

How to present *5-Minute Solutions*

Introduction:

5-Minute Solutions are mini-training talks you can use during safety meetings. Safety messages, given on a regular basis, can have a positive impact on employee safety performance.

How do I know which topic to use?

That depends on your business and the risks encountered in your operations. Choose topics that relate to your workplace, risks and previous accidents. Determine where action is needed.

How do I give the presentation?

5-Minute Solutions are most often used during informal gatherings to discuss safety information and good work practices. The gathering can occur anywhere, anytime, which minimizes work interruption.

Presenting a *5-Minute Solution* is meant to be a starting point. Add your company's safety information to add value.

Preparation

Preparation is key. Be familiar with the subject. Read through the *5-Minute Solution* ahead of time. A good safety talk:

- Is relevant and meaningful.
- Focuses on a few key points.
- Uses personal examples.
- Uses actual equipment for illustrations.

- Encourages participation from attendees.
- Concludes with questions being answered.

Consider documenting the meeting by having employees sign a training roster.

But I'm not an experienced presenter

Don't let that stand in your way. Once you give your first presentation, making the information meaningful will get easier. If all else fails, contact your SFM loss prevention representative for help. Or seek advice from your supervisor or colleague who is experienced in the area.

Is this all the training I need to do?

No. Safety meetings are an important element of an employee training system, but are only part of what is needed. Safety education is an on-going process, often times requiring deeper concentration on particular risk factors, precautions and other proactive safety measures.

Conclusion:

Convey a clear safety message. Make it relevant by presenting your own experiences as well as other general information. Make sure your message has maximum benefit. Ensure the work environment functions to promote safe employee behaviors.

Thought question: What are the most significant risk factors I should be addressing right now?