



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:

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. Review the Lockout/Tagout program and train staff members in proper procedures
2. Train staff members to avoid accidents resulting from accidental start-up of equipment

Meeting Action Plan

1. Memorize / recite the Safety Mission Statement (2 mins)
2. Incentive award (suggestions: 1st person to provide input or answer a question correctly. Ask staff members what experience they have had with Lockout/tagout in the past or to give examples of where Lockout is used in the facility. (3 mins)
3. Review the meeting goals; go through the hand-out in open discussion format. Provide general explanations of terms (as needed): **Lockout and Tagout Program** (procedures used to prevent the accidental flow of energy during maintenance and service of equipment) **Lockout** (application of a lock to energy control devices to prevent operation) **Tagout** (application of a tag only to an energy control device to warn personnel to not operate it). (12 minutes)
4. Show the locks and tags used within the facility. (3 minutes)
5. Explain the importance of completing the tag and show staff members how. (5 minutes)
6. Successfully complete the quiz...have fun. (5 minutes)

Suggested Props

1. A copy of the Lockout/Tagout Procedure (a.k.a. the Energy Control Procedure)
2. Lockout lock and tag and other commonly used hardware, such as valve and breaker locks, chains, etc.



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Safety Meeting Topic – Lockout / Tagout

Lockout/Tagout - a procedure used by **authorized personnel** to ensure that **energy controls are kept in an off or safe position** during maintenance and service work.

Stored Energy & Energy Sources

Stored energy is energy that exists even after the control device is locked, such as electrical, mechanical (moving parts), gas, hydraulic, thermal (heat or extreme cold sources) or chemical (acids, bases, solvents, etc.) energy.

Examples of energy sources are:

- A machine part that can slide if a catch fails
- Pressurized pipe lines
- Hot machine parts
- Compressed springs and wound torsion bars
- Charged electrical capacitors



Steps to Protect Yourself and Others (for Authorized Personnel Only):

1. Before attempting to adjust or repair a machine, wait until it comes to a **complete stop**.
2. **Attach a tag** to the switch stating your name, department, and the reason for taking the machine out of service.
3. Perform the necessary adjustment or repair, and when done, **replace all guards and safety devices**.
4. Then, after all is clear, restore power and **check-run the equipment**. When it's necessary to "jog" or make a brief trial run, **warn everyone** working on the line or equipment to make sure that they understand.

- ✓ **Locks and tags are always used in our facility, except when an energy control device cannot accept a lock**
- ✓ **Only facility assigned locks and tags are to be used**
- ✓ **GOLDEN RULE OF LOCKOUT/TAGOUT:**

The Person Who Applied the Lock is the Only

Person Allowed to Remove the Lock



Quiz

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Safety Meeting Topic – Lockout / Tagout

Place a check mark on the line with the best answer for these questions:

1. Lockout/tagout is a procedure that keeps energy controls in an off or safe position during maintenance and service assignments.
a. ___ True
b. ___ False
2. An employee who is allowed to lock and tag equipment is called an: a.
Outstanding employee
b. ___ Authorized employee
3. Some energy sources are:
a. ___ Electricity, hydraulic, thermal
b. ___ Gear, belt, wire
4. An energy source that causes many accidents because it is not obvious is: a.
Stored energy
b. ___ High energy
5. In our facility we:
a. ___ Only use a tag
b. ___ Always use a lock and a tag (except when a control does not accept a lock)
6. After initial lockout/tagout of a machine the following should be done: a.
Talk to your supervisor
b. ___ Try to operate the machine to verify that all power is off or safe

Name _____ Date _____



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QUIZ ANSWERS

Lockout/Tagout

1. True
2. b. Authorized employee
3. a. Electricity, hydraulic, thermal
4. a. Stored energy
5. Depends on facility safety decision, typically b.
6. b. Try to operate the machine to verify that all power is off or safe