29CFR 1926.20(b)-Accident Reduction, **29CFR 1926.21-** Safety Training & Education
29CFR 1926.20(a)-Unsafe Working Conditions

Safety Meetings

Preparation

1. Read Applicable Background information and related Company Policy Chapter.
2. Make _____ Copies of this Lesson Plan for Personnel
3. Make Transparency, procure transparency pens, etc.
4. Coffee, tea, snacks

Material

1.

Objective

By the end of this session, personnel shall be able to discuss:

1. The Purpose of a Group Safety Meeting
2. The Responsibilities and Duties of Personnel
3. What Procedures of a Group Safety Meeting
4. The Effects of Accidents

Background

Accidents result from unsafe acts or unsafe conditions. For a variety of reasons, unsafe acts typically account for 90% of all accidents, according to some experts. Safety meetings serve as a preventative measure against unsafe acts by educating employees on how they can do their job safely.

Lesson

Purpose of Group Safety Meetings

The purpose of Group Safety Meetings is to provide a method for the dissemination of information to all employees regarding safety and health issues.

Also, Safety Meetings are an opportunity for management and your safety department to communicate to employees how they can do their jobs safer and better. Topics discussed in safety meetings may be topics that you are familiar with, or topics that you have limited knowledge about.

Notes

Regular Safety Meetings demonstrate the Company's concern for the lives and well being of its employees. Safety Meetings help build a cooperative climate by providing employees with the opportunity to contribute ideas, and to make suggestions that may improve quality, productivity, morale, and safety.

Safety education is required of all employees *at all levels* within the organization. The Company will have a formalized safety training program to prevent accidents and to train employees to do their job safely. Scheduled Safety Meetings will be conducted every **Friday morning at 8:00 a.m.** and at times deemed necessary by the Safety and Health Manager or supervisory personnel

Responsibilities and Duties of Personnel

The Company President will provide the direction and motivation to ensure that all managers conduct regular Tool Box Talks/Work Group Safety Meetings.

Managers and Supervisory Personnel that conduct safety discussions will maintain a log of what was discussed and who attended the meeting. This information shall be turned over to the Safety and Health Manager on a weekly basis.

The Safety and Health Manager shall be a resource for safety and health discussion topics, and shall keep all documentation of all training at a central location.

Employees are required to attend all Safety Meetings. In the event an employee misses a Safety Meeting, the employee shall be given individual instruction by their supervisor concerning what was discussed and covered. The supervisor shall document this "training session" and will provide the Safety and Health Manager with this documentation

Safety Meeting Procedures

The Group Safety Meeting is a method used by this Company to develop the employees' safety awareness.

Notes

Conducting Tool Box Talks/Work Group Safety Meetings-

For greatest effectiveness, cover subjects that most interest the employees. These topics might include accidents, inspection results, the safety program, or a work procedure.

These weekly meetings should last no longer than 15-30 minutes. Ideally, the meeting would include time for active participation by employees; at the least, there should be a question and answer session.

Schedule meetings at the beginning of new operations to ensure that all of the employees are familiar with safe job procedures and the requirements of the upcoming work. These meetings save a lot of time in the long run.

Group Safety Meetings may be either motivational or instructional. The motivational meeting creates awareness and aims at worker self protection. The instructional meeting covers a particular job task or procedure.

The supervisor is the key management communicator for work groups, because he or she is most familiar with the individual workers and their work requirements.

The Effects of Accidents

Let's look at the potential cost of accidents. More specifically, how can accidents directly affect you?!

1. DEATH- The ultimate unwanted result. Where does this leave your loved ones?
2. FINANCIAL COST- Lost pay or reduction in pay. Who pays the bills? Are you the sole income producer in your household?
3. PAIN & SUFFERING- An obvious detriment that no one desires.
   DISABILITY- A life changing experience. Now you're not able to do what you use to do.

   Maybe now you can't ride that bike, hug your spouse, lift your child, or simply see? Or perhaps you're confined to a wheelchair. Goodbye career.

Notes

4. COMPETITIVENESS ON BIDDING JOBS- Other than payroll and benefits, worker' compensation insurance and accident costs may represent the bulk of a company's operating expense. When a company's operating expense increases, they are then less competitive to bid jobs. If your company is not awarded jobs, where does that leave you?
5. YOUR CO-WORKERS SAFETY- Perhaps you and your co-worker have been working together for sometime now. Chances are you may spend as much time with your co-workers than possibly your own family. Thus, you obviously do not want something bad to happen to them. Watch out for their safety too.

Safety meetings are a perfect opportunity for you to communicate any safety ideas or concerns that you may have. Participate in your safety meetings. If you don't participate then your ideas will not be heard. Who knows, the idea that you have may very well save your co-worker's life or even your own!

Closure

If a Safety Meeting Topic is something that your are familiar with, it may be easy to tune-out and not listen to the safety information presented. Do yourself a big favor and listen to the information as if you have never heard before. You may just learn something new, about the newest protective equipment, or a smarter way to do your job. Information passed on in a safety meeting has a purpose…..To stop you or your co-worker from being injured. Safety meetings also allow employees an opportunity to relay safety / health concerns or improvement ideas to their supervisors.

What questions do you have?

Notes