



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.



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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 – Ladder Safety

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 be able to demonstrate the safe use ladders that are used primarily for construction and/or maintenance jobs.
2. To know the basic steps that should be taken before climbing a ladder.
3. To be able to properly inspect a ladder before using it.

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 a story or two regarding "ladder injuries" (5 minutes)
5. Practice demonstrating proper ladder use (5 minutes)
6. Successfully complete the quiz....have fun. (4 minutes)

Suggested Props

1. A copy of the IIPP manual – to note references to ladder safety
2. Have ladders available to demonstrate the information about ladder safety.
3. A pair of non-slip shoes.



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Safety Meeting Topic – Ladder Safety

More than 90,000 people receive emergency room treatment from ladder-related injuries every year, according to the Consumer Product Safety Commission (CPSC). Elevated falls account for 700 occupational deaths annually, and these deaths account for 15% of all occupational deaths.

Basic steps that should be taken before climbing a ladder

- Consider the type of work to be done before choosing a ladder.
- Be certain the ladder is able to carry the amount of weight that will be applied.
- Make sure the ladder is placed on a firm levelsurface.
- Check the condition of the ladder.
- Wear good work boots or shoes with a heel and non-slipsoles.
- Ensure boots or shoes are clean before starting to climb aladder.
- Proper gloves are recommended.
- Be aware of jewelry that might catch on ladder.

| Inspection Checklist for Potential Hazards | | |
|--|----------------------|--------------------|
| Metal Ladders | Wood Ladders | Fiberglass Ladders |
| sharp edges | splits | loose components |
| dents | cracks | missing components |
| bent steps | chips | cracks |
| bent rungs or rails | loose rungs or steps | chips |
| no slip-resistant rubber or plastic feet | | |

Step Ladders

- Be certain the spreader is locked before climbing on theladder.
- Never stand on the top or top step of astepladder.

Extension and Straight Ladders

- Raise the extension ladder to the desired height and lock both sides.
- Never stand on the top three rungs of a straight or extension ladder.
- Don't lean a ladder against a movable object.
- Always face the ladder and hold onto the side rails with both hands, when going up or down the ladder.

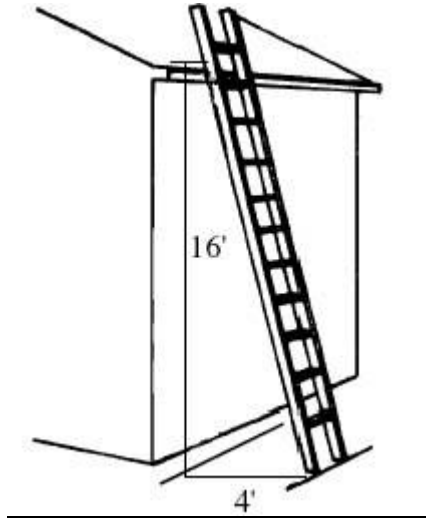
| Ladder Weight Classes | |
|-----------------------|---|
| Industrial | Heavy-duty with a load capacity of not more than 250 lbs. |
| Commercial | Medium-duty with a load capacity of not more than 225 lbs. (Suited for painting.) |
| Household | Light-duty with a load capacity of 200 lbs. |

Proper Ladder Placement

The ladder should be placed so that its base is one foot away from what the ladder leans against for every four feet in height to the point where the ladder rests. This is referred to as the four-to-one rule. For example, if a 16 foot ladder leans against a wall, its base should be placed four feet from the wall.

Remember

- Never use a ladder in a strong wind.
- Never use a ladder in front of a door unless it is locked, blocked or guarded.
- Inspect ladders for potential dangers before using.
- Keep your body centered between the rails of the ladder.
- Never carry tools or materials in your hand when going up or down a ladder.
- Only one person should be on a ladder at a time.
- If one must work near power lines, always use a wooden or fiberglass ladder. **NEVER** work with a metal ladder around power lines.



For every four feet of rise the base of the ladder should be one foot away from the object that the top of the ladder is resting.

Review the Following Points

- Chose the right ladder for the intended job.
- Know the potential hazards when using a ladder.
- Know the proper placement of ladders.



Quiz

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Safety Meeting Topic – Ladder Safety

1. It is safe to stand on the top three rungs of a straight or extension ladder.

True or False

2. The four-to-one rule should be applied when leaning a ladder against an object.

True or False

3. Keep the body centered between the rails of the ladder.

True or False

4. It is a good idea to use a ladder in windy conditions.

True or False

5. A wood ladder is safe to use if it has cracks and splits, as long as it doesn't have any missing rungs.

True or False

Name _____ Date _____



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QUIZ ANSWERS

Ladder Safety

1. False
2. True
3. True
4. False
5. False