

Safety Meeting Templates

Conduct effective safety meetings with these templates:

Weekly Toolbox Talks:

- 15-minute focused safety topics
- Seasonal hazard awareness
- New equipment introductions

Incident Review Format:

- What happened (facts only)
- Root cause analysis
- Corrective actions taken
- Lessons learned

Training Session Outlines:

- Learning objectives
- Hands-on practice
- Knowledge assessment

Safety Metric Reviews:

- Inspection completion rates
- Incident trends
- Near-miss reports

Access meeting templates and track attendance in ForkliftTracker.