



# 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 – Hazard Communication - MSDS

### ***Important Truths***

- ◆ All accidents could have been prevented
- ◆ There were 424 U.S. workers' deaths in 2015 due to exposure to harmful substances or environments, according to the U.S. Department of Labor.

### ***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. Review the Hazard Communication program, including hazardous chemicals in our workplace, labeling, Material Safety Data Sheets and the need for training.
2. Train staff members to handle workplace chemicals properly.

### ***Meeting Action Plan***

1. Memorize / recite the Safety Mission Statement; stress importance of safety (2 minutes)
2. Incentive award (suggestions: 1<sup>st</sup> person to recite mission stmt, or 1<sup>st</sup> person to give examples of where chemicals are used in the facility, etc.) (3 minutes)
3. Go through the goals and the meeting handout. Provide general explanations of terms: **Hazard Communication** (a regulation that assures that workers receive information regarding the chemicals they work with). **Hazardous Chemical List** (the list of all hazardous materials in our facility). **Material Safety Data Sheet** (a document containing information on the chemical contents, the hazards and safe use guidelines) (12 minutes)
4. Discuss 3 Types of hazards using MSDS Info Review Form and any "exposure stories" employees have. (5 minutes)
5. Name chemicals staff members work around and how to read label information. (3 minutes)
6. Successfully complete the quiz. Correct it together and hand it in. (5 minutes)

### ***Suggested Props***

1. The Hazard Communication Program, 2 sample MSDSs, examples of labels (for reference)
2. Sample protective equipment such as safety glasses/goggles, vapor respirators and boots.



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## Safety Meeting Topic – Hazard Communication - MSDS

### ***Hazard Communication Program – Workers' Right to Know***

The purpose of a Hazard Communication Program is to help staff members understand the potential hazards of the chemicals they use on the job. This education, required by the Occupational Safety & Health Act (OSHA), is also called the *Workers' Right to Know Law*. **You have the right to** read our Hazard Communication Program, our Hazardous Chemical List and our Material Safety Data Sheets (MSDS) about the hazards & proper handling of chemicals we use. These documents are located at \_\_\_\_\_.

### ***Hazards & Communication - MSDS***

Hazardous chemicals may be inhaled, ingested or absorbed into the skin, so it is a requirement that every chemical container be labeled with basic safety information. Also, a complete Material Safety Data Sheet, which tells you "everything you need to know" about a specific chemical is kept. If you read the MSDS you will be able to determine:

- The *HEALTH HAZARDS* associated with any chemical you are exposed to;
- How *FLAMMABLE* the product is, and at what temperature it may ignite;
- The *REACTIVITY* of the chemical with other agents and how likely it is to explode;
- What *PERSONAL PROTECTIVE EQUIPMENT* (PPE) is needed?

### ***Safe Procedures for Handling Workplace Chemicals***

1. Read all label warnings and instructions.
2. When moving chemicals from one container to another, consult with your supervisor or the program administrator if you are unsure how to proceed.
3. Follow instructions for quantity. More is not better.
4. Minimize contact with chemicals. Use double layer clothes or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
5. Always wash your hands after handling chemicals.
6. If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
7. Any questions or concerns regarding chemicals should be reported to Human Resources.

# MSDS Information Review Form

(Convert information from the chemical's MSDS.)

Chemical common name: \_\_\_\_\_ Review date \_\_\_\_\_

Also known as: \_\_\_\_\_

Hazard Rating Index	(Fill in from key below)
Health Hazard Rating	
Flammability Hazard Rating	
Reactivity Hazard Rating	
Protective Equipment To Be Used	

## Hazard Rating Index Key:

### Health Hazard:

4	EXTREME:	Highly toxic: may be fatal on short-term exposure. Special protective equipment required.
3	SERIOUS :	Toxic: avoid inhalation or skin contact.
2	MODERATE:	Moderately toxic: may be harmful if inhaled or absorbed.
1	LIGHT :	Slightly toxic: may cause slight irritation.
0	MINIMAL:	All chemicals have some degree of toxicity.

### Flammability Hazard:

4	EXTREME:	Extremely flammable gas or liquid, flash point below 73°F
3	SERIOUS:	Flammable: flash point 73 °F. to 100° F.
2	MODERATE:	Combustible: requires moderate heating to ignite. Flash point 100° F. to 200° F.
1	LIGHT :	Slightly combustible: requires strong heating to ignite.
0	MINIMAL:	Will not burn under normal conditions.

### Reactivity Hazard:

4	EXTREME:	Explosive at room temperature.
3	SERIOUS :	May explode, if shocked, heated under confinement, or mixed with water.
2	MODERATE:	Unstable, may react with water.
1	LIGHT :	May react if heated or mixed with water.
0	MINIMAL:	Normally stable, does not react with water.

### Protective Equipment (circle all that apply):

A - Safety Glasses

B - Safety Glasses, Gloves

C - Safety Glasses, Gloves, Synthetic Apron

D - Face Shield, Gloves, Synthetic Apron

E - Safety Glasses, Gloves, Dust Respirators

F - Safety Glasses, Gloves, Synthetic Apron, Dust Respirators

G - Safety Glasses, Gloves, Vapor Respirator

H - Splash Goggles, Gloves, Synthetic Apron, Vapor Respirators

I - Safety Glasses, Gloves, Dust & Vapor Respirator

J - Splash Goggles, Gloves, Synthetic Apron, Dust & Vapor Respirators

K - Air Line Hood or Mask, Gloves, Full Suit, Boots

X - Ask your supervisor for special handling instructions.

Z - None Required



# Quiz

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## Safety Meeting Topic – Hazard Communication - MSDS

Place a check mark on the line with the best answer for these questions:

1. The Hazard Communication standard is known as:  
a.  Right to Know  
b.  The Bill of Rights
2. You have a Right to Know:  
a.  What your supervisor is thinking  
b.  About the chemicals in your work area
3. Routes of exposure include inhalation, ingestion and absorption:
4. a.  True  
b.  False
5. Labels are required on all containers with hazardous chemical contents:  
a.  True  
b.  False
6. MSDS stands for:  
a.  Management Standard Development System  
b.  Material Safety Data Sheet
7. A good safety practice is to read labels and the MSDS before using a new chemical:  
a.  True  
b.  False
8. If you have questions regarding chemical safety you should ask:  
a.  Someone who has more experience in the facility than you do  
b.  Your supervisor or the program administrator
9. When working with chemicals you should:  
a.  Always change your procedure so you do not get bored  
b.  Always perform the job the way you were trained
10. I need to remember:  
a.  The location of the Hazardous Chemical List and the MSDS File  
b.  The location of the coffee pot

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



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## QUIZ ANSWERS

### Hazard Communication

1. a. Right to Know
2. b. About the chemicals in your work area
3. a. True
4. a. True
5. b. Material Safety Data Sheet
6. a. True
7. b. Your supervisor or the program administrator
8. b. Always perform the job the way you were trained
9. a. The location of the Hazardous Chemical List and the MSDS File