

SAFETY MEETING PLANNING CHECKLIST

Organization:		
Preplanning		
Action	Comments	Completed
1. Determine meeting objective/topic	Write a clear objective and state what participants will be able to do upon completion of the meeting. (Safety monitor may want to coordinate with supervisor and safety specialists in this decision.)	
2. Set schedule Date: Location: Start Time:	Reserve room, if necessary. Determine how much time is necessary to cover topics.	
3. Establish agenda	Identify key points. Include introduction, topics/activities and wrap-up.	
4. Use of Visual Aids	Demo, VHS tape, Slides, etc.	
5. Use of Equipment	Get a projector, TV, VCR, or White board etc., if needed.	
6. Select Handouts	Ensure they are simple and straight to the point.	
7. Notify participants of schedule		
8. Obtain meeting materials	Get videos from safety office, make handout copies, reserve equipment needs, sign in sheet.	
Day of meeting		
1. Arrive at the meeting room early.		
2. Set up room.	Ensure there are enough chairs, tables, etc.	
3. Verify equipment is functional.	Find out whom to contact if it is malfunctioning ahead of time.	
4. Greet participants as they enter.	Have participants sign in.	
5. Conduct meeting.	Introduce topic, state objective, allow time for Q and A, summarize.	
Post Meeting		
Follow up	Take/assign responsibility for action items.	