



# 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 – Kitchen Safety - Burns

### ***Important Truths***

- ◆ All accidents could have been prevented
- ◆ When your safety effort fails, it is usually someone else who gets hurt.

### ***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 reduce the odds of injury or accident involving a burn by increasing safety awareness
2. To be able to effectively communicate this safety information with other team members

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

1. Memorize and recite the 1<sup>st</sup> Choice Mission Statement (4 minutes)
2. Incentive award (suggestions: 1<sup>st</sup> person to recite mission stmt, or 1<sup>st</sup> person to give input or answer a question correctly, etc.) (3 minutes)
3. Go through the goals and the meeting handout. Discuss a kitchen “burn” story. (13 minutes)
4. Include demonstration of proper fire extinguisher use. (5 minutes)
5. Successfully complete the quiz. Correct it together and hand it in. (5 minutes)

### ***Suggested Props***

1. A copy of the IIPP manual (for reference as needed)
2. A fire extinguisher for demonstration
3. Sample protective equipment such as hot pads, insulated gloves, etc.



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## Safety Meeting Topic – Kitchen Safety - Burns

### **3 Basic Kitchen Rules**

To reduce the odds of injuries and accidents in the kitchen, please remember the following:

1. Look out for potential hazards
2. Use safe work procedures
3. Use protective equipment

### **Appliances/Equipment**

1. Keep appliances clean – built up grease catches fire easily.
2. Do not overload electrical outlets – too many heat producing appliances can overload a circuit and cause a fire.
3. Keep guards over heat lamps and infrared food warmers.
4. Operate microwaves safely – while the oven stays cool, the food inside may be very hot. Use potholders when removing hot food.
5. Close the door on microwave fires – opening the door adds oxygen and fuels the fire. Turn off or unplug the microwave. Do not use it again until it is serviced.
6. Properly tag and lock off all electrical equipment before working on it.

### **Safe Procedures**

1. Use dry hot pads or insulated gloves when handling hot items.
2. Keep flammable objects (dish towels, pot holders, rags, etc.) clear of the stove or fryers.
3. Don't leave cooking unattended – turn off stoves and appliances when they are not in use.
4. Turn pot handles inward toward the back of the stove.
5. Use tongs to retrieve items dropped in fryers or grills.
6. Let grease cool overnight before emptying fryers.
7. Store condiments, cooking equipment and supplies to the side of grills, not above them.
8. Learn to use fire extinguishers and automatic extinguishing systems. Prohibit use until employees receive proper training. Ensure systems are serviced on a regular basis.
9. Use appropriate Personal Protective Equipment when handling chemicals.
10. If a grease fire starts, smother it with a lid and turn off the burner. Never pour water on a cooking fire. If the flames don't go out immediately, call the fire department.
11. Use first aid for burns – run cool water over a burn for 10 to 15 minutes. Never apply butter or other grease to a burn. If the skin is blistered or charred, seek immediate medical attention.
12. Stop, Drop and Roll – if clothing catches on fire, do not run – smother flames with a flame resistant blanket or carpet.



# Quiz

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## Safety Meeting Topic – Kitchen Safety - Burns

1. Please give 2 examples of each of these Basic Kitchen Rules:

**Potential Hazards to watch out for:**

1.
2.

**Safe Work Procedures to implement:**

1.
2.

**Protective Equipment to use:**

1.
2.

2. You should never apply butter or other grease to a burn.

True or False

3. If you drop an item in a fryer or grill, you should (choose one):

- a. Put on an insulated glove and retrieve the item
- b. Turn off the fryer or grill and then reach in
- c. Use tongs to retrieve the item
- d. Use the fire extinguisher to cool things off before reaching in
- e. None of the above

4. If clothing catches fire, what are the 3 things you should do immediately:

1.
2.
3.

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



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## QUIZ ANSWERS

### **Kitchen Safety – Burns**

1. Answers come directly from the handout material
2. True
3. c. Use tongs to retrieve the item
4. Stop, Drop, and Roll