

Morning Meeting Toolkit

Weekly Progress / Safety Meeting

GOALS: *At the end of this session, your crew should be able to:*

- The supervisors will become familiar with OSHA's website.
- Introduce a new training tool to the supervisors for their use and their employees.
- The supervisors have access to OSHA's Laws and Regulation.

WHAT DO I NEED?

- Teams or Zoom.
- OSHA's Website Information.

FLOW:

- Start meeting going over park activities.
- Work that has been completed.
- Work in progress.
- What do we have plan for the next week?
- Introduction to OSHA's website.
- Share ideas on how to use the website, training, laws and regulations and resources.

NOTES:

Before we start the safety portion of the meeting:

- Ask some safety related question.
- Ask how often they have tailgate meeting.
- Ask for examples of what they did and talked about in their safety/tailgate meetings.
- Ask where they found their training materials for training sessions.