



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 – Defensive Driving

Important Truths

- ◆ According to car accident statistics, every 12 minutes in the U.S. a person will die in a vehicle crash.
- ◆ Car accident statistics show that vehicle crashes are the leading cause of death for Americans 35 years of age and younger.
- ◆ In 2015, according to the U.S. Department of Transportation's Fatality Analysis Reporting System (FARS), over 35,000 Americans died because of traffic crashes.
- ◆ Car accident statistics indicate 98 percent of reported accidents involve a single distracted driver.
- ◆ While the increase in cell phone use is believed to be a significant contributor to higher car accident statistics, in reality, rubbernecking causes more accidents than cell phones

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. To reduce the odds of injury or accident by creating "defensive driving" awareness
2. To be able to effectively communicate this safety information to other staff members

Meeting Action Plan

1. Quickly review and recite the 1st Choice Mission Statement (3 minutes)
2. Incentive award (suggestions: 1st person to recite mission stmt or comment on why it is important, or 1st person to give input or answer a question correctly, etc.) (3 minutes)
3. Read the "Important Truths"; go through the goals and the meeting handout. Let one person respond to each Audience Interview question. (15 minutes)
4. Work through the Hazardous Driver match game together. (5 minutes)
5. Successfully complete the quiz. Correct it together and hand it in. (5 minutes)

Suggested Props

1. A copy of the IIPP manual (for reference as needed)
2. A bag of common driving distractions (cell phone, make-up, electric shaver, coffee cup, food (perhaps bring donuts to the meeting), hair brush, CD's, tape, etc.)
3. Collection of news articles on serious automobile accidents

Audience Interview Questions

1. If a vehicle suddenly stops in front of you and you hit it, who is at fault? Why?

(**Leader Note:** Stopping distance is a combination of Reaction distance and Braking distance – At 20 mph you should stay at least 3 car lengths behind, at 60mph, the distance should be 9 car lengths)

2. How many of you in this room (now be honest) exceed the speed limit at least once a day?
3. Which do you think is worse, going 75mph in a 65mph zone or going 35mph in a 25mph zone?

(**Leader Note:** Going 10 miles over the speed limit in a 65mph zone is about 15% faster than the speed limit. Going 10 miles over a 25mph speed limit is about 40% faster)

4. When you are trying to get to your destination on time and everyone in front of you is driving too slowly, whose fault is it that you are short on time?

(**Leader Note:** this is about taking personal responsibility for your circumstances and your outcomes...the "blame game" is not acceptable. You are the one responsible for allowing enough time to get there.)

5. Who ultimately pays for the auto claims that the insurance company pays for?

(**Leader Note:** the business or people purchasing the insurance and ultimately the consumers...including you.)

6. Raise your hand if you drive more carefully when you have someone else's kids in your car.

(**Leader Note:** Why wouldn't you always drive that carefully...what about the people including the kids in the other cars?)

7. Besides children, what are some of the ***distractions*** that can take a driver's attention away from the road?



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Safety Meeting Topic – Defensive Driving

“Defensive Driving” Defined

Defensive driving means driving to prevent accidents in spite of the actions of others or the presence of adverse driving conditions. Simply stated, defensive driving means being ready for and knowing how to handle any surprises.

Audience Interview

Group discussion of everyday driving experiences, attitudes, and understanding (discussion questions provided by meeting leader).

The 3 Critical Steps to Defensive Driving

There is a lot of commitment required to become a defensive driver. Keeping focused on the following 3 basic steps is critical:

1. **See the hazard** – when driving, think about what is going to happen or what might happen as far ahead of you as possible.
2. **Understand the defense** – specific situations require specific ways of handling them. Become familiar with the unusual conditions that you may face and learn them well.
3. **Act in time** – once you have noted a hazard and understand the defense against it, act as soon as possible! Never take a “wait and see what happens” attitude.

Dealing with Hazardous Drivers

Review the “Hazardous Drivers” sheet and identify the proper method of dealing with each.

Types of Violations

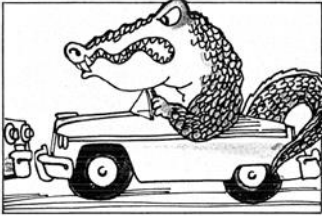
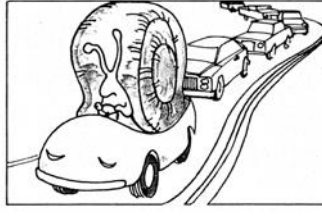

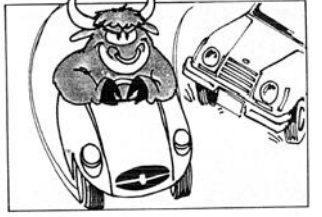
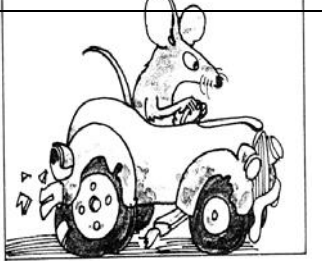

Major – these violations include but are not limited to: DWI/DUI, refusing substance test, open container, reckless driving, hit & run, fleeing or eluding a police officer, racing/speed contest, driving while license is suspended or revoked, manslaughter, felony

Most insurance companies will not accept drivers with a major violation within the last 5 years.

Minor – include but are not limited to: speeding, improper lane change, failure to yield, failure to obey a traffic sign/signal, careless driving, accidents.

Most insurers accept a maximum of 2 minor violations within the last 3 years.

Hazardous Drivers

Match the "Action" to the Hazardous Driver		
	<p>The "Tail-Gator"</p>	<p>a. Stay calm; do not make an unsafe pass or become a "Tail-Gator"</p>
	<p>The "Slow Poke"</p>	<p>b. Don't become distracted; keep your cool; put distance between you and this driver.</p>
	<p>The "Road Hog" <i>A swerving driver</i></p>	<p>c. Stay alert to the fact that these vehicles cause and contribute to accidents; drivers of these vehicles usually drive as poorly as they maintain their vehicles.</p>
	<p>The "Bully"</p>	<p>d. Move over and let him/her pass; increase the distance between you and the car ahead; gently flash brake lights as a warning.</p>
	<p>The "Accident Waiting to Happen" <i>This poorly maintained vehicle may have a burned out headlight, tail, stop or directional lights; bald tires; wobbly wheels; and/or dragging tailpipe or muffler.</i></p>	<p>e. Keep a safe distance and don't try to pass. If approached, slow down and bear to the right. Keep your vehicle under control</p>
	<p>The "Wordy Bird" <i>The driver who looks at passengers instead of the road, often gesturing in all directions</i></p>	<p>f. Always yield to this driver even if you have the right of way.</p>



Quiz

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Safety Meeting Topic – Defensive Driving

1. **Defensive driving means driving to prevent accidents in spite of the actions of others or the presence of adverse driving conditions.**

True or False

2. **Which of the following is not one of the 3 Critical Steps to Defensive Driving?**

- a. see the hazard
- b. take ownership of the road
- c. understand the defense
- d. act in time

3. **If another driver is really getting on your nerves, stop your car, get out and see if you can find out what the problem is.**

True or False

4. **Some prescription drugs pose the same potential risk to driving as those prohibited by law.**

True or False

5. **All of the following are major violations (generally not accepted by business automobile insurers if within the last 5 years), except:**

- a. DUI
- b. Reckless driving
- c. Hit & run
- d. Speeding
- e. Refusing substance test

6. **The correct answer to #5 above is considered a "minor" violation. Business automobile insurance companies generally accept no more than 2 minor violations within the last years.**

- a. 1
- b. 2
- c. 3
- d. 4
- e. 7

Name _____ Date _____



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QUIZ ANSWERS

Defensive Driving

1. True
2. b. take ownership of the road
3. False
4. True
5. d. Speeding
6. c. 3