



# 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 – Safety Attitude

### **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 1<sup>st</sup> choice.

### **The Goals**

1. To know that being safe is a choice that starts with an attitude and results in behavior that either protects you and others or puts everyone at risk.
2. To be familiar with the 5 elements of a positive safety attitude.
3. To know that the decision to have a positive safety attitude is required to work here.

### **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 (to the 1<sup>st</sup> person to provide input or answer one of the questions below) (3 mins) Ask what a safety attitude is and how you know if someone has a good one or a bad one? Ask why anyone would have a bad safety attitude?
3. Review the meeting goals; go through the hand-out in open discussion format...let people take turns reading or discussing sections...make it interactive (15 mins)
4. Share a story or two regarding "safety attitude" (5 minutes)
5. Successfully complete the quiz....have fun. (4 minutes)

### **Suggested Props**

1. A copy of the IIPP manual – to discuss the fact that safety is not just an OSHA issue
2. A piece of safety equipment that someone would either use or fail to use



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## Safety Meeting Topic – Safety Attitude

A politician once said; "I can't define pornography, but I know it when I see it." Attitude can also be difficult to define, but we recognize a good safety attitude and a poor safety attitude when we see it. The quality of one's safety attitude is typically described in terms of behavior. A person's actions reflect the attitude and the decision made which resulted in the behavior.

### **Attitude → Decision → Behavior**

Your attitude toward safety is a habit that affects everyone at work and home. Just by being more safety conscious, others may follow your lead and become more aware of their own actions.

### ***What's in it for me?***

Whether we admit it or not...we all ask this question. Most companies have some form of safety training. You might have listened with one ear, but never thought much about it. Deep down, you might have thought, "It can't happen to me" or "Why do I have to listen to the same old stuff again?"...but there are many real reasons to have a positive safety attitude:

- ◆ **Loyalty to yourself and your family** – a serious injury can change everything
- ◆ **Job protection** – the unsafe workplace is less competitive in the marketplace
- ◆ **Protecting others** – when your safety effort fails it is usually someone else who gets hurt – imagine being responsible for a life-changing injury to someone else
- ◆ **The money** – injuries can seriously reduce your lifetime earning power...they also reduce the amount the company can spend on better equipment, salaries, bonuses, etc.

### ***The Big 5 in Safety Attitude***

How you deal with these elements adds up to your safety attitude:

**Focus** A good attitude means you are focused on the present task. If something else is on your mind or other items of interest are going on nearby, you may be distracted. If you're tired or bored, a slip is easy. Stay focused.

**Time** A good attitude means taking time to do the job right. Sure, it takes longer to put on that extra safety gear or to set up the equipment properly. Saving a few minutes is not worth a painful injury. A good attitude also means managing your time well. It might help you to make a list of what you need to do each day. Prioritize the jobs going from the most

important to the least. If you can do them in that order, you will know you're doing the most important things first and are less likely to rush.

**Strength** This isn't muscle strength, rather it is strength of character -- to do what is right. Others may want to take shortcuts or fool around. They may ask you to "forget" something you heard or saw or know you should do. A good attitude means you have the strength to do the right thing.

**Responsibility** If you care about yourself and others at work, you'll take responsibility even when a certain task "isn't my job." Wouldn't you appreciate it if someone had cleaned up that broken glass instead of leaving it for you to find as slivers in your hand? A good attitude means thinking of yourself as part of the team. Everyone helps make it a winning one.

**Risk** There's no way to avoid all risk. Just by getting out of bed in the morning you're increasing the chances of being injured. You can weigh the risk of doing a job a certain way. Even if the risk is 1 in 1,000, you need to ask yourself, "Is it worth it?" and "Is there a safer way to accomplish the task?" A good attitude means being smart and avoiding unnecessary risk-taking.

### ***Correct Questions***

If you ask and answer the following questions or use statements like these several times a week, your safety attitude may be alive and well.

- A. "Can we make this job safer?"
- B. "How can someone be injured here?"
- C. "Let's take a minute to make sure that we've got all of the safety equipment we need."
- D. "Stop! Go get the right tool."
- E. "Before we quit, let's pick up all this scrap."
- F. "I can't believe MSHA (OSHA) doesn't have a regulation that covers this."
- G. "This stuff is a pain to wear, but without it, there's no other protection."
- H. "I wear these glasses all the time, just so that I don't forget."

Ultimately, your actions will define your safety attitude. But both words and actions have an effect on your safety attitude and that can affect the safety attitude of those around you — even your own family.



# Quiz

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## Safety Meeting Topic – Safety Attitude

Like many personal attributes, it's easier to judge safety attitude in others than in ourselves. Consider how frequently you use these statements as an unscientific test of your safety attitude. Please circle the correct response below:

1. "I believe in safety as much as the next guy, but ..."
  - a. Believing in safety is not enough. We should strive to be better than the next guy. "But ..." is an indicator that an excuse or reason for not being safe is coming.
  - b. The supervisor doesn't always know everything...sometimes we just have to take things in our own hands.
  
2. "OSHA doesn't require that."
  - a. It is important to make sure that any safety activity is required by OSHA before implementing.
  - b. Compliance with the Occupational Safety and Health Administration and other regulators provides for only the minimum in safety. World-class organizations develop safeguards and procedures that exceed regulatory compliance.
  
3. "We've always done it this way, and no one's ever been hurt."
  - a. Sometimes you can put too much concern on safety...it is basically overkill and not necessary.
  - b. Past experience is not an assurance of future performance. Conditions and practices change over time. Hazards that once seemed small may now be more serious.
  
4. "I hate to wear that stuff. It slows me down (gets in the way or is uncomfortable)."
  - a. Everyone has the right to risk their own life and health for convenience as long as it is their own personal decision to do so.
  - b. Well consider how comfortable and easy is it to live with an artificial arm or eye...or consider how life would be if you were confined to a wheelchair.
  
5. "We can make this one work."
  - a. Some tools and equipment have multiple uses. However, setting up with the wrong (or defective) tools or equipment is setting the stage for an accident.
  - b. Sometimes you have to make modifications just to get the job done or meet a deadline...safety cannot always be first priority.

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



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## QUIZ ANSWERS

### Safety Attitude

1. a. Believing in safety is not enough. We should strive to be better than the next guy. "But ..." is an indicator that an excuse or reason for not being safe is coming.
2. b. Compliance with the Occupational Safety and Health Administration and other regulators provides for only the minimum in safety. World-class organizations develop safeguards and procedures that exceed regulatory compliance.
3. b. Past experience is not an assurance of future performance. Conditions and practices change over time. Hazards that once seemed small may now be more serious.
4. b. Consider how comfortable and easy is it to live with an artificial arm or eye...or consider how life would be if you were confined to a wheelchair.
5. a. Some tools and equipment have multiple uses. However, setting up with the wrong (or defective) tools or equipment is setting the stage for an accident.