



Sample Safety Break Agendas

If holding a “safety break” is one of your planned activities during Safe + Sound Week, the following sample agendas can help you host breaks to review your safety policies and reporting procedures. For an effective safety break, select a time when most of your workers are available and alert (i.e., the beginning of a shift), involve leaders from the organization, and have workers or safety and health committee representatives lead the exercises or demonstrations.

Visit the [Safe + Sound Week website](#) for planning tools, such as a [sample event invitation email](#) and [event flyer](#) to help publicize the break or other event.

Safety Break: Safety Policies (15-20 minutes)

Time	Topic
9:00 a.m.	Purpose of break and agenda overview
9:02 a.m.	Briefly explain the company’s safety policies, goals, and expectations and share where they can be found. Discuss the safety and health program if you have one.
9:10 a.m.	Conduct a hands-on exercise, such as demonstrating personal protective equipment (PPE). Make sure you provide clear details on how to accomplish the task from this exercise in your workplace (e.g., names and information for whom to contact with questions, where PPE is stored, how to request additional PPE if necessary).
9:15 a.m.	Question and answer session

Safety Break: Reporting Procedures (15-20 minutes)

Time	Topic
9:00 a.m.	Purpose of break and agenda overview
9:02 a.m.	Review reporting processes for hazards, injuries, illnesses, and near misses and share where they can be found.
9:10 a.m.	Conduct a hand-on exercise, such as filling out a sample form or brainstorming typical hazards or near misses to report. Make sure you provide clear details on how to accomplish the task from this exercise in your workplace (e.g., contact information for whom to report to, where forms are located, what happens after a report is made).
9:15 a.m.	Question and answer session