



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 – Golf Cart Safety

Important Truth

Golf carts are involved in approximately 10,000 accidents each year, resulting in personal injury, death, and property damage. These incidents involve staff members, customers and guests. To prevent golf cart accidents, all staff members who operate golf carts must be trained before using these vehicles. This training should include proper procedures for operating and maintaining these carts.

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. Understand the tremendous risks and possible consequences of golf cart use.
2. Know the responsibilities of those involved in golf cart supervision and use.
3. An introduction to the vehicle's controls and their function.
4. Inspection procedure to follow prior to starting the vehicle.
5. Proper conduct for driving the vehicle.
6. Steps to take when leaving vehicles unattended.
7. Be aware that your company's specific procedures and training program supersede anything outlined in this general overview.

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: 1st person to recite mission stmt, or 1st 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 "golf cart accidents and injuries" (5 minutes)
5. Successfully complete the quiz....have fun. (4 minutes)

Suggested Props

1. A copy of the IIPP manual – specifically the pages outlining golf cart procedures and training
2. Large photo of a golf cart for discussion.



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Safety Meeting Topic – Golf Cart Safety

Important Truths

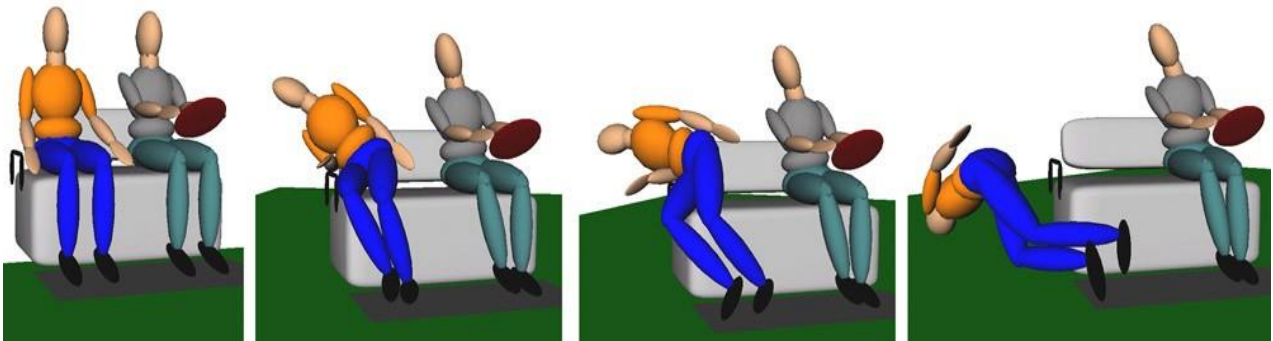
According to the Consumer Products Safety Commission (CPSC), there are approximately **10,000 golf cart related injuries** requiring emergency room treatment in the US each year.

One significant mode of injury in golf cart accidents is **passenger ejection**, which can lead to serious injuries, especially of the head. Based on CPSC statistics, roughly 35% of golf cart accidents involve a person falling out of the cart.

In addition to ejection accidents, at least 10% of golf cart accidents involve a **rollover** and statistics indicate that such accidents are roughly twice as likely to lead to injuries requiring a hospital stay as non-rollover accidents.

Passenger Ejections

One common scenario for a passenger ejection accident occurs when a cart, traveling near its maximum speed, is turned sharply to the left. During a sharp left turn, centrifugal acceleration forces tend to force the passenger to his right, which can lead to ejection. Sharp turns are less likely to lead to a driver ejection because the driver has a steering wheel to hold onto and can always anticipate when he is about to initiate a turn.



Rollovers

Rollovers often occur as a result of a driver losing control of the cart while traveling downhill on a cart path. While the ANSI (American National Standards Institute) standard requires that a golf cart's maximum speed not exceed 15 mph on level ground, that speed can easily be exceeded when traveling downhill. Proper cart handling and braking skills are critical in preventing rollovers.

Operating a Golf Cart

1. Understand your company policy regarding safe use of golf carts at your location.
2. Complete the specific training program applicable to the carts you will use.
3. You must have a valid driver's license for the state in which you will drive.
4. Drivers and passengers must remain seated while the vehicle is moving.
5. Only authorized staff members may drive the carts.
6. Never exceed the number of available seats for the number of passengers
7. The maximum speed of a golf cart depends upon the terrain over which it is being driven, the weather conditions, and the total weight of the golf cart, passengers and property being carried.
8. A golf cart should be operated at a speed equivalent to a well-paced walk but no faster than 15 mph.
9. Do not park carts where they will block emergency equipment, pedestrian aisles, entrances, intersections or the normal traffic flow.
10. Observe all vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
11. All passengers should keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
12. When the golf cart is not in use, place the control lever in the "Neutral" position and remove the key. Never leave the keys in the cart when unattended.
13. Never back-up without looking to see what is behind the cart.
14. Never shift gears while the vehicle is in motion.
15. When driving, maintain adequate distance between vehicles and stop for all pedestrians.
16. Never smoke while operating or charging a golf cart.

Maintaining a Golf Cart

1. Inspect each golf cart daily before use. If the cart is in need of repairs or maintenance, the cart should be taken out of service. Report any damage or maintenance needs to a supervisor immediately.
2. Check tires for proper inflation, cuts, or punctures.
3. Check that steering is normal.
4. Check that forward and reverse gears are operational.
5. Check brakes for proper operation
6. Check for any indication of battery fluid leaks such as wet spots under the cart.
7. Recharge the cart in the designated charging area, parking close to a fire extinguisher.
8. Do not recharge near an open flame or source of ignition and do not smoke in recharge station.
9. Only an approved battery charger should be used to recharge the batteries (designed to shut-off automatically when the batteries are fully charged.)
10. Pour baking soda on all spilled battery acid before cleaning up the spill.
11. Wash skin thoroughly with cold water if skin is exposed to battery acid.
12. Disconnect all battery charger cords before using the golf cart.

Disclaimer: Information contained in this training program is considered accurate at time of publication.



Quiz

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Safety Meeting Topic – Golf Cart Safety

1. Supervisors are responsible for training staff members on safe operation of a golf cart?

True or False

2. Golf carts always have the right of way.

True or False

3. Using the "operator's check-list", how often should a golf cart be inspected?

- a. Weekly
- b. Monthly
- c. Prior to use (at least daily)
- d. Only when a complaint is made or maintenance issue comes up

4. Cart features to check during an inspection include all of the following, except

- a. Proper tire inflation
- b. No cuts or punctures on tires
- c. Steering is normal; forward and reverse gears are operational
- d. Gas tank is full
- e. Brakes work properly

5. A golf cart should be operated at a speed equivalent to a well-paced walk but no faster than 25 mph.

True or False

6. Generally the most serious golf cart related injuries come from...

_____ and _____

Name _____ Date _____



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QUIZ ANSWERS – Golf Cart Safety

Golf Cart Safety

1. True – Supervisors are responsible for ensuring that operators have successfully completed golf cart training prior to driving the vehicle.
2. False – Pedestrians always have the right-of-way. If the golf cart is being operated on a sidewalk, the operator should pull off of the sidewalk or stop the vehicle when approaching pedestrians.
3. c
4. d. Golf carts are generally electric.
5. False – 15 mph
6. Passenger ejections and rollovers