



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 – Kitchen Safety - Cuts

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 1st choice.

The Goals

1. To reduce the odds of injury or accident involving a cut 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 1st Choice Mission Statement (4 minutes)
2. Incentive award (suggestions: 1st person to recite mission stmt, or 1st person to give input or answer a question correctly, etc.) (3 minutes)
3. Go through the goals and the meeting handout. Use your prop knife for demonstration. Discuss one or two kitchen “cut” stories. (13 minutes)
4. Include a demonstration of proper broken glass cleanup (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 knife (properly protected)
3. Cut resistant gloves
4. A large piece of peanut brittle to be dropped to simulate broken glass
5. A broom, dust pan, newspaper, sponge or rag, and trash bag



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Safety Meeting Topic – Kitchen Safety - Cuts

3 Basic Kitchen Rules

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

1. Be on the constant look out for potential hazards.
2. Use safe work procedures.
3. Use protective equipment whenever possible.

Knife Safety

1. Keep knives sharp. Dull knives require more force and are easier to lose control of.
2. Store knives in a proper knife rack. Do not store them in a drawer.
3. Cut with the blade facing away from you and your fingers...just in case you slip.
4. Lay knives flat and way from counter edges.
5. If dropped, let knives and other sharp objects fall to a solid surface before picking up. Do not try to catch it.
6. Wash dirty knives by hand. Do not put them in the dishwasher.
7. Use cut-resistant gloves when possible in using or cleaning knives and slicer blades.
8. Limit meat saw blade exposure to the minimum height necessary when in use; cover fully when not in use.

Other Sharp Edges

1. Protect or cover sharp edges on wrap dispenser boxes.
2. Use a broom and dust pan (not hands) to remove broken glass from floors and countertops – always wear cut resistant gloves.
3. Empty water immediately from a sink that contains broken glass. Wear cut-resistant gloves to remove broken glass.
4. If a sponge or rag is used when cleaning up broken glass, make sure pieces are not left in the sponge or rag or toss the sponge/rag in the trash. Wrap broken glass pieces in newspaper and warn all concerned.
5. Carry trash bags away from your legs and arms; don't drag them along your body.
6. Don't ever break glass on purpose and throw it in the trash
7. Wear cut-resistant gloves when handling sheet metal or other objects with sharp edges.
8. Be sure to wear kitchen appropriate shoes at all times.



Quiz

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Safety Meeting Topic – Kitchen Safety - Cuts

1. List the 3 Basic Kitchen Rules:

2. It is important to break and dispose of cracked or chipped dishes or glassware to protect others from using them.

True or False

3. List 4 safety tips to prevent knife related accidents and injuries

4. Please put the following steps for proper cleanup of broken glass in order:

Steps To Take		Proper Order
A	Warn all concerned	
B	Carry out trash bags away from your body	
C	Put on cut-resistant gloves	
D	Wrap broken pieces in old newspaper	
E	Use a broom or dust pan to remove the glass	

5. Sharp knives are more dangerous than dull knives.

True or False

Name _____ Date _____



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QUIZ ANSWERS

Kitchen Safety - Cuts

1. Look out for potential hazards; use safe work procedures; use protective equipment
2. False
3. Any 4 from "Knife Safety" section of the handout
4. C,E, D, A, B
5. False