



Safety Meeting

Safety, Teamwork & Our Customer's 1st Choice

Meeting Leader Instructions

These meetings are more than “safety” meetings. While they address safety as a top priority, these meetings are also an opportunity for you to interact with your team; a chance to learn about and from your people. It is also an important time to boost morale and show that we care about them very much.

Leadership Goals

- ◆ To keep everyone well and working
- ◆ Keep morale high (happy people have fewer and less severe injuries)
- ◆ Provide essential information in a fun, easy to remember format
- ◆ Answer the “What’s in it for me?” safety question from the employee perspective
- ◆ Discuss several types of injuries and how to prevent or minimize them.

Orientation

Safety meetings are an important tool in educating workers on how to work without injury. However, people must want to be “well and working” and happy in their employment for safety meetings to be truly effective.

Each safety meeting provides an opportunity for open communication, feedback and a shared direction regarding anything that affects the potential for work related injuries.

The materials provided for each safety meeting include a:

- ◆ Meeting Focus Sheet
- ◆ Hand-out
- ◆ Quiz

The focus sheet states the safety mission statement, outlines the goals and action plan for that meeting, and makes suggestions regarding props that can be used to enhance the experience. These meetings are meant to be interactive.

Meeting Tips

Before the meeting

- Read the employee handout in advance and make sure there are enough copies. A meeting focus sheet should be the top page of each meeting's handout.
- Review the sections of the IIPP handbook you will refer to during the meeting
- Decide on and purchase the incentive reward ... for the first person to correctly answer a question or willing to speak/engage in the conversation (candy, a small gift card, etc. – be creative)
- Assemble appropriate props (topic focus sheet may include suggestions)
- Sign in sheet (pass out at the end of the meeting)
- Prepare for a 30-minute meeting – time moves quickly so monitor it closely.

During the meeting

- Pass out the handouts
- Review the focus page and 1-page hand-out – recite the mission statement
- Incentive award – it is generally best to do your incentive activity early in the meeting
- Discuss the topic handout - keep people engaged - Ask questions, have them work in twos for 5 minutes, etc., encourage feedback– use your props. Let the participants discover the information themselves during the meeting rather than just hearing it from you...keep the time conversational but focused.
- Pass out the sign in sheet
- Have them take the quiz – go over it before they leave – collect them



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SIGN IN SHEET

Employer:	
Training Date:	
Facilitator:	
Topic:	

ATTENDEES

1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

Notes:



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Meeting Focus Sheet – Bloodborne Pathogens

Important Truths

- ◆ All accidents could have been prevented
- ◆ There are approximately 5.6 million workers in the U.S., including healthcare, housekeeping, and law enforcement professionals, who have a higher than average risk of exposure to Bloodborne Pathogens in their occupation. (Occupational Safety & Health Administration)

Safety Mission Statement

The health and safety of our employees and guests is top priority. We are all responsible for making this happen. Our attitude and commitment to a fun and safe workplace will help encourage our customers to make us their 1st choice.

The Goals

1. Review the Bloodborne Pathogen Program
2. Train staff members to recognize situations where contact with blood or other pathogen infected materials (OPIM) is possible
3. Train staff members in proper facility procedures

Meeting Action Plan

1. Memorize / recite the Safety Mission Statement; stress importance of safety (2 minutes)
2. Incentive award (suggestions: first person to recite mission statement, or first person to define bloodborne pathogen or attempt to, etc.) (3 minutes)
3. Go through the goals and the meeting handout. Share that “all responders have a right to Hepatitis B vaccinations” and how this is accomplished in our facility (12 minutes)
4. Discuss any “exposure stories” /situations/mock incidents that result in exposure (3 minutes)
5. Demonstrate use of Personal Protective Equipment (PPE) and allow employees to try equipment on in a training environment (5 minutes)
6. Successfully complete the quiz. Correct it together and hand it in. (5 minutes)

Suggested Props

1. Sample protective equipment such as safety glasses, apron/suit/shoe covers, faceshield, barrier mask, and disposable gloves.

*Understand that an employer can decide that its facility policy is to require employees to avoid all contact with blood and OPIM. If this is the case document that no contact is foreseeable, but there must be an arrangement for trained contractors to be used if a blood/bodily fluid spill occurs.

Important Things For You to Remember About...



Bloodborne Pathogens

Pathogenic microorganisms that are present in human blood and can cause disease to humans. You have a right to know about:

- Our written program
- Hazardous Chemical list
- Material safety data sheets

Infection can occur with:

- ✓ Contact with broken skin
- ✓ Contact with mucus membranes

Exposure Potential

- ✓ Caring for an ill/injured person
- ✓ Cleaning blood/body fluid

Preventing Exposure

- ✓ Wear PPE
- ✓ Clean all contacted surfaces
- ✓ Wash hands
- ✓ Hepatitis B Vaccination

Universal Precautions

- ✓ Can't detect infected people
- ✓ Treat all body fluids as if infected

Personal Protective Equipment

- ✓ Safety glasses
- ✓ Apron/suit/shoe covers
- ✓ Face shield
- ✓ Barrier mask
- ✓ Disposable gloves

Clean-Up

- ✓ Use sanitizer
- ✓ Bag when necessary
- ✓ Wipe all surfaces

Exposure Incident

- ✓ Wash/flush area and report to your supervisor



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Safety Meeting Topic – Bloodborne Pathogens

What Are Bloodborne Pathogens?

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease to humans. Examples include HIV, Hepatitis B, and AIDS.



Why Are We Concerned?

Unprotected **contact with blood or other bodily fluids**, contaminated with bloodborne pathogens, **can transmit the disease** through contact **with broken skin, eyes, nose, mouth**, etc.

Exposure Potential	Preventing Exposures	Universal Precautions
Accidental contact with contaminated blood can infect a person who is providing first aid or who is cleaning up a spill of blood or other bodily fluid .	<ul style="list-style-type: none">✓ Wear personal protective equipment✓ Clean all contacted surfaces✓ Wash hands✓ Hepatitis B Vaccination (available to all who respond to incidents)	We cannot tell by looking at any individual if s/he is infected with a blood borne pathogen. <i>Any blood or bodily fluid should be treated as if it is contaminated.</i>

What To Do If Exposed:

If another person's blood or bodily fluid contacts your skin or mucus membranes (eyes, nose, mouth, etc.), follow these steps:

1. Wash skin with large amounts of soap and warm water
2. Flush mucus membranes with large quantities of warm water
3. Report the incident to your supervisor or program administrator
4. You will be provided with follow-up, confidential care, which is paid for by our facility

Quiz

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Safety Meeting Topic – Bloodborne Pathogens

Place a check mark on the line with the best answer for these questions:

1. Bloodborne pathogens are capable of causing disease in humans:
a. ___ True
b. ___ False
2. Bloodborne pathogens can enter the human body through:
a. ___ Fingernails and toenails
b. ___ Broken skin and mucus membranes
3. In our facility we can be exposed to blood borne pathogens through:
a. ___ First aid and clean-up activities
b. ___ Production and maintenance work
4. We cannot tell by looking at an individual if he/she has been infected:
a. ___ True
b. ___ False
5. With Universal Precautions, we do the following:
a. ___ Treat all blood and other bodily fluid as if it were contaminated
b. ___ Let someone else do our job
6. If a medical emergency occurs and we **do not** have PPE one very important action to take is:
a. ___ Perform CPR
b. ___ Avoid all contact with blood and other bodily fluid
7. PPE that is always required for responding to any incident is:
a. ___ Safety shoes and a hard hat
b. ___ Safety glasses and disposable gloves
8. We always do this at the conclusion of an incident:
a. ___ Wash our hands
b. ___ Have cup of coffee
9. If we think we've experienced an exposure incident we must:
a. ___ Wash/flush the area contacted and report the incident
b. ___ Hope everything is OK
10. All responders have a right to Hepatitis B vaccinations:
a. ___ True
b. ___ False

Name _____ Date _____



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QUIZ ANSWERS

Blood Borne Pathogens

1. a. True
2. b. Broken skin and mucus membranes
3. a. First aid and clean-up activities
4. a. True
5. a. Treat all blood and other bodily fluid as if it were contaminated
6. b. Avoid all contact with blood and other bodily fluid
7. b. Safety glasses and disposable gloves
8. a. Wash our hands
9. a. Wash/flush the area contacted and report the incident
10. a. True