



# 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 – Hearing Safety



### ***Important Truths***

- ◆ One in 10 Americans has a hearing loss that affects his or her ability to understand normal speech.
- ◆ Every year, approximately 30 million people in United States are exposed to hazardous noises while at work.
- ◆ Fortunately, noise-induced hearing loss can be reduced or eliminated through noise control and hearing conservation.

### ***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 demonstrate the importance of hearing protection devices.
2. To know the basic steps that should be taken reduce noise exposure levels.
3. To be able to choose the proper hearing protection.

### ***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: 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 (10 mins)
4. Share or ask for sharing on a story or two regarding "hearing loss injuries" (5 minutes)
5. Discuss choosing the proper hearing protection (5 minutes)
6. Successfully complete the quiz....have fun. (4 minutes)

### ***Suggested Props***

1. A copy of the IIPP manual – to note references to hearing safety.
2. Have samples of different ear protection. i.e., expandable foam plugs, reusable wax plugs, earmuffs, etc. available to demonstrate the information about hearing safety.



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## Safety Meeting Topic – Hearing Safety

### **Important Truths**

- ◆ Every year, approximately 30 million people in the United States are exposed to hazardous noise while on the job.
- ◆ Fortunately, noise-induced hearing loss can be reduced or prevented through being knowledgeable and making wise choices about your hearing.

### **The Critical Message**

Hearing loss is usually gradual and permanent and cannot be fixed with medical procedures or hearing aids, but hearing loss can be prevented by protecting your hearing.

The first step toward solving any noise problem is to define it. **Evaluate noise levels:**

1. **By people's reactions** – While people react differently to noise, reactions provide warnings that noise may be at unacceptable levels.
  - When noise levels are above 80 decibels (dB), people have to speak very loudly
  - When noise levels are between 85 and 90 dB, people have to shout. Hearing protection is required when noise exposure is at or greater than 85 dB.
  - When noise levels are greater than 95 dB, people have to move close together to hear each other at all
  - High noise levels can cause adverse reaction or behaviors
2. **Walk around survey** – Tour the facility and look for indications that noise may be a problem. Use a sound level meter if possible and note what equipment is on or off.

When noises are impossible to reduce or control **choose the right protection:**

1. **Expandable foam plugs**
2. **Pre-molded, reusable plugs**
3. **Canal caps**
4. **Earmuffs**

### **HEARING PROTECTION CHECKLIST**

- ✓ **Wear hearing protection when and where it is required at work**
- ✓ **Follow manufacturer's instructions for use**
- ✓ **Use hearing protection at home**



# Quiz

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## Safety Meeting Topic – Hearing Safety

1. Hearing protection is required when noise exposure is at or greater than:

- a. \_\_\_ 1000 decibels
- b. \_\_\_ 85 decibels

2. The first step toward solving any noise problem is to:

- a. \_\_\_ Ignore it
- b. \_\_\_ Call the police
- c. \_\_\_ Define it

3. You can only prevent noise induced hearing loss by using:

- a. \_\_\_ Safety shoes
- b. \_\_\_ Hearing protection

4. Hearing protection must be worn:

- a. \_\_\_ Only at work
- b. \_\_\_ At work and at home when you are exposed to noise

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



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## QUIZ ANSWERS

### Hearing Safety

1. b. 85 decibels
2. c. Define it
3. b. Hearing protection
4. b. At work and at home when you are exposed to noise