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## Safety Talks – How to Move From Compliance to Excellence

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**Background**

Are you responsible for giving a “safety talk”?  
You probably already know that the normal safety talk is boring to those listening as well as to the person presenting!  
We want to help you change that by providing a different approach.  
These talks are designed to engage your employees in the discussion of site-specific safety concerns.

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**“To Do’s”  
Before You  
Start**

- Do your research – know more about the topic than your audience.
- Choose the right topic, right time & place for the talk.
- Relate jobsite hazards with the topic to be discussed.
- Use as many props and photos as possible – pass around things that must be handled and looked at to keep people awake.
- Anticipate questions that will be asked.

The following are sections you will find in Circle Safety’s free Safety Talks. The bulleted items are suggestions to help you get ready & conduct the talk.

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**Acknowledge  
Regulators’  
Requirements**

- Know the basic regulatory requirements for the topic
  - Look on the OSHA website [www.osha.gov](http://www.osha.gov) for specific info
  - If you are under an OSHA state plan or a “controlling owner” rules, be sure you check with them on the topic and any special requirements.
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**Reinforce Your  
Company  
Policies**

- Always use a safety talk to reinforce your own company’s written policies
  - Even if you don’t have written rules, reinforce “safe practices”
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**Give Other  
Helpful  
Information**

- At this point in Circle Safety Talks, we will provide some other information you should share
  - This is a good place to add information that you have found during your preparations
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### Safety Talks – How to Move From Compliance to Excellence, Continued

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**Show Examples  
or Use Photos**

- Most Circle Safety Talks include one or two photos of the issue
- Pass these around and get people to comment
- Also show your own photos or items (i.e., hard hat with broken liner, lanyard or sling with cuts, an old fire extinguisher, etc.) and get discussions going.

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**End With  
Questions**

- We will offer several questions at the end of each Circle Safety Talk – use them or similar questions as a “final test” that your audience is listening.

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**Signing Out**

- Be sure to document who was in attendance.
- You may want to have each person *print his or her name* so it can be read later
- Be sure to keep the Safety Talk attached to all sign out sheets and keep these on file.

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**Other  
Information  
You Should  
Know**

- Circle Safety Talks are no more than 2 pages in length and can be printed on double-sided paper.
- Alternatively you can print a talk out on 2 pages – using the back of the first page for your own research and talking notes and the back of the second page for more attendee names.
- Circle Safety has provided this information to you free of charge and with the understanding that you are adapting this general information to fit the conditions and hazards of your own worksite.
- We hope that by using our format, adding your own research and ideas to keep your audience active, you will help your workforce “move from compliance to excellent” – that’s our motto and we mean it!

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*This information is provided as a free of charge resource to the public to be used in conjunction with site specific safety and health practices. Circle Safety accepts no legal responsibility for the use of this material or its application in the field.*