Safety Meetings

Safety meetings provide a platform for reviewing company policies and procedures, walking process steps, discussing potential hazards and how to reduce risks and sharing general information.

EHS Insight's Safety Meeting Module helps organizations proactively manage these communications. Users can record details of safety meetings including content that was reviewed and who participated. When coupled with our Compliance Tasks module, Safety Meetings can be scheduled on an ad hoc or recurring basis.

Behavior Based Safety

EHS Insight helps ensure safety meetings are consistent, documented, and action-oriented, supporting ongoing compliance and continuous improvement.

Ensure Employees Are Knowledgeable on Company Policies and Procedures

The Safety Meeting Module allows leaders and employees to review content such as Job Safety Analyses, Safety Alerts, Standard Operating Procedures, and Toolbox Talks to identify and prepare for on-the-job risks and hazards.

✓ Simply Review Content

Confirm Employee Participation

Leaders can require employees to provide a signature to confirm their participation and understanding. Employees will receive a Signature Task notification where they can add their signature. Once all signatures are collected, leaders are notified.

✓ Ensure Employee Compliance

Review Employee Participation

Standard reports provide managers with overviews on safety meetings to understand content that is being reviewed, who is participating, and what corrective actions have been established. Employees can also view their personal meeting history.

✓ Gain Valuable Insights

EHS Insight empowers safer, smarter, more efficient operations with intuitive software, reducing risks and costs.

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Core Capabilities

- Publish corporate documents for employee review, which can be viewed online or offline

- Record details of a safety meeting, including meeting leader, attendees, and description of content

- Require employees to provide a signature to confirm attendance

- Assign corrective actions based on the meeting outcome

- Track meeting completions by type and location to ensure employees are staying up to date

- Easily share meeting details with third parties
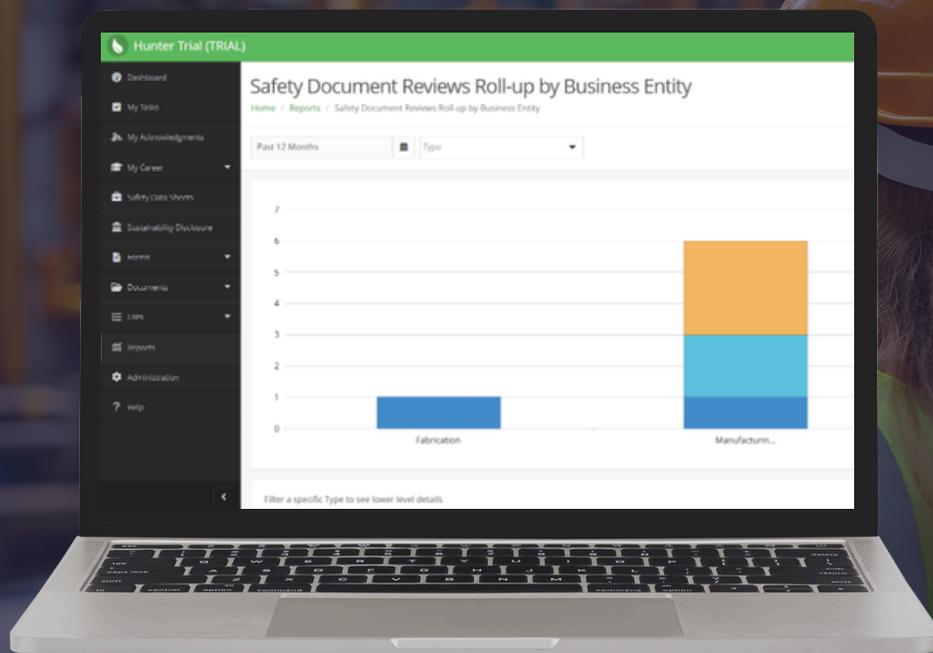
Use Case

A national logistics company operates multiple distribution centers and manages a large fleet of delivery vehicles. After a series of near-miss incidents involving warehouse equipment and vehicle loading operations, management recognized the need to reinforce safety protocols. The company scheduled a mandatory safety meeting for all warehouse and transportation staff to review Standard Operating Procedures (SOPs) related to material handling, forklift operation, and loading dock safety. During the meeting, supervisors walked employees through step-by-step procedures, highlighted recent incident trends, and discussed the importance of pre-trip inspections and maintaining clear communication between drivers and warehouse personnel. Employees were encouraged to share their experiences and challenges, fostering open dialogue about real-world safety issues.

Following the safety meeting, the company updated and redistributed all relevant SOPs, incorporating employee feedback to make procedures clearer and more practical. Supervisors began conducting spot checks to ensure adherence to the revised processes and scheduled quarterly safety refreshers to maintain awareness.

Over 500,000 users depend on EHS Insight for better team collaboration, accountability, and safety visibility.

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