Safety Minute – How To!

What are "Safety Minutes?" "Safety Minutes" are short safety topics that are included in staff meetings. It is recommended that Safety Minutes are included in regularly scheduled staff meetings but they can also be impromptu or be included at the end of other training.

When should Safety Minutes be conducted? (short answer = anytime!)

- At a very minimum once per month at the end of a staff meeting or some other training.
- When there has been an accident or incident at work such as a fall, slip or trip.
- When an unsafe act or and unsafe condition has been observed by management or by an employee who reports it to management such as boxes stacked to high or observing an employee standing on a chair with wheels.
- Prior to a holiday such as July 4^{th}
- At the beginning of or during a season such as cold weather or summer.

Who conducts the Safety Minutes? Since safety is everyone's responsibility, it can be a number of people:

- The supervisor or manager of a unit because they are ultimately responsible for the safety and well-being of their employees; or
- The Loss Prevention and Control Committee member; or
- The Safety Committee member to conduct the training; or
- An HR representative; or
- Anyone with an interest in safety!

Which Safety Minute should be selected? (short answer = it depends!)

- The topics can be selected at random or
- A particular topic can be requested by any employee; or
- Topics may be related to a holiday such as 4^{th} of July safety; or
- A season such as cold or heat; or
- Topics may relate to items of concern in the office identified by the supervisor during a "walk around" or
- Something that is reported to the supervisor as an unsafe condition or an unsafe act; or
- If the office has had a worker get hurt such as slipping on a wet floor or tripping over an electric cord.

Where do I find the available Safety Minutes?
In the policies section under Safety and Loss Prevention and if you don't find what you are looking for, please feel free to request it from HR.

How do I conduct the Safety Minute?

- Provide each employee with a copy of the safety minute handout – no sign in section. Cut it off to lessen confusion.
- Ask them to review the topic.
- Facilitate a discussion by asking open ended questions:
    - Does any of this sound familiar?
    - Has anyone ever experienced this?
    - How could this impact our ability to do our work?
    - Can you think of another example related to this topic?
- Ask them to sign in sheet which also has the topic on it. If you have time it's nice to type in the employee names.
- Enter the District Office name or section name and the date at the bottom of the page.
- Scan the sign in sheet to the Loss Prevention Coordinator or give it to your Loss Prevention and Control Committee member or Safety Committee member.
- Place a copy in your local Loss Prevention Binder, Appendix D.