



# 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 – Heat Stress Protection

### **Important Truth**

*The Occupational Safety and Health Act (OSH Act) requires employers to comply with hazard-specific safety and health standards. In addition, pursuant to Section 5(a)(1) of the OSH Act, employers must provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm. Heat stress is considered one of these hazards.*

### **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. Knowledge of the hazards of heat stress;
2. Recognition of predisposing factors, danger signs, and symptoms;
3. Awareness of first-aid procedures for, and the potential health effects of, heat stroke;
4. Employee responsibilities in avoiding heat stress;
5. Dangers of using drugs, including therapeutic ones, and alcohol in hot work environments;
6. Use of protective clothing and equipment; and
7. Purpose and coverage of environmental and medical surveillance programs and the advantages of worker participation in such programs.

### **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: 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 "heat stress injuries" (5 minutes)
5. Successfully complete the quiz....have fun. (4 minutes)

### **Suggested Props**

1. A copy of the IIPP manual – to note references to heat safety.
2. Hand out bottled water to everyone.



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## Safety Meeting Topic – Heat Stress Protection

### ***Important Truths***

When the body is unable to cool itself by sweating, heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

1. Age, weight, degree of physical fitness, metabolism, use of alcohol or drugs, and a variety of medical conditions all affect a person's sensitivity to heat. Even the type of clothing worn must be considered. Also, a prior heat injury can make a person more sensitive to additional injury.
2. It is difficult to predict just who will be affected and when, because people are different in their ability to tolerate heat.

### ***Factors Leading to Heat Stress***

High temperature and humidity; direct sun or heat; limited air movement; physical exertion; poor physical condition; some medicines; and inadequate tolerance for hot workplaces.

### ***Symptoms of Heat Exhaustion***

- Headaches, dizziness, lightheadedness or fainting.
- Weakness and moist skin.
- Mood changes such as irritability or confusion.
- Upset stomach or vomiting.

### ***Symptoms of Heat Stroke***

- Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or convulsions.

### ***Preventing Heat Stress***

- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers.
- Block out direct sun or other heat sources.
- Use cooling fans/air-conditioning; rest regularly.
- Drink lots of water; about 1 cup every 15 minutes.
- Wear lightweight, light colored, loose-fitting clothes.
- Avoid alcohol, caffeinated drinks, or heavy meals.

### ***What to Do for Heat-Related Illness***

Call 911 (or local emergency number) at once. While waiting for help to arrive:

- Move the worker to a cool, shaded area.
- Loosen or remove heavy clothing.
- Provide cool drinking water.
- Fan and mist the person with water.



# Quiz

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## Safety Meeting Topic – Heat Stress Protection

1. Someone who is used to working in a higher temperature workplace may be less likely to experience heat stress than someone who is not.

True or False

2. Dry, hot skin with no sweating is a symptom of heat stroke.

True or False

3. All of the following are symptoms of heat stress except ...

- a. Weakness and moist skin
- b. Backache
- c. Upset stomach or vomiting
- d. Headache, dizziness, lightheadedness or fainting

4. To prevent heat stress you should do the following, except...

- a. Know signs of heat-related illness; monitor yourself and co-workers
- b. Block out sun and other heat sources
- c. Drink lots of water; about 1 cup every 15 minutes
- d. Have a small alcoholic or caffeinated drink for relaxation
- e. Use cooling fans/air conditioning; rest regularly

5. Someone who has suffered from heat stress in the past, is more easily affected again.

True or False

6. In the event of a heat-related illness, call 911 at once.

True or False

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



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## QUIZ ANSWERS – Heat Stress Protection

### Heat Stress Protection

1. True
2. True
3. b. Backache is not a typical symptom
4. d. Alcoholic and caffeinated drinks make heat stress worse
5. True
6. True

For more complete information:

