



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 – Proper Lifting

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 know the questions to ask yourself before attempting to lift anything
2. Be familiar with the 8 major causes of back injury
3. To be able to demonstrate and teach the correct way to lift

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 “lifting injuries” (5 minutes)
5. Practice demonstrating proper lifting (5 minutes)
6. Successfully complete the quiz....have fun. (4 minutes)

Suggested Props

1. A copy of the IIPP manual
2. Several boxes or items to lift (different sizes and weights – nothing too heavy)
3. Hand truck or other lifting aid if used



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Safety Meeting Topic – Proper Lifting

Thinking and Planning Before Lifting

Proper lifting technique is critical to back safety, but perhaps it is more important to think about what you are lifting and planning your action first:

- ◆ Do you need to lift the item manually?
- ◆ How heavy is it? Do you need help?
- ◆ Where are you moving the item from?
- ◆ Where does it have to go?
- ◆ What route do you have to follow?

8 Major Causes of Back Injuries

- ◆ **Poor Posture** - slouched sitting; lifting, bending, reaching with your back bowed
- ◆ **Improper Lifting Technique** – both for the sudden trauma and a cumulative injury
- ◆ **Overexertion** – surprising your back with too much weight or awkward size load
- ◆ **Medical Factors** – age, disabilities, obesity, lack of proper rest, poor nutrition, etc.
- ◆ **Slips and Falls** – failure to account for slippery surfaces, improper shoes, etc.
- ◆ **Poor Conditioning** – lack of proper exercise and/or warm-up
- ◆ **Loss of Flexibility** – inability to deal with unexpected twisting or jerking movements
- ◆ **Stress** – trying to lift when in a hurry, preoccupied, upset or distracted

Proper Lifting Techniques (see The Eight Commandments for Lifting)

Correct Way to Lift	Reason Why
Test the object weight before lifting	Do not surprise your back
Put one foot alongside the object and one foot behind	To keep balance
Keep back straight and bend knees	Puts weight on your legs rather than your back
Tuck in chin and neck	Protects you from neck strain
Grip with palms, not just fingers	For a firm grip
Draw object close; tuck in arms and elbows	Keeps body weight centered
Lift smoothly; don't jerk the object you are lifting	Avoids sudden trauma
Push. Don't pull heavy objects	Uses your body weight to control movement
Move. Don't over stretch to reach items	Maintains proper posture.
Warm-up before working	Warm muscles are more flexible and fit

Quiz

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Safety Meeting Topic – Proper Lifting

1. List 3 questions to ask yourself before attempting to lift something:

2. It is safer to pull a heavy object where you want it than it is to push it.

True or False

3. List 5 major causes of back injuries

4. All of the following are correct ways to lift except:

- a. Test the weight of the object
- b. Grip the object firmly with your fingers
- c. Bend knees and keep back straight
- d. Place one foot alongside the object and the other foot behind it
- e. Draw the object close to you

5. Describe something that could be done in your work area to prevent lifting related injury:

Name _____ Date _____



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QUIZ ANSWERS

Proper Lifting

1. One should always ask himself the following question before lifting:
 - 1) **Do you need to lift the item manually?**
 - 2) **How heavy is it? Do you need help?**
 - 3) **Where are you moving the item from?**
 - 4) **Where does it have to go?**
 - 5) **What route do you have to follow?**

Push Don't Pull

2. **False-** (pushing an object allows your body weight to control movement).

Causes of Back Injuries

3. Major Causes of Back Injuries:
 - ◆ **Poor Posture**
 - ◆ **Improper Lifting Technique**
 - ◆ **Overexertion**
 - ◆ **Medical Factors.**
 - ◆ **Slips and Falls**
 - ◆ **Poor Conditioning**
 - ◆ **Loss of Flexibility**
 - ◆ **Stress**

Lift with Palms AND Fingers

4. **B** – (Grip the object firmly with your fingers).

Preventing Lift Related Injuries

5. By using any of the **8 Proper Lifting Techniques**.