



# 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.



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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

<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 – Nail Gun Safety

### ***Important Truth***

A comprehensive national estimate from the Centers for Disease Control and Prevention (CDC) found that approximately 37,000 people suffered from nail gun injuries, of which 68% are occupationally-related.

Treating the wounds costs the United States at least \$338 million a year in emergency medical care, rehabilitation and workers' compensation, according to a Consumer Product Safety Commission estimate.

### ***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. Understand the tremendous risks and possible consequences of nail gun use.
2. Know basic nail gun injury prevention tips.
3. Recognize at risk situations before they occur.
4. Communicate this critical information to all workers for broad and consistent enforcement of nail gun rules and to prevent injuries and savelives.

### ***Trainer's Note***

Read through this 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 "nail gun near misses and accidents" (5 minutes)
5. Successfully complete the quiz....have fun. (4 minutes)

### ***Suggested Props***

1. A copy of the IIPP manual – specifically the pages outlining nail gun safety procedures and training
2. Demonstrate safe operating procedures of the nail gun.



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## Safety Meeting Topic – Nail Gun Safety

### ***Important Truths***

As the use of pneumatic nail gun's popularity surged during the building boom of the 2000s, nail gun injuries also took off despite decades of warnings from researchers and doctors that the guns are dangerous, especially in the automatic mode known as "contact trip."

Driven by compressed air, the smallest nail guns can blast 30 nails a minute that travel up to 490 feet per second, qualifying the nails as low-velocity missiles. In contact trip mode, with one pull of the trigger, they fire those missiles whenever the muzzle makes contact with a surface – including heads, hands, eyes and even chests.

According to the Occupational Safety and Health Administration (OSHA), injuries resulting from use of nail guns hospitalize more construction workers than any other tool-related injury,



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Most of these injury accidents could have easily prevented by adhering to the following simple safety procedures for the use of these tools:

### ***Nail Gun Safety Procedures***

1. Review the owner's manual carefully with all operators.
2. Always wear safety glasses.
3. Do not hold the trigger down unless you're purposefully firing the tool. This is especially important when descending ladders.
4. Never point the tool at anyone. Treat the tool like a firearm and never assume the tool is empty.
5. Keep people out of range of fire. Exercise extreme caution when using an air tool around another person.
6. Disconnect the air hose before clearing a jam or making adjustments.
7. Do not fire the tool unless the nose is firmly pressed against a work piece.
8. Use only compressed air to power the tool, not bottled gas. Do not exceed the manufacturer's specified air pressure for the tool.
9. Keep your free hand safety out of the way of the tool.
10. Do not operate the tool around flammables.
11. Nail top to bottom when nailing wall sheathing in a vertical position.
12. Nail from the eaves to the ridge when nailing roof sheathing, this way you will not back off the edge of the roof.
13. Move forward, not backward, when nailing horizontal areas.
14. Secure the hose when working on scaffolding, to prevent the weight of the hose from dragging the tool off the scaffold if you set the tool down.
15. Safety clips are required by OSHA for all pneumatic guns to prevent nails from being accidentally expelled from barrel.



# Quiz

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## Safety Meeting Topic – Nail Gun Safety

1. Treating nail gun wounds costs the United States at least \$338 million a year in emergency medical care, rehabilitation and workers' compensation.  
  
True or False
  
2. According to OSHA regulations safety clips are not required for pneumatic nail guns?  
  
True or False
  
3. Driven by compressed air, the smallest nail guns can blast 30 nails a minute that can travel up to \_\_\_\_\_ feet per second?
  - a. 1000
  - b. 100
  - c. 490
  - d. 49
  
4. What is the major cause of most nail gun accidents?
  - a. Carelessness
  - b. Not knowing if the nail gun is loaded and accidentally shooting someone
  - c. Taking out the safety clip out to work faster
  - d. Lack of proper training with nail gun
  - e. All of the above
  
5. According to a national survey it found that 37,000 people with nail gun injuries show up at U.S. hospital emergency departments annually.  
  
True or False
  
6. When working on scaffolding you should \_\_\_\_\_ the \_\_\_\_\_, to prevent the weight of the hose from dragging the nail gun off the scaffold if you set the nail gun down.

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



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## QUIZ ANSWERS

### Nail Gun Safety

1. True
2. False
3. 490
4. e
5. True
6. Secure the Hose