

# safety matters

Toolbox Talks for

From your safety partners at Built Insurance Brokerage LLC

## Safety Meeting Basics

According to the Occupational Safety and Health Administration (OSHA), one of the most effective ways to promote a safe working environment is to get involved in company safety meetings. Since safety is our top priority, we've gathered some tips to help you make the most out of our company safety meetings.

### Why Safety Meetings

These informal, brief meetings allow you the opportunity to stay up to date on potential workplace hazards and safe workplace practices, such as machinery use, tool handling, equipment use and safety-minded attitudes—basically anything that may contribute to accidents or illnesses in your workplace.

### Meeting Basics

- Attending safety meetings is mandatory. Be aware of what days we hold meetings, and plan accordingly.
- Always sign our safety meeting log – recordkeeping is an important part of our safety and compliance program.
- Be an active participant. Some of the best safety ideas come from workers just like you because you often know best what and where the dangers are.
- During safety meetings, if you have something to add, don't hesitate to speak up.
- Notice that spills aren't being cleaned up properly or someone didn't follow lockout/tagout procedures? We want to

know so that we can cover the topic at a future safety meeting, and everyone can benefit.

- Already know the day's topic? Don't tune out as you may have something valuable to add.
- If you have an idea for a safety topic, chances are others will find it of interest too. We encourage you to share the details with your supervisor or the safety committee.
- Have a question, like how to lift safely or read a Safety Data Sheet (SDS)? Don't keep it to yourself - there are no dumb questions when it comes to safety.
- Don't know all of our safety policies? You can find more information on area bulletin boards or from a human resources representative.
- Want to nominate someone for a safety award? Contact your supervisor or safety committee with the details.

Regardless of your job title, working safely is everyone's responsibility at . See you at the next safety meeting!

**Regardless of your job title, safety is everyone's responsibility. See you at the next safety meeting!**



**BUILT**  
INSURANCE BROKERAGE

32107 Lindero Canyon Rd. Suite 228  
Westlake Village, CA 91361  
805-413-4331

This Safety Matters flyer is for general informational purposes only, and is not intended as medical or legal advice. © 2007-2010 Zywave, Inc. All rights reserved.