



WEEKLY SAFETY HUDDLE GUIDE

Franchise Partners,

We here at Brand Central will be providing you with a weekly safety huddle topic, starting September 9th, that will arrive in your inbox every Thursday by noon EST. You are encouraged to share with topics for your location with me (at chris.e.reynolds@chhj.com) that are specific or timely safety communications, identify problems, highlight specific safety concerns/risks, or lessons learned from accidents or incidents. The format of the weekly safety meeting materials will typically include an overview section for the Huddle Leader (topic background, meeting objectives, suggested items to have on hand), the topical information for the team members, and an activity or a discussion question. Topics may include, but not limited to:

Distracted Driving
Business Continuity
Slips, Trips, and Falls
Seasonal Safety tips
Safe lifting
Situational Awareness

Stinging and Biting hazards
Vehicle backing
Speeding and alerts
Hydration
Safety Planning
Footwear/Hand wear

What is a Safety Huddle?

Safety Huddles are brief talks (about 5-10 minutes) or meetings about specific safety topics that can highlight hazards and remind team members of the importance of working safely. They are also used to foster discussion between team members and should be used to encourage team members to raise any safety concerns, report hazards and close calls. Safety Huddles are an important factor in keeping safety on everyone's mind during the day. This, in turn, contributes to many positive effects, including accident prevention, reduced job site risk and having team members make it home safely every day of the week! Supervisors can use their knowledge and experience to teach their team members the dangers of junk and moving hazards, tools, equipment and materials. It is our opportunity to promote a positive safety culture.

Some Tips for Conducting Safety Huddles:

- A respected leader or supervisor should conduct the meeting to ensure that everyone is aware of the

importance of the meeting. Do not delegate this task.

- Present the material, do not read it. The meeting should have the form of a discussion that encourages dialogue (preparation is the key to success).
- Address the hazards relevant to your workplace.
- Invite all team members to debate issues and find solutions.
- Keep the information straight forward and simple. Select only a few key points for review.
- Be sure to state your objectives. It is important for team members to understand the purpose of the training session, why it will be useful to them, and what can result from not following safety rules and procedures.
- Encourage questions and remind participants that experienced team members can assist in the learning of the newer team members. Drawing on the experience of others empowers team members and builds on a strong safety culture.
- Involve team members in the training.
- Assess for understanding of the concepts. If there's a general lack of understanding of hazards or safety rules and practices, schedule another safety meeting or plan a refresher course for a later date.
- Summarize key points at the end of the meeting.
- Document who attended by making a list of attendees. Documentation ensures that everyone receives the message.

Here are 5 reasons why the responsibility for safety meetings should always rest with a leader:

1. *Consistency Breeds Familiarity*

You wouldn't ask a team member to operate a piece of machinery without proper training. Don't just throw anyone into a leadership role without preparing and training them first. Does the team member know the intricacies of the safety program as well as a leader? Could they handle all questions from the floor? One errant comment or suggestion not caught now can create mixed messages and confusion. **There should never be confusion of the procedures in safety.**

2. *Keep It Positive*

Safety has a reputation of aligning itself with scare tactics and gruesome videos. Injury is not safety. Keep tight control on the content of a safety meeting. The purpose of any safety meeting is to make the organization better - not just better-informed. Keep it positive. Focus on safety - not on injury. That takes practice.

3. *Protect Your Team members*

In the same way you would protect your team members from physical harm, you must protect them from mental harm. Pick your presenters or meeting leaders with extreme care. Take control of who and what gets exposure to the minds of your team members. Protect your team members from a lack of preparation and conflicting information. Presentations must move our organization forward.

4. *Engage Their Minds*

The strategy for good safety meetings should be to avoid boring your team members. Period. But that's tough when the subject-matter is boring. Even worse, when the presenters, are boring, ill-prepared and stumbling through a first-time meeting. It is difficult for team members to engage in a meeting full of statistics, graphs and performance charts. Engaging team members takes practice and experience.

5. *This Is an Investors Meeting*

Think about your safety meeting as an investors' meeting. You are asking your people to invest in the safety

program and to buy-in to the HUNKS vision for safety. You only get one major opportunity to appeal to your "investors" for their buy-in to your vision. That's the safety meeting. If they reject your proposal, you will have to wait the next meeting for the same opportunity. Will you leave that up to one inexperienced person to fulfill?