

Safety Meeting Agenda:

Plan and Prepare

Refer to the "Tips For Safety Talks!" for ideas on planning this safety meeting. Read through the article ahead of time to help you with your presentation. Add further questions to those we have provided at the end of this talk.

1. Tailor this safety talk to your specific industry and situations when cell phones may be used while driving or operating equipment.
2. Bring a copy of your company's policy regarding cell phone use, if one exists.
3. Discuss with your workers the penalties of using a cell phone while driving if this practice is banned by your company.
4. Search the Internet looking for news articles dealing with cell phonerelated car crashes and bring them to the meeting.
5. Ask workers to bring their cell phones to the meeting and then ask them to list the last 10 calls they made or received. How many of those calls were urgent? How many improved productivity?
6. Set up a complicated walking course in a safe area and ask workers to maneuver it while talking on the phone. Increase the challenge by asking workers to dial and walk at the same time.
7. Ask workers to share their experiences with cell phone use while driving.

Ask for any additional comments and questions.

What other safety concerns have come up as a result of the discussion on this topic?

The Meeting

Start your meeting promptly.

Report on any follow-up to safety concerns raised at the previous safety talk:

Ask participants what safety problems they have observed on their jobs since the last meeting:

Determine what action should be taken to fix these safety problems. Write them here and take action before the next meeting:

Read today's topic, and ask the participants to read along in their handouts. Add your own comments to the material, including your own company's procedures.

Quiz Answers:

- 1. True 2. False 3. False 4. True 5. True**

Thank your group members for their involvement in today's safety meeting.