



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.



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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

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 – Understanding the IIPP

Important Truths

- ◆ All accidents could have been prevented
- ◆ When your safety effort fails, it is usually someone else who gets hurt.
- ◆ Injuries and property damage raises insurance cost. This money is much better spent on improving the property and supporting our people.

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 keep everyone well and working
2. Be familiar with the IIPP Safety Handbook
3. Review and understand safety roles/responsibilities
4. Discuss several types of injuries and how to prevent them
5. Explain how we train new employees about safety
6. Understand our 3 part disciplinary procedure
7. Understand how to effectively communicate with our team members and our guests

Meeting Action Plan

1. Memorize and recite the 1st Choice Mission Statement (5 minutes)
2. Incentive award (suggestions: 1st person to recite mission stmt, or 1st person to give input or answer a question correctly, etc.) (5 minutes)
3. Go through the goals and the meeting handout (15 minutes)
4. Successfully complete the quiz. Correct it together and hand it in. (5 minutes)

Suggested Props

A copy of the IIPP manual; flash cards with each of the 8 IIPP elements written on it (let people pick a card and then explain the meaning).



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Safety Meeting Topic - Understanding the IIPP

What is an Injury & Illness Prevention Program (IIPP)?

Every California employer must establish, implement and maintain a written Injury & Illness Prevention Program (IIPP). A copy of the IIPP manual must be kept at each worksite. The requirements of an effective IIPP are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203).

An IIPP must consist of the following **8 elements**:

- ◆ **Responsibility** – assignment of responsibilities / management commitment
- ◆ **Compliance** - a system for assuring employees comply with safe work practices
- ◆ **Communication** – a system for communicating safety issues with employees
- ◆ **Hazard Assessment** – scheduled inspections / evaluation system
- ◆ **Accident/Exposure Identification** – accident investigations
- ◆ **Hazard Correction** – procedures for correcting unsafe/unhealthy conditions
- ◆ **Training and Instruction** – safety and health training and instruction
- ◆ **Recordkeeping** – documentation of injuries, illnesses, exposures, safety activities

What governmental agency monitors employers' IIPPs?

State of California – Department of Industrial Relations – Division of Occupational Safety & Health (OSHA)

The code requires specific activities of all employers defined as follows:

1. **“Instruct employees in general safe work practices”** – this means work practices that generally apply to most of the employees at the worksite. Examples of general work practices are: lifting procedures, use of personal protective equipment, knowledge of exits, medical and first aid procedures, evacuation plans, or handling of flammables and toxic chemicals.
2. **“Specific instruction with regard to hazards unique to any job assignment”** – means training on the hazards and safe work practices specific to any individual employee's work assignment. Examples of specific instruction are: training in proper procedures for specific equipment or machinery such as lawn mowers or maintenance equipment.
3. **“Scheduled periodic and documented inspections”** – means inspections of the workplace at sufficient intervals to ensure that established safe work practices are being followed and that unsafe conditions or procedures are identified and corrected promptly. Frequency of inspections should be affected by the type, expectation and size of the hazards involved; the experience of the employees, equipment or process changes; and injury rates.



Quiz

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Safety Meeting Topic - Understanding the IIPP

1. What does IIPP stand for?

2. The IIPP must be in writing. A copy of the manual must be kept at each worksite.

True or False

3. How many IIPP elements/sections are there?

- a. 3
- b. 6
- c. 8
- d. 10

4. All of the following are required elements of the IIPP except:

- a. Communication
- b. Recordkeeping
- c. Responsibility
- d. Hazard Creation
- e. Training and Instruction
- f. Accident Investigation

5. Which of the following is a reason to change the frequency of scheduled safety inspections?

- a. increase in injury rate
- b. a change in equipment is made
- c. new employees are added
- d. a part of the job just became more hazardous
- e. all of the above

6. List 3 general safe work practices that everyone should be trained on.

- a. _____
- b. _____
- c. _____

Name _____ Date _____



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Quiz Answers

Understanding the IIPP

1. Injury & Illness Prevention Program
2. True
3. 8
4. d. Hazard Creation
5. e. All of the above
6. Any 3 of – lifting, use of personal protective equipment, knowledge of exits, medical & first aid procedures, evacuation plan, or handling of flammables and toxic chemicals.