

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C876: Safety Meetings

Introduction: The Occupational Safety & Health Administration (OSHA) requires employers keep employees free from recognized hazards through a variety of methods: engineering, administrative and Personal Protective Equipment (PPE). Among the requirements to remove hazards, put in place safeguards and supply workers with hard hats and non-slip shoes, OSHA also requires employers to make sure employees know the safe way to conduct business.

Tailgate Safety Meetings:

The Safety Services Company’s library of over 800 safety meetings covering topics in the fields of Construction, General Industry, MSHA, and Hospitality is a way to provide and document the safety training on a regular basis.

First fill in the location of the worksite, the instructor who is giving the training and the date and time that this training occurred.

Then read the safety meeting out loud to the employees. Take this time to point out relevant aspects of the worksite that the meetings discuss, and answer any questions that employees receiving the training may have.

Then at the bottom the employees who have just received the training sign their name below “Employee Attendance” acknowledging that they have participated in this training session.

The meeting comes on 2-ply NCR paper ensuring that there are multiple copies for company records.

Regular training:

The safety meetings are available for regular weekly training, twice a week or monthly. Providing regular training and keeping a record of that are key to creating a regular training program that emphasizes safe work place practices. When safety training is practiced on a regular basis, everyone knows that it is a priority and will endeavor to follow the training and put safety first.

Employee Quiz:

Every meeting also comes with an available quiz that can be copied and given to every employee who takes the training. The five question multiple choice quiz tests the employee on the material just discussed, providing further verification of safety training.

The bottom of the quiz includes an opportunity for the employee and instructor to sign that training has taken place.

Workplace Inspection:

Also provided on the quiz is a Workplace Inspection checklist for the employee receiving the checklist to check that they are current on required training, safety training and company policies, rules and regulations.

Spanish Versions:

Because OSHA encourages employers to provide training in a way and language that the employee can understand, the meetings are also available in Spanish.

Conclusion: OSHA advises that employers provide safety and health training before problems or accidents, on general safety and health rules and work procedures

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Employee Attendance: (Names or signatures of personnel who are attending this meeting)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.