

# Build our Nebraska

PUT YOUR STRENGTHS TO WORK

## Safety Huddle

Use the following strategy to get the most out of your classmates and to learn the basics of leading the conversation.

### Tips:

- Create an intention for your huddle. What specific safety situation or hazard do you want to talk about? What do you want your classmates walking away knowing? What information will help them do their jobs better?
- Have your agenda focus on three areas: look back to recent issues, look ahead to anticipated issues and follow up with solutions.
- Keep the huddle to no more than 15 minutes. Always start on time and end on time.
- Make sure the huddle doesn't get off track. If someone brings up an important topic, table it for the next huddle. The huddle should always be about the original intention.
- Encourage discussion of the topic at hand and listen to the varying points of view.
- Share a safety success story as a good example of what can be done.

### Sample Agenda:

1. Intention: Discuss accidents, injuries and near misses that have happened in class
  - a. Were there any past injuries?
  - b. What was done to correct them?
  - c. Any near misses?
  - d. What were the lessons learned from that?
2. Review: Consider how to make this class safe
  - a. What are the potential hazards in class?
  - b. Are there safety guidelines already in place?
  - c. How can you make today's class even safer?
3. Delegate: Assign safety responsibilities
  - a. What tasks can be appointed to classmates?
  - b. Are expectations made clear?
  - c. How will they be held accountable?
4. Discussion: Allow classmates to speak
  - a. Does anyone have any questions?
  - b. Are there any safety or health concerns from the class?
  - c. Has anyone noticed a safety hazard that wasn't discussed?
  - d. How can classmates improve on current safety topic?
5. Next Meeting: Choose a safety topic and leader
  - a. What needs to be discussed during the next huddle?
  - b. Who should lead the conversation?
  - c. What time will it happen?

Attendees: \_\_\_\_\_

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Leader: \_\_\_\_\_