To be effective, safety teams need to have purpose and focus with support from all levels. That means every meeting counts. During each safety team meeting:

**Do:**
- Set a convenient meeting time and location
- Keep the meeting time to about an hour
- Send out an agenda and meeting documents at least one week in advance
- Stay on agenda and avoid diversions
- Solicit input from all members
- Take notes and assign action items
- Ask for future agenda items
- Send out meeting minutes afterwards

**Don't:**
- Exclude non-management employees from teams
- Wait for late members
- Be negative in giving feedback
- Use meetings “just to meet” or maintain status quo
- Allow members to “hijack” the meeting
- Try to do too much too soon
- Run past the designated stop time