

Suggestions to Prepare for a Successful Stand-Down

1. **Try to start early.** Designate a coordinator to organize the stand down. If you have multiple work sites, identify the team that will lead the stand down at each site.
2. **Think about asking your subcontractors, owner, architects, engineers, or others** associated with your project to participate in the stand down.
3. **Develop presentations or activities that will meet your needs.** Decide what information will be best for your workplace and workers. The meeting should provide information to workers about hazards, protective methods, and the company's safety policies, goals and expectations. Hands-on exercises (a worksite walkaround, equipment checks, etc.) can increase retention.
4. **Decide when to hold the stand down and how long it will last.** Decide if the stand down will take place over a break, a lunch period, or some other time.
5. **Promote the stand down.** Try to make it interesting to workers. Some employers find that serving snacks increases participation.
6. **Hold your stand down.** Try to make it positive and interactive. Let workers talk about their experiences and encourage them to make suggestions.