


# Sample Safety Meeting Minute Topics

## What Do People Talk About at Safety Meetings?

### General topics

- What to do in case of a specific emergency (fire, earthquake, chemical spill).
- A "close call" someone reported, for example, a near miss by a forklift.
- How someone in the company got injured.
- How someone in another company got injured.
- How to keep the walkways clear and reduce clutter.
- How to safely operate a new piece of equipment the company has just bought or leased.
- New hazards now that the season is changing (rain, cold, heat, darkness).
- How to predict an accident.
- What would make these safety meetings more worth your time?
- Watching out for "road rage."
- Leaving work after dark.
- Using a fire extinguisher.
- Reporting unsafe conditions and near misses.
- Using a mobile phone while driving.
- Proper lifting techniques.
- Using the emergency eyewash.
- Our Lock-Out/Tag-Out program.
- Choosing proper eye protection.
- Recognizing the effects of carbon monoxide.
- Forklift-pedestrian safety.
- Problems using ladders.
- Loading dock safety.
- Stretching exercises to prevent injuries.
-  [How loud is too loud?](#) (250 KB PDF).

### Topics for agriculture

- Power take-off (PTO) safety.
- The pesticides we use here.
- Preventing tractor overturns.
- Roll-over protective structures (ROPS).
- Personal cleanliness and basic sanitation.
- Safe and healthy places to eat your lunch.
- Electrical hazards.
- Safe use of jacks.
- Cold weather safety.
- Hot weather safety.
- Hazards in grain bins.
- Lock-Out/Tag-Out before working on machines.
- Safe handling of anhydrous ammonia (NH<sub>3</sub>).
- Refueling safety.

- Tractors and highway safety.

### **Topics for construction**

- Choosing the right eye protection.
- Traffic and pedestrian safety on the job site.
- Staying within the limits of an extended-reach forklift.
- Eye hazards from laser equipment.
- The top 7 causes of lower back injuries.
- The top 5 injuries from nail guns.
- What's a rotator cuff, and why do they get torn?
- Injuries during the first and last hours of the day.
- Making temporary walkways that are safe.

### **Check out other ideas on the web**

- [Toolbox topics](http://www.oshatraining.com) (www.oshatraining.com).
- [Toolbox Talks](#) (cpwr).