



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:



Safety Meeting

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Meeting Focus Sheet – First Aid

Important Truths

- ◆ Immediate attention to first aid incidents is very important
- ◆ It's better to talk about what to do in this type of situation before the incident occurs rather than trying to figure it out "mid-emergency".

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 learn the 3 C's in handling first aid situations.
2. To be familiar with how to provide first aid care specifically in cases of bleeding, eye injuries, shock & burns.
3. To learn basic steps for treating both minor and major burn injuries.

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 minutes)
2. Review the meeting goals; go through the hand-out in open discussion format...let people take turns reading or discussing sections...make it interactive (15 minutes)
3. Share a story or two regarding "first aid" occurrences in your company. (2 minutes)
4. Remind people who the "designated emergency first responder" is at your company and where first aid kits are located. (1 minute)
5. Have 2 people act out a scenario involving one of the most common first aid scenarios and the correct way to provide care to the injured person. Use first aid kit. Incentive award to the people who participate (5 minutes)
6. Successfully complete the quiz....have fun. (4 minutes)

Suggested Props

1. A copy of the IIPP manual – to discuss the fact that safety is not just an OSHA issue
2. A first aid kit (also discuss and/or provide items to use to improvise)



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Safety Meeting Topic – First Aid

First aid is a safety topic that should be addressed before an unexpected medical situation occurs that needs immediate attention. "Mid-emergency" is not the time to start learning what to do.

The rule of **3 C's** can help us remember what to do in emergency or first aid situations:

Check → Call → Care

Check the Victim	Call for Help	Provide Care
Check the area to ensure your own safety	Call for designated emergency first responder	Based on the training & supplies you have, until medical personnel arrive
Make sure the victim is: Conscious & breathing has an open airway Is not severely bleeding	Provide details on the situation & location of the incident	(Do not attempt CPR without certification)

Common First Aid Scenarios

Bleeding The important thing is to stop the bleeding immediately. To do this, have the victim lie down, then apply direct pressure on top of the wound with a sterile pad, or the cleanest piece of cloth you can find. If the cloth becomes saturated with blood, keep adding more pads of cloth, and secure them with a bandage.

Nosebleed To stop the flow of blood from a common nosebleed, sit or stand upright to slow the flow of blood in the veins of the nose. Do not tip your head back. Pinch your nose with your thumb and forefinger for 10 minutes without relieving pressure. Breathe through your mouth during this time. If bleeding persists after these efforts, call 9-1-1.

Cuts & Scrapes Keep the wound clean by washing the area with mild soap and water and removing any dirt. Dry the area gently with a clean cloth, and cover the wound with a protective bandage. Change the bandage at least once a day. If the wound becomes tender to the touch and red or oozes fluid, see your doctor. If your cut is more serious and the bleeding does not stop on its own or the cut is large, deep, or rough on the edges, try to stop the bleeding by applying pressure directly to the injury using a sterilized gauze pad or clean cloth. Maintain pressure on the wound until the bleeding stops. Then consult a physician. A tetanus booster may be required if the injured person hasn't had one for a while.

Eye Injury If a chemical splashes and gets into someone's eye, act quickly and dilute the chemical by pouring water into the eyes. Have the victim lie with their head to one side, then have someone hold the eyes open while water is poured into them. Pour at least a quart of water into the corner of the eye so that it runs over the surface and flows out the other side.

If a foreign particle gets embedded into someone's eye, don't try to remove it like you would a chemical. Instead, have the victim lie flat, place a sterile pad over the eye, bandage it in place, and get medical help immediately. If you must move the victim on a stretcher, make sure to avoid movement that could drive the particle deeper into the eye. If the particle is under the eyelid or floating on the surface of the eyeball, you can try removing it with the corner of a clean piece of cloth. But never rub the eye to get it out.

Shock An accident can bring on a condition called "shock". A person suffering from shock may seem weak and confused; have cold, pale, or clammy skin; feel nauseated; and their eyes may appear vacant with dilated pupils. To help someone in shock, lie him/her on his/her back with feet elevated, unless the victim has head or chest injury. Then, raise head and shoulders with pillows. Next, place blankets over and under the body to conserve body heat but be sure not to overheat. Do not give the person any fluids unless expert medical help is delayed for at least a half-hour. And if that's the case, give them one half glass of plain, luke warm water every fifteen minutes, but discontinue fluids if the person becomes nauseated.

Burns Burns can be caused by fire, the sun, chemicals, heated objects or fluids, and electricity. They can be minor problems or life-threatening emergencies. Distinguishing a minor burn from a more serious burn involves determining the degree of damage to the tissues of the body. If you are not sure how serious the burn is, seek emergency medical help.

First-degree burns are those in which only the outer layer of skin is burned. The skin is usually red and some swelling and pain may occur. Unless the burn involves large portions of the body, it can be treated at home.

Second-degree burns are those in which the first layer of skin has been burned through and the second layer of skin is also burned. In these burns, the skin reddens intensely and blisters develop. Severe pain and swelling also occur. If a second-degree burn is no larger than 2 or 3 inches in diameter, it can be treated at home. If the burn covers a larger area, seek medical attention. A tetanus booster may be needed.

Third-degree burns are the most serious and involve all layers of skin. Fat, nerves, muscles, and even bones may be affected. Areas may be charred black or appear a dry white. If nerve damage is substantial, there may be no pain at all. **These burns should receive emergency medical attention immediately.**

Treating Burns

Steps to treating **minor burns** at home:

If the skin is not broken, run cool water over the burn for several minutes
Cover the burn with a sterile bandage or clean cloth
Take aspirin or acetaminophen to relieve any swelling or pain.

Steps for **major burns** (until help arrives):

Remove the person from the source of the burn (fire, electrical current, etc.).
If the person is not breathing, begin mouth-to-mouth resuscitation immediately (if CPR certified)
Remove all smoldering clothing to stop further burning
If the person is breathing sufficiently, cover the burned area with a cool, moist, sterile bandage or clean cloth. Do not place any creams, ointments or ice on the burned area or break blisters.



Quiz

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Safety Meeting Topic – First Aid

Consider the following statements and circle T for True and F for False beside each statement:

1. The 3C's for remembering how to respond to a first aid situation are: Check, Call & Care. T or F
2. To help stop a nose bleed, tilt the person's head back as far as possible. T or F
3. The best way to stop bleeding is by applying gentle pressure with clean cloth or bandage. T or F
4. If someone gets a foreign particle in their eye, the best thing to do is rinse it out with water. T or F
5. To help someone in shock, smack them across the face to shake them out of it. T or F
6. Cold, pale, clammy skin, nausea and dilated pupils are all signs of shock. T or F
7. Burns resulting in blisters can be treated at home. T or F
8. Third degree burns can result in absolutely no pain. T or F
9. The first thing to do with any burn is apply some sort of burn relief ointment. T or F
10. Learn first aid before a situation occurs...learning "mid emergency" is not smart. T or F

Name _____ Date _____



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QUIZ ANSWERS

First Aid

1. True
2. False
3. True
4. False
5. False
6. True
7. True
8. False
9. False
10. True