



# 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.



# Safety Meeting

Safety, Teamwork & Our Customer's 1<sup>st</sup> Choice

## Meeting Leader Instructions

### ***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



# Safety Meeting

Safety, Teamwork & Our Customer's 1<sup>st</sup> Choice

**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:**



# Safety Meeting

Safety, Teamwork & Our Customer's 1<sup>st</sup> Choice

## Meeting Focus Sheet – Slips, Trips and Falls

### ***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 the types of falls and injuries often related to them.
2. Be familiar with the behaviors that cause slips and falls.
3. To be able to demonstrate and teach 6 safe practices that will minimize slip and fall injuries.

### ***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 (10 mins)
4. Share a story or two regarding "slip and fall injuries" (5 minutes)
5. Discuss tools to reduce the slip and fall exposure (5 minutes)
6. Demonstrate proper fall techniques
7. Successfully complete the quiz....have fun. (4 minutes)

### ***Suggested Props***

1. A copy of the IIPP manual
2. Sample pair of non-slip shoes, warning signs, yellow stripping, etc.



# Safety Meeting

Safety, Teamwork & Our Customer's 1<sup>st</sup> Choice

## Safety Meeting Topic – Slips, Trips and Falls

### ***The Problem***

According to the Occupational Safety and Health Administration (OSHA), slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths and are second only to motor vehicles as a cause of fatalities. The back was the most frequently injured part of the body, however, sprains and strains to body joints such as wrist, elbow, shoulder, or the ankle, knee and hip were also significant. Bruises account for most of the remaining injuries.

### ***Two Types of Falls***

**Same-Level Falls** – happen often – usually less severe

These are generally slips or trips. Injury results when the person hits a walking or working surface or strikes some other object during the fall. These falls are normally caused by a slippery surface and made worse by not wearing the right shoes. In normal walking, two types of slips (loss of traction) occur:

- 1) Heel of the forward foot contacts the walking surface. The front foot slips forward and the person falls backward.
- 2) The rear foot slips backward. The force to move forward is on the sole of the rear foot. As the rear heel is lifted and the force moves forward to the front of the sole, the foot slips back and the person falls.
- 3) Trip and falls occur when the front foot strikes an object and is suddenly stopped. The upper body is then thrown forward.
- 4) Step and fall occurs when the foot lands on a surface lower than expected.

**Elevated Falls** – happen less often – injuries are frequently more serious -60% are from less than 10 feet

### ***Behaviors that Lead to Falls (discuss tools that help prevent slips and falls)***

1. Wrong footwear
2. Walking too fast or running
3. Not watching where you are going
4. Carrying materials that obstruct view
5. Wearing sunglasses in low light areas
6. Improper ladder set up
7. Poor housekeeping
8. Improper mounting a vehicle
9. Lack of knowledge
10. Failure to use handrails

### ***Learning How to Fall***

- ◆ Tuck your chin in, turn your head, and throw an arm up. Better to land on an arm than on your head
- ◆ While falling, twist or roll your body to the side. Better to land on your buttocks than your head
- ◆ Keep your wrists, elbows and knees bent. Do not try to break the fall with your arms



# Quiz

Safety, Teamwork & Our Customer's 1<sup>st</sup> Choice

## Safety Meeting Topic – Slips, Trips and Falls

1. Which of the following is most likely to lead to an elevated fall:

- a. wet tile floor
- b. uneven sidewalk
- c. broken ladder rung
- d. carrying a box in front of your eyes
- e. wearing slippery new shoes

2. A same-level fall often results in a more severe injury than an elevated fall.

True or False

3. List 5 behaviors that can cause a slip, trip or fall:

---

---

---

---

---

4. All of the following are tools to help prevent slips and falls except:

- a. Non-slip shoes
- b. Wet floors and other signs
- c. Yellow stripping
- d. Back brace
- e. Slip resistant floor coatings

5. Twisting or rolling your body when you fall may reduce injury.

True or false.

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



# Safety Meeting

Safety, Teamwork & Our Customer's 1<sup>st</sup> Choice

## QUIZ ANSWERS

### Example of an Elevated Fall

1. **C- Broken Ladder Rung**

### Elevated Falls are the Most Severe

2. **False-** Although Same-Level Falls happen more often, Elevated Falls are greater in their severity.

### Dangerous Behavior

3. Any of the following:
  - **Wrong footwear**
  - **Improper ladder set up**
  - **Walking too fast or running**
  - **Poor housekeeping**
  - **Not watching where you are going**
  - **Improper mounting a vehicle**
  - **Carrying materials that obstruct view**
  - **Lack of knowledge**
  - **Wearing sunglasses in low light areas**
  - **Failure to use handrails A**

### Back Brace Is For the Injured

4. **D- Back Brace**

### Twist & Roll Away From Injury

5. **True-** While falling, twist or roll your body to the side. Better to land on your buttocks than your head