

# SAFETY TALK

**Environmental Health and Safety Newsletter** 

**November 2025** 

## Why are Safety Talks Important?

What is a Safety Talk?

Put simply, a Safety Talk is a safety conversation designed to prevent accidents through awareness and discussion. It gives employees the chance to raise concerns, review procedures, and share experiences that help the whole university stay alert and informed. A Safety Talk is all about creating a culture of care and accountability. By taking a few minutes to highlight risks and safe practices, Stony Book wants to show that safety is not just a rule but part of our daily routine.

#### What is the purpose of a Safety Talk?

The main purpose of a Safety Talk is to improve safety awareness, communication, and teamwork before any job begins. These short sessions give everyone the chance to identify risks, discuss safe working practices, and stay alert to potential hazards. By taking a few minutes to talk about safety at the start of the day, teams can prevent accidents and make sure everyone understands their responsibilities on-campus.

#### Why are Safety Talks important?

Safety Talks are important because they keep safety front of mind. They encourage open discussion between workers and supervisors, helping to build trust and ensure that everyone feels confident speaking up about risks. When carried out regularly, these talks promote a culture of continuous learning and accountability, where safety becomes part of everyday behavior rather than an afterthought.

#### Are Safety Talks a legal requirement?

The Occupational Safety and Health Administration (OSHA) requires employers to conduct "job briefings" for certain tasks, which are equivalent to Safety Talks. These briefings must cover hazards, work procedures, precautions, and personal protective equipment.

#### Do Safety Talks need to be documented?

Yes, keeping a record is important for accountability and compliance. This is why we have both a digital <u>sign-in sheet</u> as well as a roster on the Safety Talk itself. Completed Safety Talks are to be kept on file by the department.

#### Conclusion - Building a safer, stronger workplace

Safety Talks are one of the most effective ways to strengthen safety culture and teamwork on-campus. They bring teams together to discuss hazards, share experiences, and remind everyone that safety is a shared responsibility. When held regularly, these quick sessions improve awareness, encourage open communication, and help prevent accidents before they happen.

Department:	
Supervisor (please print):	
Supervisor Signature:	
Employee Participants:  **Please Print Clearly**	Signature

### **Environmental Health and Safety**

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Please share the safety talk, for the noted month, with your employees and sign off on this form. All others should read for themselves. Completed forms shall be kept on file by the department.