



# 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.

## ***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 – Eye Safety

### **Important Truths**

- ◆ More than 2,000 people injure their eyes at work each day. About 1 in 10 injuries require one or more missed workdays to recover from.
- ◆ With the right eye protection could have lessened the severity or even prevented 90% of eye injuries in accidents.

### **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. To be able to demonstrate the importance of wearing proper eye protection.
2. To know the 4 steps that will promote eye safety.
3. To be prepared for an eye injury using first aid protocol.

### **Trainer's Note**

Read through the 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: 1<sup>st</sup> person to recite mission stmt, or 1<sup>st</sup> person to provide input or answer a question correctly, etc.) (3 mins)
3. Review the meeting goals; go through the hand-out in open discussion format (10 mins)
4. Share a story or two regarding "eye injuries" (5 minutes)
5. Practice demonstrating proper first aid needs (5 minutes)
6. Successfully complete the quiz....have fun. (4 minutes)

### **Suggested Props**

1. A copy of the IIPP manual – to note references to eye safety
2. Distribute map of eye wash area and a first aid kit.
3. Samples of eye protection goggles/glasses.



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## Safety Meeting Topic – Eye Safety

### ***Important Truths***

- ◆ More than 20,000 workplace eye injuries happen each year.
- ◆ Approximately 1 in 10 injuries require one or more missed workdays.
- ◆ 10-20% of work-related injuries will cause temporary or permanent vision loss.

### ***The Critical Message***

The right eye protection could lessen the severity or even prevent 90% of eye injuries in accidents. To do your part it is important to **“wear the right kind of eye protection”** for the job you are performing.

### ***Common Injuries:***

- ◆ Corneal abrasions and conjunctivitis (red eyes)
- ◆ Concrete or metal particles or slivers embedded in the eye
- ◆ Chemical splash or burn
- ◆ Eyeball laceration
- ◆ Facial contusion and black eye
- ◆ Blood borne pathogen exposure from blood or other body fluids or human remains

### ***4 Points to Eye Safety***

#### **1. Have a safe work environment**

- ◆ Minimize hazards from falling or unstable debris.
- ◆ Make sure that tools work and safety features (machine guards) are in place.
- ◆ Ensure that workers, particularly volunteers, know how to use tools properly.
- ◆ Keep bystanders out of the hazard area.

#### **2. Wear the proper eye and face protection**

- ◆ Select the eye protection for the hazard, making sure the eye protection is in good condition and clean.
- ◆ Make sure it fits properly and will stay in place. If you find safety glasses uncomfortable, experiment with different sizes or styles.
- ◆ Wear glasses or goggles that are properly ventilated for the work you are performing. Use goggles that have plenty of side ventilation if possible
- ◆ If you wear prescription glasses, wear goggles designed to fit over your glasses or safety glasses made with your prescription.
- ◆ If your goggles fog up, try a model with more ventilation or coat them with an anti-fog liquid.

### 3. Evaluate *YOUR* safety hazards

Hazard Assessment		
Hazard type	Examples of Hazard	Common Related Tasks
<b><u>Impact</u></b>	Flying objects such as large chips, fragments, particles, sand, and dirt.	Chipping, grinding, machining, masonry work, wood working, sawing, drilling, chiseling, powered fastening, riveting, and sanding.
<b><u>Heat</u></b>	Anything emitting extreme heat.	Furnace operations, pouring, casting, hot dipping, and welding.
<b><u>Chemicals</u></b>	Splash, fumes, vapors, and irritating mists.	Acid and chemical handling, degreasing, plating, cleaning and working with blood.
<b><u>Dust</u></b>	Harmful Dust.	Woodworking, buffing, and general dusty conditions.
<b><u>Optical Radiation</u></b>	Radiant energy, glare, and intense light	Welding, torch-cutting, brazing, soldering, and laser work.

### 4. Prepare for eye injuries and first aid needs

#### Specks in the Eye

- Do not rub the eye.
- Use an eye wash, flush eye copiously.
- See a doctor if speck does not wash out, pain or redness continues.

#### Cuts, Punctures, Objects Stuck in the Eye

- Do not wash out the eye.
- Do not try to remove an object stuck in the eye.
- Stabilize eye with a rigid shield without pressure such as with the bottom half of a paper cup.
- See a doctor at once

#### Chemical Burns

- Immediately flush eye with water or any drinkable liquid. Open the eye as wide as possible. Continue flushing for at least 15 minutes. For caustic or basic solutions continue flushing while in route to doctor.
- If a contact lens is in the eye, begin flushing over the lens immediately. Flushing may dislodge the lens.
- See a doctor at once.

#### Blows to the Eye

- Apply cold compress without pressure.
- Crushed ice in a plastic bag can be taped to the forehead to rest gently on the injured eye.
- See a doctor at once in cases of continued pain, reduced vision, blood in eye or discoloration which can mean internal eye damage.

### ***Protect your vision***

It takes only one accident to cause partial or complete blindness. Take a moment to think about possible eye hazards in your workplace and then take the necessary precautions to help reduce your risk of potential eye injuries.

# Quiz

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## Safety Meeting Topic – Eye Safety

1. More than 2,000 people injure their eyes at work each day.  
  
True or False
  
2. Proper eye protection could lessen the severity or even prevent 90% of eye injuries in accidents.  
  
True or False
  
3. The “Critical Message” regarding eye safety is ...
  - a. Have a safe work environment
  - b. Know how to care for an eye injury
  - c. Wear the right kind of eye protection
  - d. Avoid hiring people who wear glasses
  
4. If you find safety glasses uncomfortable.
  - a. Only wear them when you absolutely need to
  - b. Complain to your supervisor or to OSHA
  - c. Experiment with different sizes or styles
  
5. It only takes one accident to cause partial or complete blindness.  
  
True or False
  
6. About 1 in 10 eye injuries require one or more missed workdays to recover from.  
  
True or False

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



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## QUIZ ANSWERS

### Eye Safety

1. True
2. True
3. c. Wear the right kind of eye protection
4. c. Experiment with different sizes or styles
5. True
6. True