



# 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

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 – Fire Safety & Fire Extinguisher Use

### ***Important Truth***

Since fire is one of the most serious safety hazards, each staff member must consistently and conscientiously maintain fire safety standards. Supervisors and managers should train workers about fire hazards in the workplace and about what to do in a fire emergency. If evacuation is a possibility, staff members should be trained on how to escape and how to assist customers to safety.

### ***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. Know where our fire prevention procedures are available for employee review.
2. Understand our rules regarding smoking on premises.
3. Be able to address handling of flammable waste.
4. Cover procedures for reporting loose or frayed electrical wires or other fire hazards.
5. Know how to properly use fire extinguishers.
6. Understand proper evacuation procedures.
7. Communicate with all new employees and with all employees whenever the plan is changed.

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

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: 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 (15 mins)
4. Share a story or two regarding "fire near misses and accidents" (5 minutes)
5. Successfully complete the quiz....have fun. (4 minutes)

### ***Suggested Props***

1. A copy of the IIPP manual – specifically the pages outlining emergency procedures and evacuation
2. Photos or map of designated smoking areas and signage.
3. Fire extinguisher



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## Safety Meeting Topic – Fire Safety & Fire Extinguisher Use

### ***Important Truths***

Deaths from fires and burns are the fifth most common cause of unintentional injury deaths in the United States. According to the U.S. Department of Labor, there were 121 work related fire deaths in 2015.

### ***Facts and Figures***

According to the National Fire Protection Association, 1,345,500 total fires were reported during 2015 in the U.S., up 3.7% from 2014. This resulted in 3,280 civilian fire deaths, and 15,700 civilian fire injuries. The cost was \$14.3 billion in property damage. On average, a fire claimed nine lives a day. Most victims of fires die from smoke or toxic gases and not from burns.

Fatal fire and burn injuries cost \$3 billion annually, representing 2% of the total costs of all fatal injuries. Hospitalized fire and burn injuries total \$1 billion, or 1% of the total cost of all hospitalized injuries. Non-hospitalized fire and burn injuries cost \$3 billion, or 2% of the total cost of all non-hospitalized injuries.

Groups at increased risk of fire-related injuries and deaths include children four and under and older adults ages 65 and older.

### ***Basic Fire Prevention Regulations***

- Observe “No Smoking” rules in all buildings. Smoking outdoors allowed in designated areas only. Insure that cigarettes are thoroughly extinguished and placed in proper receptacles.
- Never accumulate papers, oily rags, soiled linen, or other flammable materials since spontaneous combustion, an electrical spark, or a carelessly thrown match may cause a fire.
- Insure that all containers holding flammable materials are tightly sealed at all times.
- Report loose or frayed electrical wires or other fire hazards to your manager at once.

### ***In The Event of Fire***

Remain calm. Your personal safety is our first priority. Never put yourself or someone else at risk. Warn everyone in the immediate area to evacuate. If possible, assist in the evacuation of guests and staff members in your immediate area to the planned evacuation area.

***If the fire is small***, only attempt to extinguish it if it is safe to do so. Locate the nearest fire extinguisher and discharge it at the base of the fire, using sweeping motions with extinguisher until fire is out. Always leave yourself a safe exit route.

***If the fire is large***, know your escape route and follow evacuation procedures.

**Never try to fight a fire if:**

- You are alone.
- The fire is spreading beyond the immediate area or is already a large fire.
- The fire could block your escape route.
- You are not sure of the proper operation of the fire extinguisher.
- You are in doubt about the type of fire.

**If caught in a fire**, stay low and move forward toward a known exit, avoiding the breathing of smoke or fumes. Get out immediately. Report to your planned evacuation area.

**Understand your emergency procedures and evacuation plan (review plan now).**

**Fire Extinguisher Use**

Even though extinguishers come in a number of shapes and sizes, they all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

**P A S S** -- Pull, Aim, Squeeze, and Sweep



**Pull** the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.



**Aim** the nozzle toward the base of the fire.



Stand approximately 8 feet away from the fire and **squeeze** the handle to discharge the extinguisher. If you release the handle, the discharge will stop.



**Sweep** the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!



**Congratulations** -- you did it!!!

**Disclaimer:** Information contained in this training program is considered a reminder only and accurate at the time of publication but not to be considered an all-inclusive reference. Consult the Department of Health & Human Services (USA.gov) or OSHA at 800-321-OSHA ([www.osha.gov](http://www.osha.gov)) for more information.



# Quiz

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## Safety Meeting Topic – Fire Safety & Fire Extinguisher Use

1. Death from fires and burns is the \_\_\_\_\_ most common cause of unintentional injury deaths in the United States.
  
2. Groups at increased risk of fire-related injuries and deaths include children 4 and under and older adults ages 65 and older.

True or False

3. Which of the following is not a recommended behavior in the event of a fire?
  - a. Remain calm
  - b. Only assist customers or co-workers if it is personally safe to do so.
  - c. Warn everyone in the immediate area to evacuate
  - d. Address a larger fire with a fire extinguisher to slow its spread.

3. What is the easy acronym to remember for fire extinguisher use?

\_\_\_\_\_

4. What does each letter of the fire extinguisher acronym refer to?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. If caught in a fire, stay low and move forward toward a known exit, avoiding the breathing of smoke or fumes. Get out immediately. Report to your planned evacuation area.

True or False

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



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## QUIZ ANSWERS - Fire Safety & Fire Extinguisher Use

### Fire Safety & Fire Extinguisher Use

1. Fifth (5<sup>th</sup>)
2. True
3. d (the best way to deal with a larger fire is to evacuate yourself as quickly as possible)
4. P A S S
5. Pull, Aim, Squeeze, Sweep
6. True