



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 – Pool Safety

Important Truth

Each year, nationwide, more than 300 children under 5 years old drown in residential swimming pools. In addition, more than 2,000 children in that age group are treated in hospital emergency rooms for submersion injuries. At the time of the incidents, most of these children were under the supervision of their parents.

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. Understand the tremendous risks and possible consequences of pool use.
2. Know basic drowning prevention tips.
3. Recognize at risk situations before they occur.
4. Communicate this critical information to staff members for broad and consistent enforcement of pool rules and to prevent injuries and save lives.

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: 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 (15 mins)
4. Share a story or two regarding "pool 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 pool safety procedures and training
2. Photos of the pool area and signage.
3. Pool rescue equipment



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Safety Meeting Topic – Pool Safety

Important Truths

National Spa & Pool Institute (NSPI) statistics show that drowning and swimming accidents are best prevented by:

- *Adult supervision,*
- *Public awareness programs including water safety training for young children,*
- *Not drinking alcohol while swimming, diving or soaking*

*Statistically, most accidents involving drowning or severe injury occur to children under 5 years of age who are unsupervised, cannot swim, and fall into a pool or pool cover with water on top. Toddlers at the age of 2 or 3 are most likely to wander off from a parent's supervision. Barriers such as fences or back doors are often left unlocked. Drowning is NOT accompanied by loud noise or splashing sounds. **DROWNING IS SILENT!** To prevent child drowning, there is NO substitute for parental supervision.*

Medical costs for submersion victims during the initial hospitalization alone can be quite high. Costs can range from an estimated \$2,000 for a victim who recovers fully to \$150,000+ for a victim with severe brain damage. Some severely brain damaged victims have initial hospital stays in excess of 120 days...most incur a lifetime of special needs care and expense.

Facts and Figures

Following are just a few facts uncovered by the U.S. Consumer Product Safety Commission (CPSC) in a comprehensive study of drowning and submersion incidents in Arizona, California, and Florida.

- Seventy-five percent of the submersion victims studied by CPSC were between 1 and 3 years old; 65 % of this group were boys. Toddlers, in particular, often do something unexpected because their capabilities change daily.
- At the time of the incidents, most victims were being supervised by one or both parents.
- Pool submersions involving children happen quickly. A child can drown in the time it takes to answer a phone. 77% of the victims had been missing from sight for 5 minutes or less.
- Survival depends on rescuing the child quickly and restarting the breathing process, even while the child is still in the water. Seconds count in preventing death or brain damage.
- Child drowning is a silent death. There's no splashing to alert anyone that the child is in trouble.
- The second largest number of accidental injuries occur to teenagers, primarily males. Often the victim has been drinking alcohol and has dove into the pool in an area too shallow for diving, or from a location not intended for diving (like the roof of the house). Many of those who "drink and dive" end up in a wheelchair, if they're lucky. Alcohol and spas are also a potentially lethal combination; the hot water and the alcohol combine to cause individuals to fall asleep and drown in only three feet of water.

Some NSPI Drowning Prevention Tips

1. **There is NO substitute for adequate supervision.** The "buddy system" which can be helpful for adults is not an alternative to proper supervision of children. Even people that can swim, very well, can drown when they bump their head, become entrapped, or have medical emergencies like seizures or black outs. **DON'T LET THEM OUT OF YOURSIGHT!**
2. **Pools and spas are attractive to children;** what the court calls an "attractive nuisance". There must be a permanent barrier to entry. Follow all local ordinances regarding the installation and maintenance of non-climbable fencing with self-closing, self-latching mechanisms on the gate. The gate should be locked when the pool is not in use. Do not place chairs or tables near a fence which would allow a child to climb over. Portable, above ground spas should have a hard top that locks on, preventing its use.
3. **In addition to a barrier around the pool, NSPI promotes an idea called Layers of Protection,** and has produced a pamphlet under the same name. This is the combination of many safety features working together to form several "layers" of safety protection around a swimming pool or spa. A simple fence just won't do to protect the pool when it is not under supervision. Door exit alarms, infrared detectors or security cameras. Pool alarms, child alarms, or pool safety covers will all help to prevent accidents.
4. **Ensure that the pool is in clear view and not obstructed** by plants, canopies, solid fences, or darkness. This is to ensure that the pool is not in use when it is not supposed to be.
5. **Place a phone nearby the pool with emergency numbers (911) listed.** Signage about the pool, with "pool rules" is important but remember to always instruct new users of the pool to what is allowed and what is not.
6. **Having rescue equipment on hand** can help prevent a drowning person from drowning someone else. Ring buoys & reaching poles should be at the ready. First aid kits should be nearby also.
7. **If you use a pool or spa cover, follow all instructions** for their safe installation, use and maintenance. Always remove a cover completely before using the pool, and do not let standing water remain on top; pump it off.
8. **Do not allow children to play near a pool.** Games and bike riding can result in someone going in, perhaps bumping their head on the way.
9. **Always have a CPR (Cardio-Pulmonary Resuscitation) trained person present** or nearby.
10. **The use of diving boards is not recommended.**
11. **Refer to MSDS sheet for the proper use, transportation, handling and storage of all pool chemicals.**

Disclaimer: Information contained in this training program is considered a reminder only and accurate at the time of publication but not to be considered an all-inclusive reference. Consult the National Spa & Pool Institute for more comprehensive information.

Quiz

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Safety Meeting Topic – Pool Safety

1. Drowning is not accompanied by loud noise or splashing sounds. That is why it is called the _____ death.
2. Statistically most accidents involving drowning or severe injury occur to children under 5 years of age.

True or False

3. Which of the following is not a recommended way to prevent drowning or swimming accidents?
 - a. Adult supervision
 - b. Preventing teenagers from swimming at night
 - c. Public awareness programs
 - d. Not drinking alcohol while swimming, diving or soaking
3. The second largest number of pool accidents occur to teenagers, primarily males. What is the greatest contributing factor to this statistic?
 - a. Horseplay
 - b. Being unclear on the water depth
 - c. Alcohol and/or drugs
 - d. Lack of proper rescue equipment
 - e. Superman attitude

4. The “buddy system” is a good substitute if other supervision is unavailable for children in the pool.

True or False

5. The National Spa & Pool Institute (NSPI) promotes the combination of many safety features working together. This concept is called:

_____ of _____

Name _____ Date _____



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QUIZ ANSWERS

Pool Safety

1. Silent
2. True
3. b.
4. c.
5. False – The "buddy system" which can be helpful for adults is not an alternative to proper supervision of children. Even people that can swim, very well, can drown when they bump their head, become entrapped, or have medical emergencies like seizures or black outs.
DON'T LET THEM OUT OF YOUR SIGHT!
6. Layers of Protection