



# Safety Meeting

Safety, Teamwork & Our Customer's 1<sup>st</sup> 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.

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## ***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

<b>Employer:</b>	
<b>Training Date:</b>	
<b>Facilitator:</b>	
<b>Topic:</b>	

### ATTENDEES

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

### Notes:

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## Meeting Focus Sheet – Critter Safety

### ***Important Truths***

Wild animals contribute to our enjoyment of nature and outdoor recreation, but they can also damage property, agriculture, and natural resources and threaten human health and safety.

California's wild animals are falling victim to unnecessary conflict and even death for a surprising reason – increasing access to human food and garbage. The problem seems to get worse every year, as California's human population continues to grow and expand into wildlife habitat.

The *Keep Me Wild* campaign was launched by the California Department of Fish and Game in 2003 to address the growing conflicts between black bears and people. Today the campaign provides tips for keeping deer, coyotes, mountain lions, rattle snakes, skunks, etc. away from your home or vacation site, and advice on what to do if you encounter one of these wild animals. Much of the information shared in this safety module comes from material endorsed by this campaign.

### ***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 1<sup>st</sup> choice.

### ***The Goals***

1. Understand the importance of keeping wildlife wild and how to help with that goal.
2. Know what to do when unexpectedly confronted by a wild animal or insect.
3. Recognize at risk situations before they occur.
4. Communicate this critical information to staff members and guests to prevent injuries and save lives.

### ***Trainer's Note***

This safety module, unlike most of the others, is designed to be shared in a 1 hour session or over 5- 6 shorter safety meeting sessions. Each meeting can be only 15 to 20 minutes long. Discuss one safety module hand-out page per day and do the Quiz and review answers on the last day.

Read through this entire module prior to beginning the training session.

### ***Meeting Action Plan***

1. Memorize and recite the Safety Mission Statement (3 mins)
2. Incentive award (suggestions: first person to recite mission statement or first person to provide input or answer a question correctly, etc.) (2mins)
3. Review the meeting goals; go through the hand-out in open discussion format (15 mins) or for the last session, do the Quiz and then go over the answers.

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### ***Suggested Props***

1. A copy of the IIPP manual – specifically the pages outlining critter safety and training
2. Photos of the critter to be discussed that day
3. News articles about accidents involving critters (to pass around)
4. Handouts from the *Keep Me Wild* website ([www.keepmewild.org](http://www.keepmewild.org)) as applicable

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## Safety Meeting Handout – Critter Safety – “Keep them Wild” Orientation

### **Wild Animals Don't Need Your Handouts - They Need Your Respect**

As warming weather and an abundance of wildlife draws millions of Californians to the state's wonderful wild places, many people, even those with the best intentions, can shatter the serenity of the wilderness by feeding and handling animals in the wild.

### **Please – stash your food and trash**

You may not realize it—a simple bag of garbage, bowl of pet food, or plate of leftovers left outside your home or vacation site, can cause severe harm to wildlife. If wild animals have access to human food and garbage, they want more and more. They lose their natural fear of humans and can become aggressive.

Whether you live in a city or a rural part of California, wild animals are your neighbors. Most wild animals will not bother you. They naturally fear humans and keep their distance—so long as they remain fully wild.

If a wild animal damages property or threatens human safety, it might be killed. Allowing wild animals access to human food is dead wrong.

### **Enjoy the scene but leave the animals alone**

March through June are the months when most wildlife give birth to their young, and people should be aware that just because they see a baby animal alone doesn't mean it's been abandoned. Well-meaning people may try to “help” a young animal by feeding it or picking it up. In doing so, they can short-circuit the foraging or hunting lessons parents are trying to teach their offspring.

People need to appreciate the viewing opportunity, then just turn and walk away and leave the animal alone. Human interaction is rarely beneficial to wild animals. In most cases, The Department of Fish and Game warns people who have taken a baby animal from the wild that the best corrective action is to take the animal back and to place it in exactly the same location, and then leave. When people find fawns they think are abandoned, they feel sorry for them. They don't realize that when a fawn is a newborn it's not strong enough to go with its mother. This is the process that a doe uses to protect her baby.

Once a fawn is removed from its mother, it can lose its ability to survive in the wild. The same danger applies to most species, including raccoons, bears, coyotes, and most birds. If the animal can be placed back in the spot where it was found within 24 hours, the mother may return and retrieve it. If a sick, injured, or orphaned animal can't be replaced in the wild, it must be turned over to a permitted rehabilitation center to have any chance of surviving in the wild. A statewide list of wildlife care facilities is listed on DFG's website at: [www.dfg.ca.gov/wmd/rehab/facilities.html](http://www.dfg.ca.gov/wmd/rehab/facilities.html)

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## Safety Meeting Handout – Critter Safety – Insects

California, like all parts of our country, has its own unique set of “critters” that call our area home. Some of these occupants need to be both respected as well as avoided whenever possible. This safety module, Critter Safety, provides an overview of critters you most likely may encounter and the concerns which they present when “nature attacks!”



**Bees** Africanized Honey Bees have been making their way north for quite some time. Originating from Africa, these bees aggressively attack people and animals that stray into their territory often causing serious injury or death. Dark colors, loud noises, and unusual odors (i.e. freshly cut grass, perfumes, etc.) have been shown to cause this strain of bee to swarm. Once a colony is disturbed, it can remain agitated for up to 24 hours and will attack “intruders” up to ¼ mile from the hive. These bees will tend to go for the face or head. If you are attacked, cover up your head/face and run. Do not seek protection by jumping into water - bees will wait for you to come up for air! If stung, get away from the swarm first and then attempt to remove the stingers by taking a credit card and scraping across the skin. If stung more than 15 times or if allergic, get medical help immediately.



**Wasps** Most wasps encountered in our area are either “mud-daubers” or paper wasps. Yellow jackets, unlike other wasps, generally build their nests underground. Wasps are different than bees in that they can sting you more than once. Wasps and their nests are best treated and eliminated in the evening. If you are stung, treat the wound in the same way you would for a bee sting and watch for any allergic reactions.



**Arachnids** Scorpions and Spiders are another set of pests that we must be aware of in our area.

**Scorpions:** Generally found in California and are not poisonous. Their stings can be extremely painful, though. Beds, shoes, and laundry piles are just some of the scorpion’s favorite places to hang out.



**Spiders:** The two most dangerous spiders in existence live here in California: The Black Widow and the Brown Recluse. Venom from a Black Widow attacks the central nervous system, and may cause muscle rigidity and difficulty breathing within a 24 hour period. Although Black Widow bites are seldom fatal, if any of the symptoms described above develop, seek medical attention immediately. The bite from a Brown Recluse (Fiddler) spider will cause an ulcer to develop. Medical attention should be sought. Brown Recluse spiders seek cool shaded areas. Indoors, they are often found mingled with clothing. Always shake out clothing prior to wearing it, and never leave clothing on the ground for extended periods of time.

**If bitten or stung, contact the Poison hotline at: 1-800-POISON-1**

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## Safety Meeting Handout – Critter Safety – Mountain Lions

California, like all parts of our country, has its own unique set of “critters” that call our area home. Some of these occupants need to be both respected as well as avoided whenever possible. This safety module, Critter Safety, provides an overview of critters you most likely may encounter and the concerns which they present when “nature attacks!”

### **Mountain Lions**

More than half of California is mountain lion habitat. Mountain lions generally exist wherever deer, their primary prey, are found. They are a legally protected animal and cannot be hunted. Mountain lions are solitary and elusive, and their nature is to avoid humans. Mountain lion attacks on humans are extremely rare. However, conflicts are increasing as California's human population expands into mountain lion habitat.



- Do not feed deer; it is illegal in California and it will attract mountain lions
- Do not hike, bike or jog alone
- Avoid hiking or jogging when mountain lions are most active – dawn, dusk, and at night
- Keep a close watch on small children
- Do not approach a mountain lion
- If you encounter a mountain lion, do not run; instead, face the animal, make noise and try to look bigger by waving your arms; throw rocks or other objects. Pick up small children.
- If attacked, fight back.
- If a mountain lion attacks a person, immediately call 911. Mountain lions that threaten people are immediately killed.



#### **Identifying Mountain Lion Tracks**

The mountain lion track on the left can be distinguished from the dog track on the right by the absence of toenail prints and by the “M” shaped pad

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## Safety Meeting Handout – Critter Safety – Rattle Snakes

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### **Rattle Snakes**

California has a variety of snakes, most of which are benign. The exception is California's only native venomous snake - the rattlesnake. Rattlesnakes can cause serious injury to humans - on rare occasions even death. Generally not aggressive, rattlesnakes strike when threatened or deliberately provoked, but given room they will retreat. Most snake bites occur when a rattlesnake is handled or accidentally touched by someone walking or climbing.



A rattlesnake is a heavy-bodied, blunt-tailed snake with one or more rattles on the tail. It has a triangular-shaped head, much broader at the back than at the front, and a distinct "neck" region. The rattlesnake also has an opening between the nostril and eye, which is a heat-sensing pit. Additional identifying characteristics include a series of dark and light bands near the tail, just before the rattles which are different from the markings on the rest of the body.

California rattlesnake species include the northern Pacific rattlesnake in northern California, and in Southern California the Western Diamondback, Sidewinder, Speckled rattlesnake, Red Diamond rattlesnake, Southern Pacific, Great Basin rattlesnake and the Mojave rattlesnake.

When hiking, stick to well-used trails and wear over-the-ankle boots and loose-fitting long pants. Do not step or put your hands where you cannot see, and avoid wandering around in the dark. Step ON logs and rocks, never over them, and be especially careful when climbing rocks or gathering firewood. Always avoid walking through dense brush or willow thickets.

Be careful when stepping over the doorstep as well. Snakes like to crawl along the edge of buildings where they are protected on one side. Wear over ankle boots and loose fitting pants when hiking. Try not to take a snake by surprise. Move slowly and carefully away.

### **What to do in the event of a snake bite**

Though uncommon, rattlesnake bites do occur. The first thing to do if bitten is to stay calm. Generally, the most serious effect of a rattlesnake bite to an adult is local tissue damage which needs to be treated. Children, because they are smaller, are in more danger if they are bitten.

Get to a doctor as soon as possible, but stay calm. Frenetic, high-speed driving places the victim at greater risk of an accident and increased heart rate. If the doctor is more than 30 minutes away, elevate the bite and then try to get to the doctor as quickly as possible. Do not try to suck out the venom.

### **If bitten, contact the Poison hotline at: 1-800-POISON-1**

It is important to note that the goal is not to eliminate all snakes...snakes, even rattlesnakes, provide humans with a tremendous service--they eat rodents, other reptiles, and insects, and are in turn eaten by other predators.

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## Safety Meeting Handout – Critter Safety – Skunks

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### Skunks

Skunks are a member of the weasel family - and like most of the other members have as their defense the ability to squirt out a strong smelling spray of oily droplets.



Photo by Art Wolfe

Their main diet is insects, grubs, beetles, carrion and sometimes fruit and berries. Like many other mammals they have discovered that human beings unwittingly (and usually unwillingly) provide a great variety of foods (cat food, dog food and table scraps) along with warm snug housing (crawl spaces under hot tubs, decks, houses and basements).

### Human health and safety - local and state laws

Anyone attempting to help an orphaned, sick or injured skunk should be aware of the following facts:

- In the United States wild skunks are considered a rabies vector species
- Anyone who gets bitten while handling a skunk should notify their physician and public health department within 24 hours
- Any skunk with paralysis, unsteadiness, discharges from nose and eyes or unusual behavior may be suffering from distemper, encephalitis, rabies or other diseases
- Contact your local department of Animal Control for advice in these cases since most veterinarians and many rehabilitators may be unable to handle skunks

Skunks, like bats, may harbor the rabies virus for varying periods of time without appearing sick. The exact period when the virus is shed in the saliva and secretions is unknown. In humans that are bitten by rabid animals it takes approximately two weeks for the virus to move from nerve endings in the skin through the central nervous system to the brain. During that early time period rabies vaccine can be given to prevent the disease. Once the virus reaches the brain and symptoms appear treatment does not work and the patient dies.

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## Reducing the Risk of Being Sprayed

- Skunks spray when they are startled by loud noises, sudden movement or pain. When approaching a skunk make sure the animal is aware of you by speaking in a low voice.
- Skunks have poor vision and sometimes spray because they are unaware of the approach of a human.
- If you are confronted by a skunk either outdoors or inside a building, the best thing to do is to stay still and give the animal the opportunity to leave. Frightened skunks will usually stamp their front feet several times, then they will twist their hindquarters towards the danger and spray as a last resort.
- Skunks will not attack a human being by biting unless given no alternative
- Because of their body structure skunks cannot jump over or climb an obstacle higher than three feet unless it has a rough or slatted surface
- Striped skunks cannot climb trees although the smaller spotted skunk, which is less commonly seen, can climb well. Spotted skunks can sometimes climb into wall spaces and find their way into attics. Striped skunks more commonly den underneath decks, houses, sheds, woodpiles etc.

## Getting Rid of That Smell

- Deodorizing sprays for eliminating or reducing skunk odor can be purchased in pet and feed stores.
- On live animals such as we humans and the pets that are sprayed by a skunk either a spritz of diluted Simple Green (a deodorizing organic cleanser) or a vinegar-type douche sold in drug stores can be used as a deodorizer on skin or fur.
- Avoid spraying these products into your or your pet's eyes.
- If the skunk has sprayed directly into your face rinse your eyes and face with plenty of tap water. Some people are extremely sensitive to the components in skunk spray and may experience severe headaches and nausea. Consult with your doctor for treatment.
- Another deodorizing solution recommended by the Humane Society of the United States (HSUS) in their book "Wild Neighbors" consists of hydrogen peroxide, baking soda, and a small amount of laundry soap. "Wild Neighbors, The Humane Approach to Living With Wildlife" edited by Hadidian, Hodge and Grandy is published by Fulcrum Publishing and is an excellent compilation of ways to solve animal-human conflicts. Another excellent publication is "Living With Wildlife" by the California Center for Wildlife.
- For reducing or eliminating the smell of skunk spray on clothes, speed is the key. Wash in soap or detergent as soon as possible and if safe for the fabrics add appropriate amounts of bleach to the wash for deodorizing effect.
- On surfaces outdoors, a 10% dilution of household bleach applied with a spray bottle and then rinsed off with water, will often help.

For indoor fabrics such as carpeting, drapes etc. it would be wise to consult a professional carpet cleaning company.

# Quiz

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## Safety Meeting Topic – Critter Safety

1. The best way to protect ourselves from wildlife danger is to learn about these creatures and make friends with them much as we do with our pets at home.

True or False

2. If you feed deer you may likely attract mountain lions.

True or False

3. Understanding wildlife safety is important to protect...

- a. humans
- b. the animals and insects themselves
- c. property
- d. agriculture and natural resources
- e. all of the above

4. If you encounter a mountain lion, the best strategy is to ...

- a. Stand very still
- b. Jump into the water and stay under as long as possible
- c. Face the animal, make noise and try to look as big as possible by waving hands & throwing things
- d. Run away as fast as you can

5. Skunks, like bats, may harbor the rabies virus for varying periods of time without appearing sick.

True or False

6. What are the two most significant ways we can respect wild life and keep them wild?

1) \_\_\_\_\_

2) \_\_\_\_\_

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7. Match the response to the encounter (draw a line to the right response)

<i>Encounter</i>	<i>Response</i>
A. Bee swarm	A. Stand still & give it the opportunity to leave
B. Rattle snake	B. Move back slowly and carefully
C. Skunk	C. Make noise and try to look big
D. Mountain lion	D. Get away fast / cover your face

8. If a human is bitten by a skunk or other wild animal, he/she should seek medical attention immediately and not wait for symptoms to appear.

True or False

9. What is something you should not do in the event of a snake bite?

- a. get to a doctor as soon as possible
- b. stay calm
- c. clean the wound and suck out the venom as quickly as possible
- d. elevate the bite

10. In the event of an encounter with a mountain lion, it is important to immediately \_\_\_\_\_ small children.

11. Dark colors, loud noises, and unusual odors (i.e. freshly cut grass, perfumes, etc.) have been shown to cause some strains of bees to swarm.

True or False

Name \_\_\_\_\_ Date \_\_\_\_\_

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## QUIZ ANSWERS

### Critter Safety

1. False (wild animals are not pets and treating them as such could be deadly to them)
2. True (deer are a mountain lion's primary prey)
3. e
4. c
5. True - The exact period when the virus is shed in the saliva and secretions is unknown. In humans that are bitten by rabid animals it takes approximately two weeks for the virus to move from nerve endings in the skin through the central nervous system to the brain. During that early time period rabies vaccine can be given to prevent the disease. Once the virus reaches the brain and symptoms appear treatment does not work and the patient dies.
6. 1. Don't feed them. 2. Don't handle them.
7. A – D, B – B, C – A, D – C
8. True
9. c
10. pick-up
11. True

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