

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet
- Quiz and Puzzle Answers

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER SEXUAL HARASSMENT

SHIFT: _			
TIME:			
DATE:			
PLACE:			



PROCEDURE REFERENCE:

SEE HANDBOOK

MEETING OBJECTIVE:

Safety, health, and harassment – is there a connection? In recent years there has been an increasing focus on the relationship between sexual harassment in the workplace and protecting the health and safety of sexual harassment victims. According to those who have studied these issues, connections included:

- Increase stress for victims, which can lead to a variety of physical ailments
- Inability of victims to focus on doing a job correctly and safely
- Inadequate training (experienced by victims as part of an overall pattern of being demeaned or insulted on account of gender)

Sexual harassment is subject to civil penalties under the federal Civil Rights Act of 1964.

OSHA acknowledges that sexual harassment can be a form of workplace violence – an area in which the agency has shown increasing interest.

Stress caused by a sexual harassment may be linked to health problems ranging from headaches and stomach pains to increased risk of heart attack and stroke.

Remember that high levels of stress are not compatible with safety, since employees who are upset and distracted are going to be more susceptible to mistakes that lead to accidents. If you sense a high stress level among employees, be alert for signs of what may be causing it – including sexual harassment. Remember, too, that seemingly innocent remarks, banter, or pranks with a sexual overtone can cause a problem if even one employee takes offense at them. Finally, make sure that you, yourself, are not guilty of intentionally or unintentionally acting in a way that could be perceived as demeaning, insulting, or offensive.

MEETING PREPARATION:

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

Flip chart and marking pens



Leaders Guide

MEETING

INTRODUCTION

Safety and sexual harassment – is there a connection? In recent years there has been an increasing focus on the relationship between sexual harassment in the workplace and protecting the safety of sexual harassment victims. According to those who have studied these issues, connections included:

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- Inability of victims to focus on doing a job correctly and safely
- Inadequate training (experienced by victims as part of an overall pattern of being demeaned or insulted on account of gender)

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OSHA acknowledges that sexual harassment can be a form of workplace violence – an area in which OSHA has shown increasing interest.

Stress caused by a sexual harassment may be linked to health problems ranging from headaches and stomach pains to increased risk of heart attack and stroke.

What constitutes sexual harassment? It's often thought of in terms of men demanding sexual favors from women (often in return for promotions or other advancement) or men subjecting women to ridicule or abuse of a sexual nature. While both examples are accurate, the definition of sexual harassment is actually much broader, including *any* form of sexually oriented conduct that interferes with work performance or creates an intimidating, hostile, or offensive work environment. Potential harassment situation may involve:

- Women harassed by men, or men harassed by women, or both harasser and victim may be of the same sex
- Harassment by superiors, co-workers, or even others not employed by the same company
- Physical or verbal abuse, or even silent harassment (such as posting offensive pictures)

One need not be a direct victim in order to lodge a complaint of sexual harassment if there appears to be a pattern of sexually oriented behavior that creates a negative work environment.



All sexual harassment complaints will be completely investigated. Here's how:

- 1. Upon a complaint, take notes.
 - a. Find out the employees' expectations.
 - b. Inform the employee that the company will perform a thorough investigation. Reassure the employee that he or she will be protected from reprisals.
 - c. Contact the human resource department to determine how the investigation should proceed.
- 2. Ask the employee for a description of what happened.
 - a. Avoid questioning the employee's word.
 - b. Avoid passing judgment on what the employee says.
 - c. Avoid putting words in the employee's mouth.
 - d. Avoid trying to interpret the situation.
- 3. Get facts, not motives.
 - a. Ask about the frequency of the alleged abuse.
 - b. Ask how long it's been going on.
 - c. Ask what the employee did to let the other person know that the behavior was offensive and should stop.
- 4. Take action.
 - a. Make efforts to talk to the accused harasser and witnesses.
 - b. Make efforts to determine appropriate correction action: transfers, termination, sexual harassment training, etc.

Question: What are you to do if you feel you are sexually harassed?

Answer:

Let the person know that you find the actions or comments offensive and tell him or her to stop.

Talk to any supervisor or the human resources department.

If your superior is the harasser, notify his or her supervisor or the human resources department.

Keep detailed notes describing each incident such as, what was said, who heard the comments, how you felt and responded and what response you



Leaders Guide

got in return. Keep these notes and any letters, gifts or other items given to you by the accused harasser at home.

Make note of the dates and times in order to prove frequency.

Make copies of your documentation and be as accurate as possible.

Question: What is sexual harassment?

Answer: Sexual pinups, rude treatment because of gender, sexual comments

about appearance, leering, whistling, sexual innuendo, pressure for dates, sexually explicit gestures, unwanted touching or hugging, inappropriate invitations, sexual comments, jokes or cartoons, obscene phone calls, inappropriate gifts, stalking, invasion of one's personal space, making

inappropriate sounds, and indecent exposure.

SUMMARY:

Sexual Harassment is conduct that interferes with a person's work performance or creates a hostile work environment, expecting an employee to submit to sexual behavior in order to get or keep a job, or basing employment decisions on whether an employee goes along with the behavior.

The law insists that people behave professionally at work. It demands that employment decision be made based on objective, job-related criteria. Employees must notify their supervisor or human resources department of any harassing behavior experienced at work and take advantage of any preventative or corrective opportunities offered.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle

Employee Handout

Verbal, Physical and Visual Harassment

hen a worker is subjected to an unreasonable interference with his or her work performance or an intimidating, hostile or offensive work environment, it can be known as environmental sexual harassment. It comes in the form of:

verbal harassment.

physical harassment.

✓ visual harassment.



Examples of Verbal Harassment

- foul language
- inappropriate sexual comments
- gossip
- stereotypical mimicking of a person's voice
- inappropriate jokes, stories or comments
- whistles, catcalls, groans
- terms of endearment
- unwelcome or inappropriate personal compliments

To avoid complaints about verbal harassment:

- ✓ Call people by name.
- Avoid telling jokes based on gender or anything sexual.
- Interrupt a person who's telling an inappropriate joke or story.
- ✓ Use a normal tone of voice.



Examples of Physical Harassment

- touching
- groping
- grabbing
- hugging

To avoid complaints about physical harassment:

- Ask permission before touching anyone.
- If you have to touch someone, do it in a professional manner that can't be misinterpreted.
- Avoid tight or cramped quarters that may cause you to rub against another person.



Examples of Visual Harassment

- pictures, posters, calendars, etc. that depict sexual themes
- inappropriate e-mail messages
- inappropriate dress: seethrough clothing, open buttons or zippers, etc.
- inappropriate or sexual touching of oneself in view of others

To avoid complaints about visual harassment:

- Obey policies that prohibit the display of sexual materials in the workplace.
- Ask supervisors to walk through periodically to identify offensive materials.
- Avoid hanging suggestive pictures and calendars.
- Remove inappropriate materials immediately.
- ✓ Dress appropriately.

SEXUAL HARASSMENT Meeting Sign-In Sheet

MEINGDAIE:		LOCATION:		
SHIFT:		CONTENTS OF MEETING:	☐ Handout ☐ Video	
			☐ Other ☐ Guest Speaker	
MEETING CONDUCTED BY:			орошког	
GUEST SPEAKER (if applicable):				
ATTENDEES:				
NAME(Print)	SIGNATURE	NAME(Print)	SIGNATURE	
1		16		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
45		20		



SEXUAL HARASSMENT AND SAFETY

Employee Quiz

How much do you know about sexual harassment? Select the best response to the following statements.

1. Sexual harassment complaints are generally false or unjustified.

True or False

Sexual harassment is not limited to physical contact. It can occur any time that an individual is uncomfortable with another person's approaches, comments or discussions.

True or False

3. Sexual harassment in the workplace is a women's issue.

True or False

4. Employees claiming sexual harassment who are aware of but fail to take advantage of company policies or resources designed to prevent, correct, or eliminate harassment have much weaker cases than those who do.

True or False

5. In order for it to be determined sexual harassment, the victim has to be of the opposite sex of the harasser.

True or False

6. An employee witnesses another employee being harassed. Even though this involved a co-worker, the witness can be considered a victim in this case.

True or False

- 7. Which statement best describes a supervisor's, manager's or team leader's potential personal liability for sexual harassment?
 - a. Individual supervisors are immune from personal liability because they are not employers (only agents of their employer).
 - b. Supervisors have no personal liability, but may be disciplined by their employer.
 - c. It is common in many states for a supervisor to be individually named in charge and/or a lawsuit claiming sexual harassment.
 - d. Sexual harassment must be very extreme before a claim can be made for individual liability against a supervisor, manager, or team leader.
 - e. Supervisors, managers, and team leaders are protected from individual liability under the National Indemnification Act.



WEEKLY SAFETY MEETING

SEXUAL HARASSMENT AND SAFETY

Employee Puzzle

Please 1	fill in the blank with the unscramble word.
1.	work environment is determined by looking at all of the circumstances. Including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance. SOTLEHI
2.	Sexual harassment can be part of a "hostile work environment" or part of a "quid quo" situation. ORP
3.	A hostile environment is one that both a reasonable person would find hostile or abusive and one that a particular person who is the object of the harassment perceives to be hostile or abusive. RWOK
4.	The "reasonable woman' is used by the courts to determine if certain sexually related behavior is likely to be found offensive by a reasonable woman or man. DSATNDRA
5.	"Quid pro quo" means "this for". TTAH



SEXUAL HARASSMENT AND SAFETY

Employee Quiz Answers

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WEEKLY SAFETY MEETING

SEXUAL HARASSMENT AND SAFETY Employee Puzzle Answers

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4.	The "reasonable woman,' is used by the courts to determine if certain sexually related behavior is likely to be found offensive by a reasonable woman or man. DSATNDRA STANDARD
5.	"Quid pro quo" means "this for". TTAH THAT