Large occasional meetings need even more careful planning and timing than do small meetings People who are to speak, including company executives, should review what they intend to say with the person planning the meeting to assure that their remarks will serve the desired purpose Films and other visual aids should be checked in advance

Persons responsible for employee meetings should observe them critically to see whether or not they are accomplishing the purpose for which they are run When meetings are held periodically, there is always danger that they will become dull routine Only continual effort and planning will prevent this

A plan of action to develop a successful safety meeting includes these points

PREPARE IN ADVANCE The preliminary arrangement determines the results Do not conduct a meeting without preparation

SELECT A MAJOR TOPIC Make it timely and practical—one that the group can discuss

OBTAIN FACTS AND FIGURES Be sure they are correct and complete Make up a visual aid, such as a simple chart or table, whenever possible

MAP THE PRESENTATION Decide on the best way to present the subject of the meeting Try to anticipate the group's reaction and questions Outline results you hope to accomplish

SET A TIMETABLE Allow adequate time, but set a reasonable limit

BE SINCERE Your sincerity and your interest in the employees' welfare must be unmistakable

INTRODUCE THE TOPIC Tell in simple terms what the meeting is all about Use a punch line or other good lead-in

PRESENT FACTS, AROUSE INTEREST State highly pertinent facts in an interesting manner

PROMOTE GROUP DISCUSSION Ask questions that cannot be answered "Yes" or "No" Prompt members of the group to think individually and collectively Let *them* talk

AGREE ON DOING SOMETHING Try for group agreement on methods of correction and improvement Write these down

SUMMARIZE THE MEETING Review briefly what has been discussed and decided follow up in the various departments

Contests Stimulate Interest

Many safety professionals say that contests (such as housekeeping contests, interdepartment contests, and many other types) are inadequate substitutes for management interest, safe procedures, and "built in" safety They will also agree that while a good accident prevention program is one and the same with good management, good training, and efficient operation, some *special* effort may be needed to maintain interest in good housekeeping, reporting hazards, and the like Moreover, the interest value of contests (such as maintaining a high level of good housekeeping and efficiency) has direct bonus values in good publicity and improved employee morale

A competition usually is held, therefore, only after the basic steps in a safety program have been taken—a policy statement made, a record system adopted, equipment safeguarded, a first aid department installed Such substantial demonstration of management's interest, sincerity, and responsibility greatly helps to obtain the active participation of foremen and workers in a contest

Purpose and principles

Safety contests are operated purely for their interest-creating value A contest that creates favorable interest is valuable, one that does not create interest is worthless In the usual type of contest, the competing groups are departments of the same plant or divisions of the same company Generally, contests are based on accident experience and are operated over a stated period, with a prize for the group with the best record according to the contest rules

Contests have been important almost from the time of the first safety programs, and a fairly well established group of operating principles has been developed

1 A contest should be planned and conducted by a committee representative of the competing groups

2 Competing groups should be natural units,