeting Notes or Minutes

This **optional** form can be customized and used for meeting with safety committees or crews.

Company Name	Work Area or Job Site	Date
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Attendees:

1. Safety topics discussed:

2. Follow-up on recent accidents, injuries, near misses (if applicable):

3. Recent safety issues identified or reported (if applicable):

Tips for effective meetings

Get prepared. Pick safety topics that are relevant to the current job. Ideas can come from observations made during a recent safety walk-around of the work area or job site.

Be creative. You can include resources like safety handouts and short videos that offer compelling, real-life stories and important injury prevention tips. Search for safety and health topic pages at [Lni.wa.gov/SafetyTopics](https://lni.wa.gov/SafetyTopics).

Make it active. Consider whether hands-on activities like demonstrations on how to safely select, inspect and use equipment can work for some meetings.

Cover any required applicable items listed in rules, such as:

- Construction, WAC 296-155-110(6)
[Lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=155](https://lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=155)
- Agriculture, WAC 296-307-033
[Lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=307](https://lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=307)
- General industry, WAC 296-800-13025(2)
[Lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=800](https://lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=800)

Note attendees and topics. Documentation is required and useful for your company's safety program. An optional Safety Meeting Notes form is provided as a ready-to-use tool that can be customized to your company's needs.