



<b>Title: Safety Meetings, Moments and Communication</b>	<b>Section: 21</b>	<b>Issue Date: February 2022</b>
<b>Approved by: Walter Spivak, President</b>	<b>Signature:</b> 	<b>Revision Date: NA</b>

**21.1 Policy Statement**

CF believes that we cannot meet our health and safety objectives without effective communication. Tool Box/Safety Talks are an essential aspect of opening the lines of communications in the workplace and communicating health and safety related information pertinent to the wellbeing of all workplace parties. These informal discussions are an opportunity for all attendees to voice their concerns about site health and safety conditions.

These meetings are also an opportunity for the supervisor to seek co-operation in eliminating any safety concern and/or relay the cause of any injuries, Safety Opportunities or other safety issues that have occurred. The use of Safety Moments to begin all meetings is an important step in maintaining the focus of CF First Core Value of Safety First. Hazard Alerts are an important aspect of communicating lessons learned and are designed to ensure that this important information is shared with those can benefit from the information.

**21.2 Weekly Safety Meeting**

Weekly Safety Meeting must be conducted, and should be held, at the beginning of the first shift of each work week in an effort to ensure that all workers are focused and establish a commitment to work safely all week.

A list of safety talks are included in the H&S Manual, however, if any health & safety issue unique to your project arise and it is not covered herein, please review it in your Tool Box/Safety Talk, and suggest it to the H&S department for inclusion in the H&S Manual.

You can also refer to the Safe Work Practices, and Safe Work Procedures of this manual for additional information and guidance. Consult with your H&S Department for further information regarding talks and topics.

A Weekly Safety Meeting Form / Attendance, see H&S\_FORM\_034, must be signed by each employee attending for each meeting. This document must also include the date the meeting was held, the topics discussed and any concerns raised by employees. These concerns are to be shared with the appropriate Management Personnel as soon as possible for resolution.

**21.3 Office Workplace**

Monthly Safety Talks are to be held with all CF office personnel. Topics for Safety meetings in an office environment are included in the H&S Manual for reference, however many other sources of topics exist. Also, to be reviewed at these meetings are any updates provided by the facilities Joint Health and Safety Committee, the findings of any incident investigations that may have occurred within the facility, any applicable Hazard Alerts issued by the H&S Department, or any other relevant information.



A Safety Meeting Form / Attendance, see H&S\_FORM\_34, must be signed by each employee attending for each meeting. This document must also include the date the meeting was held, the topics discussed and any concerns raised by employees. These concerns are to be shared with the appropriate Management Personnel as soon as possible for resolution

### **21.4 Communicating an Effective Safety Talk**

In order to ensure that workers are engaged and participate in the toolbox talk, the following guidelines have been provided for assistance.

#### **Know and Understand the Material Being Delivered**

- Review the talk prior to communicating it to the workforce. This will help you to anticipate possible questions and prepare for answers.
- This will reduce the awkward feeling of reading a safety talk for the first time in front of employees.
- Be prepared to provide examples relating to your work environment. Workers tend to listen more attentively when they can relate to the experience on the job.

#### **Ensure All Employees are Present and Accounted For**

- Pay attention to possible side conversations. Be prepared to interrupt in order to set the tone.
- Employees receive no benefit showing up in the middle of a safety talk. Exercise your authority to ensure that employees are responsible for attending the talk on time.

#### **Participation**

- Engage employees by asking questions to them. If everyone is reluctant to speak, ask someone directly to answer the question.

**Remember:** Never tell an employee who was brave enough to answer your question that they are wrong. Doing so will turn others off. Instead, say something like “that is partly right or you’re on the right track”. Then follow it up with a leading question to make it easier.

#### **Stay Calm**

- If you don’t know the answer to a question, tell everyone that you will get back to them with an answer.
- Keep it simple and relate your personal experiences

#### **Identify bad habits you may have while delivering a safety talk.**

Examples includes:

- Do you sway back and forth?
- Do you tend to stare at one person the whole time?
- Do you look down at the ground the whole time?
- Are you too soft spoken for the employees to hear you?
- Are you too aggressive with your approach?



### **Key points to remember**

- Relate the information towards field activities
- Ensure the message is clear
- Provide questions
- Be prepared for possible questions
- Provide examples
- Generate interaction amongst the
- Keep ensuring you have everyone's attention
- Don't be afraid to move around the room
- Take your time. Don't rush through

### **21.5 Daily Tool Box Talks (FLRA's)**

Daily tool box talks are done each day prior to commencing work activities. These talks are designed to:

- Review the task at hand
- Review any practices / procedures that are to be followed
- Review the FLRA card or other hazard assessments / analyses applicable to the work
- Review / discuss any ongoing or immediate issues or concerns

Attendance of these talks is typically captured through review of the FLRA or other daily documents.

### **21.6 Hazard Alerts**

Hazard alerts are a communication tool designed to create awareness about safety issues with the appropriate corrective actions. These alerts are typically developed due to a unique or repetitive event that has the potential to occur in other workplaces.

All CF Hazard alerts will be developed and distributed through the H&S department.

### **21.7 Safety Moments**

A safety moment can occur during any meeting, function or CF event. Prior to beginning any meeting, the chair or leader of the meeting is responsible to begin with a safety moment.

A safety moment is intended to focus the on a specific safety topic. This topic does not have to be related to specific construction activities but relevant to the time / place. For example, in November a safety moment discussion could be the use of winter tires on personal or CF vehicles.

Safety moments are an important part in creating and maintaining a high level of safety culture in all that we do.