

Crew safety meetings

For general industry

You may hold crew safety meetings instead of having a safety and health committee if you have:

- 10 or fewer employees, or
- 11 or more employees who work on different shifts if 10 or fewer employees work on each shift, or
- Crews of 10 or fewer who work in widely dispersed locations.

Crew safety meetings must be held at least once a month. At your meetings, you must:

- Take minutes. Document everyone in attendance and the subjects discussed.
- Review safety and health inspection reports. This will help correct safety hazards.
- Evaluate accident investigations conducted since the last meeting to determine if the causes of the unsafe situation were identified and corrected.
- Evaluate the workplace accident prevention program and discuss recommendations for improvement if needed.

For the construction industry

Crew safety meetings must be held at the beginning of every job and at least weekly thereafter.

In these meetings, you must:

- Take minutes. Document everyone in attendance and the subjects discussed.
- Review reports of walk-around safety inspections conducted since the last safety meeting.
- Review any citations received so that hazards can be corrected and prevented.

- Evaluate accident investigations conducted since the last meeting to determine if the causes of the unsafe situation were properly identified and corrected.
- Keep the minutes of each meeting for at least one year and make them available for review by Labor & Industries. Keep minutes where the majority of the employees of each construction site report for work each day.

For construction and general industry

The job supervisor or someone else designated by management is responsible for leading the discussion during crew-safety meeting. Meetings will be most useful if you do the following:

- Discuss and/or demonstrate proper operation of any new equipment or equipment involved in an accident.
- Discuss and/or view physical changes in the job site, changes in job procedures, new job assignments or other conditions that may affect employees.
- Involve employees in establishing safety procedures to promote cooperation and improve the prospects for self-enforcement.

Tips for effective meetings

- Hold the meetings at the work site in a relaxed atmosphere at the beginning of the week when your workers are rested.
- Open the session with the subjects to be covered, limit the discussion to a few items and focus on problem areas.
- Restrict discussions to the work at hand and to proper safety methods for accomplishing the work.

Minutes of crew safety meeting

You may use this form to prepare minutes for your crew safety meeting.

Company name/address:

Meeting date: _____ Time: _____

Number of employees present: _____

Meeting leader: _____

What we discussed:

If you need more room for meeting minutes, use another piece of paper and attach it to this form.

Who attended the meeting:

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