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Fun Factor in Safety Meetings

Article by Alan D Quilley CRSP (held from 1985-2021)

I don't believe that anyone loves to laugh more than I do. Although that statement is impossible to prove, I'm prepared to match anyone chuckle for chuckle who suggests they enjoy hearty laughter more intensely than I do. I enjoy many things in my life that I would classify as fun! I enjoy travel, playing music, hanging out with my family, woodworking and watching movies. I'm sure that everyone reading this has a similar list of fun things in their lives. The last thing I need to enhance my life is a FUN filled safety meeting! Now I know that some of you reading this just objected to that statement. Well, put away your MSDS Bingo cards and Find Unsafe Waldo puzzles for a few minutes while I try to convince you that Fun Safety meetings are generally failures.

If you are still reading this article, the chances are good that your last safety meeting wasn't outstanding, awesome, fabulous nor the "best meeting you've ever attended". Well you're not alone. I've asked large numbers of people this question over the last few years and the overwhelming majority tell me that their safety meetings fall very short of these descriptions. In fact, some describe their safety meetings as some of the absolute worst they have to attend. These "bad meetings" are all too common. They are a function of well meaning people, wanting to make it safe where they work, but just not knowing how to hold a GREAT safety meeting. There are ways to have those kinds of safety meetings. Meetings that people want to go to. Meetings that get things accomplished and have the participants feel good because these meetings were a good use of their time and effort. It's going to take some reflection; a bit of hard work and some trial and error but your organization can start having GREAT Safety Meetings starting today.

Stop complaining and start making your safety meetings outstanding!

It's often been said that a "problem well defined is half solved". I would suggest that a quality meeting that is well defined is half way there. Don't wait for someone else to do this. At your next meeting, propose that the group work on making your meetings functionally efficient and effective. Resist the urge to add FUN into the meetings; instead use the process that you are going to learn about to work through the problem of making the safety meetings not only better but outstanding!

Five steps to great meetings

At 30,000 feet, looking down on the world we live in, one can see the "big picture. That's where we

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need to take the first view of the problem of creating a great meeting. The 30,000 feet view is to sketch out the meeting process from start to finish in big chunks. High enough above the detail to not get bogged down by the detail that will become necessary later as we work the plan. Like any successful effort we're going to need a plan.

1. Start with the end in mind

- Make a set of clear concise statements about how the meeting participants would like the meetings to go. Make statements that in the "future", you will be able to use to describe your meetings.
- Identify clearly why your having the meetings
- You'll know your meetings are outstanding by checking them against this end goal

You may need to refine your end point as you develop and learn from your meeting process. Often you didn't realize at the beginning of your journey just what was possible. Your meetings may very well be much better than you were able to vision at the beginning of your quest.

2. Developing the meeting process

- What processes need to be put into place to make these meetings happen? These will include how agendas are developed and distributed.
- Ensure your process includes what happens after the meeting. How the meeting minutes are created and how action items are followed up on.
- Develop an action plan to close the gap from your ideal meeting to the ones you are having now

3. Implementing the process

- Now that you have a plan, make it happen.
- Make sure you measure and almost as importantly, communicate your progress on making the plan happen.

4. Measuring your progress

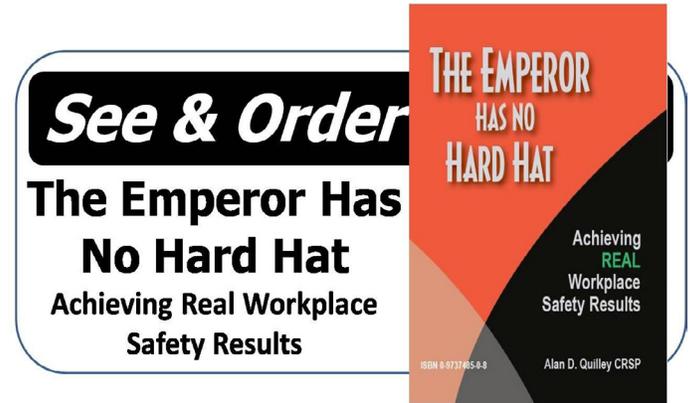
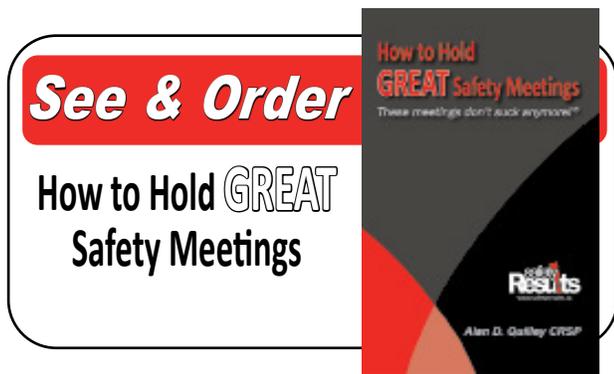
- Check against your goals to see if you've accomplished what you wanted to
- It's also time to reflect on your goals. Perhaps you've learned that your original plans may not be what you want now. It's not unusual when you are working on making better meetings to change your mind. You may have found that some things work better than others. Your original plans may need to alter due to your experiential learning.

5. Celebrating and/or refining

- This part is often the easiest. Celebrate your success. You did it! In some cases not only have you accomplished your goals but you may have exceeded them. In other situations you may need to further refine your definitions, goals, action plans and measurements.
- If you've done this well, your meeting participants will tell you that you are having great meetings now. No need for Bingo or Safety Jeopardy to get people to attend and participate.

So I wish you well with your efforts to improve your safety meetings. Follow this process and you will greatly increase your chances of making your safety meetings outstanding! You won't need "games" and contests to get participants to come. They will come to your meetings because they are engaged and have helped define the process. The meetings will be exactly what they need to be to effectively and efficiently accomplish your group's goals... if they aren't, then I know you'll change the meetings, won't you?

Alan D. Quilley (1954-2021), my late husband, was a proud CRSP and published author of 8 books solely dedicated to OHS. He spent over 4 decades working as a safety professional, and since 2003, was a highly successful and sought after OH&S consultant and trainer/mentor. In determining the direction of our newsletter, I've decided to reprint some of Alan's past articles as they are virtually timeless.



**Next BCRSP-CPD Mandatory Ethics Course now open for registrations!
Next course October 3/22**

This course takes approximately 3.5 hours to complete.

Registrations for the October 3/22 course are open until October 7/22 and the course will conclude October 28/22. This comprehensive and thought-provoking course, designed specifically for, and approved by the BCRSP by Alan Quilley, (who has been a CRSP for 35+ years), is ensured to enlighten and challenge a CRSP's thinking of ethics in their professional practice.

For more information on the course, please email [Lambton College](mailto:info@lambtoncollege.ca)

To register for the course, please click [here](#).

Compliments for our CRSP and CRST Examination Courses and Study Material

"I passed! The CRSP Study material I purchased was very helpful in preparing for the exam".

"Just to let you know that I passed. Got the letter yesterday and sent everything in last night. Thanks again for the material. It was a big help".

"I am happy to say I got my results last week and I passed. What a relief! Your course gave me the confidence I needed and a sensible strategy to buckle down and study for the exam. I would highly recommend the course to anyone on the CRSP path".

"I wrote and I am happy to report.....I passed!!! I wanted to say thank you. I only used your study material and not only did I pass, my grade was above average! Without a doubt the material helped me a great deal. I have been recommending it for quite some time to others that are looking to become CRSPs".

"Just wanted to let you know that I have successfully passed the CRSP! So glad that it is done!"

"I passed my first (in October) write. I received my letter yesterday".

We are absolutely delighted when we receive testimonials such as these. They serve to reinforce that along with their own studying, clients that take part in one of our Virtual Coaching packages, or individual purchasers of our study material prove to us that WE have the right formula.

CRSP AND CRST VIRTUAL COACHING EXAMINATION PREPARATION

As it has always been our commitment to help candidates with their studies for both the [CRSPEX](#) and the [CRSTEX](#), we are continuing our *Virtual Coaching Packages*. These packages are currently available to those that are writing the 2019 Blueprint CRSTEX and the 2020 Blueprint CRSPEX.

We will provide all of the material (shipped at our cost within Canada only). We are also delighted to offer generous discounts to current members in good standing of the CSSE and WOHSS (not combinable). For more information on those discounts, please contact [Marie](#).

This virtual package includes 6 hours of personal coaching with Greg McInnes CRSP. The hours are broken down however you wish. There will be homework assignments between the calls. Calls are individualized and held via phone or Zoom Video Conference, your choice.

“It’s really important to know who is trying to teach you something”. - Alan D Quilley CRSP

Who is your Coach?

Greg McInnes, CRSP is our instructor and can teach you how to study to help you in being successful in your journey to certification. He is a respected leader in OH&S, having over 30 years’ experience in the field in OH&S management positions (civic government, healthcare, aerospace, oil and gas and utilities). Greg has also been a member of the Board of Governors for BCRSP and held positions with CSSE at both the local, provincial and national levels.

He is a working CRSP who consults to industry helping them create and implement their Health and Safety program. Greg has developed and instructed adult OHS education programs at the University of Alberta and has co-instructed at NAIT along with instructing OHS courses for varying companies. With all his experience, and sharing our techniques to help you focus your studies, why look elsewhere? When selecting your mentor, take the time to research who other providers are. We believe that they simply won’t measure up with us in terms of quality, experience and teaching style.

“There are no hard questions if you know the answers”. - Alan D Quilley CRSP

CRSP Virtual Coaching Package

Inclusions:

- Study material (material shipped at our cost within Canada only) based on the 2020 CRSP Examination Blueprint
- 6 hours personal coaching with Greg McInnes
- CRSP Exam Prep Study Manual
- CRSP Exam Prep Knowledge Gap Analysis Questions & Answers Workbook
- Handbook (offered only to those taking part in this Virtual Coaching Package)
- \$899.00 + tax

CRST Virtual Coaching Package

Inclusions:

- Study material (material shipped at our cost within Canada only) based on the 2019 CRST Examination Blueprint
- 6 hours personal coaching with Greg McInnes
- CRST Exam Prep Manual
- CRST Exam Prep Practice Questions and Answers Examination Workbook
- Handbook (offered only to those taking part in this Virtual Coaching Package)
- \$899.00 + tax

For more information, please visit our website:

[CRSP Courses](#) or [CRST Courses](#)

If you wish to purchase only the study material (CRSP Study Manual and Workbook or CRST Study Manual and Workbook) please visit our website:

[CRSP Study Material](#) or [CRST Study Material](#)