

Safety Meeting Overview

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. 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. 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, guiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER HEAD PROTECTION

TIME:			
DATE:			
PLACE:			



Leaders Guide

PROCEDURE REFERENCE:

1.0: Personal Protective Equipment

10.0: Hoisting Equipment

MEETING OBJECTIVE:

Head injuries can be extremely serious. Protecting the head must be a safety priority for all your workers. The number of disabling head injuries could be drastically reduced if employees always wore the head protection required for the job. The purpose of this meeting is to make your employees aware of the hazards and teach them about the proper use and care of head protection.

MEETING PREPARATION:

Read the SSG procedure, understand the contents, and ensure compliance.

Make a list of jobs at your facility that require the use of a hard hat and bring this list with you to the meeting.

Gather samples of the types of hard hats that are used at your facility. Bring them to the meeting.

Be prepared to discuss procedures for inspecting hard hats and the proper routines for care and maintenance.

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:

List of jobs that require the use of a hard hat Samples of hard hats used Flip chart and marking pens

MEETING

INTRODUCTION

Head injuries can range from scrapes and cuts to concussions, fractures, and traumatic brain injury. A moment of carelessness, an oversight, or even a deliberate decision not to take the necessary precautions or wear the required head protection can have tragic consequences.



Leaders Guide

Today we're going to talk about the importance of head protection – when to use and how to care for it so that it does the job it's designed to do.

The earliest known instances of head protection occurred in the beginning of civilization. Cave people used tortoise shells to cover their heads, and the use of protective helmets was first documented in 1585 during the construction of the Vatican in Rome. Today's hard hats are engineered to protect against a broad range of workplace accidents. But failing to wear and maintain a hard hat correctly can reduce the degree of protection and result in injury. Head injuries are no joke – they often can be disabling and even fatal. There are many instances each year of a worker's life being saved by wearing a hard hat. Violations of OSHA's PPE standard were cited 1,800 times in general industry in one recent year, with penalties totaling over \$1 million.

The OSHA rule for head protection in general industry specifies two types of employees who are required to wear head protection:

- Those who work in areas where there is a potential for head injury from falling objects such as under a crane.
- Those who are working near exposed electrical conductors that could contact the head.

"Physical contact" hazards trigger hard hat requirement. OSHA's general requirement for PPE states that protective equipment shall be used "wherever it is necessary by reason of hazards of processes or environment" that could cause injury through (among other things) physical contact. More simply put, whenever there is a reasonable chance that someone could suffer a head injury, head protection should be required.

Question: When do you need to wear a hard hat?

Answer: When there is a potential of injury from falling objects

When your head could come in contact with electrical conductors

Question: What types of jobs might involve danger from falling objects?

Answer: (Consult the list of jobs requiring a hard hat that you prepared for the

meeting.)

 When you're working below other workers who are using tools and materials that could fall



Leaders Guide

- When you're working around or under conveyor belts that are carrying parts or materials
- When you're working below machinery or processes that might cause materials or objects to fall
- When you're working below a crane.

Discuss situations at your facility where employees might be exposed to energized conductors and need to wear head protection.

Question: What are the rules for proper use of a hard hat?

Answer:

- Don't wear your hard hat on top of any other headgear.
- Make sure that the headband is adjusted correctly (so that the hat won't fall off during work) and that your hat sits squarely on your head.
- Don't drill ventilation holes in the shell.
- Don't use your hard hat as a hammer, seat, water bucket, step stool, etc. Using your hard hat for anything but its intended purpose can weaken it – increasing your risk of suffering a disabling injury.
- Don't leave your hard hat on the rear window or shelf of an auto or truck. Sunlight weakens the shell and affects its ability to protect your head.
- Don't attempt to repair the shell of a hard hat once it has been broken or punctured.
- Don't remove the suspension system for any reason other than cleaning.
- Don't paint the shell. Solvents in the paint may soften the shell material or reduce its electrical insulating properties.



Leaders Guide

Question: You should inspect your hard hat daily for signs of damage.

What should you look for?

Answer: (You may wish to demonstrate these steps on one of the hard hats

you brought to the meeting.)

Check the suspension system. Look for frayed, worn, or cut straps.
 Also make sure that straps are properly connected to the outer shell.

- Check the outer shell. Make sure the shell of your hat doesn't have any cracks or gouges. Also check for color changes, which might indicate that the shell material is weakening.
- Check the hat's flexibility. Put your hard hat through this simple flexibility test:
 - o Squeeze the hat inward about one inch and then let it go.
 - o It should return to its original shape without cracking.

Tell employees that if a hard hat fails any part of this inspection, they should not wear it.

Explain the proper procedure for reporting damaged or defective equipment and requesting a replacement.

SUMMARY:

If you go into an area where head protection is required without your hard hat, or if you perform a job that requires a hard hat and you don't wear one, you're taking an unacceptable risk. If you are unsure about whether you need to wear a hard hat in any given situation, ask before you start the job. Protecting your head is one of your key safety responsibilities.

EMPLOYEE HANDOUT

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





Wear Proper Head Protection.

Did you know that one of the most vulnerable parts of your body for injury is your head? It is subject to injuries from bumps, falling or flying objects, falls, and even shock and burns. It is one of the most important body parts that should be protected on the job with the right personal protective equipment (PPE).

Safety helmets or hard hats are the most common type of head protection. They come in two styles: one that has a brim around its complete circumference, and one that either has a peak or a bill. The hard-outer shell, made from a variety of materials, protects you against impact, penetration and other hazards. The inner suspension system is designed as a shock absorber.

Depending on the kind of job you have, your hard hat will protect against different things. The kind you use, for example, might be designed to insulate against electricity, and resist impact, fire and water.

There is also a kind of protective head gear called a bump cap, which does not have the inner shock-absorbing suspension system but is designed to aid in prevention of minor bumps and cuts. Never use a bump cap in place of a hard hat.

Ask your supervisor for the right kind of protective headgear to wear for your occupation. Do some extra research to make sure it's the correct kind.

You should inspect your protective headgear on a regular basis for any signs of damage and other wear and tear. Watch out for pits, cracks, dents on the outer shell or a faulty suspension system. If your hard hat receives an impact, it should be replaced. It may have received undetected damage. Hard hats that receive particularly heavy use or are several years old should be replaced more often than others.

Store your headgear carefully and do not hang a hard hat up by the suspension system. Keep it clean and be wary about using cleansers containing alcohol or petroleum; they might degrade the shell material.

HEAD PROTECTION Meeting Sign-In Sheet

MEETING DATE:		LOCATION:	
SHIFT:		CONTENTS OF MEETING:	☐ Handout ☐ Video
			☐ Other ☐ Guest Speaker
MEETING CONDUCTED BY:			- Coouncil
GUESTSPEAKER (if applicable):	:		
ATTENDEES: NAME(Print)	SIGNATURE	NAME(Print)	SIGNATURE
1		16	
2			
3			
4			
5			
6		21	
7		22	
8		23	
9		24	
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11		26	
12		27	
13		28	
14		29	
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Employee Quiz

- You should replace a hard hat if it's cracked or has other damage.
 True or False
- 2. A hard hat's headband should fit so that it keeps the actual hat from touching your head.

True or False

- 3. A hard hat's cradle lining is designed to:
 - a. Keep your hair neat
- b. Act as a cushion to absorb shock
- 4. Hard hats have an outer shell that absorbs blows.

True or False

5. OSHA requires employers to provide hard hats, but workers don't have to use them.

True or False

- 6. Hard hats can protect against hazards such as:
 - a. Falling or flying objects

c. Electricity

b. Bumping your head

d. All above

7. Most head injuries can be prevented by wearing a hard hat:

True or False

- 8. Which of these is a good enough reason for not wearing a hard hat in a hazardous area?
 - a. It's too heavy
 - b. It gives you a case of hat head
 - c. You forgot to put it on
 - d. None of these



Employee Puzzle

Н	P	M	U	В	N	0	J	Z	Н	D	Α	M	Α	G	Ε	Α	Т	Τ	В
С	F	Q	V	I	N	S	S	E	R	Н	Χ	N	I	Α	R	В	I	V	M
Q	Y	R	K	Χ	M	E	Α	С	I	M	M	С	I	V	M	K	D	P	K
D	Α	E	Η	Z	I	D	Α	G	0	U	M	E	E	С	P	0	J	R	В
U	С	D	G	R	Α	L	Z	0	Α	N	P	S	S	U	S	Q	D	0	R
Χ	R	Н	U	С	E	U	E	Н	V	I	С	M	С	Н	J	I	N	Τ	R
M	Y	J	Η	J	D	D	С	P	Z	V	I	U	G	E	E	S	R	E	V
I	N	E	S	E	N	I	L	E	D	I	U	G	S	E	I	L	J	С	С
I	N	L	J	S	Α	V	M	J	S	Q	E	P	L	S	G	M	L	Τ	V
Ε	M	S	R	F	U	Z	L	V	S	K	С	Α	R	С	I	0	G	I	G
L	I	С	P	J	K	S	P	Н	E	Q	I	W	S	L	R	0	J	N	F
J	В	F	G	E	I	F	P	M	С	U	С	E	G	0	Q	M	N	G	K
Μ	Χ	R	L	Н	С	Q	В	E	Т	Y	L	D	V	В	\mathbf{L}	Χ	M	S	Χ
S	P	Α	R	Т	S	Т	Χ	Q	N	G	0	N	В	В	M	С	E	P	Q
N	Η	0	I	V	G	Η	I	M	G	S	I	Q	G	R	Z	Z	I	D	S
Ρ	В	0	E	Α	Н	С	M	0	L	F	I	0	R	F	Y	Y	V	N	I
Ρ	G	D	Z	K	S	R	G	S	N	С	Χ	0	0	Т	E	V	J	В	N
G	Η	D	Η	I	M	P	Α	С	Т	N	Q	I	N	N	M	F	F	R	Χ
Α	S	M	E	A	Т	В	Α	N	D	F	Α	L	L	I	N	G	Χ	L	Τ
0	Y	D	S	E	T	S	G	R	E	Q	Н	Α	R	D	Н	Α	Т	S	K

BRAIN	GOGGLES	INSPECTION
BUMP	GUIDELINES	PROTECTING
CONCUSSIONS	HARDHATS	SHELL
CRACKS	HAT	STRAPS
DAMAGE	HEAD	SUSPENSION
FALLING	HEADACHE	SWEATBAND
INJUIRIES	IMPACT	



Employee Quiz

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(True	r False								

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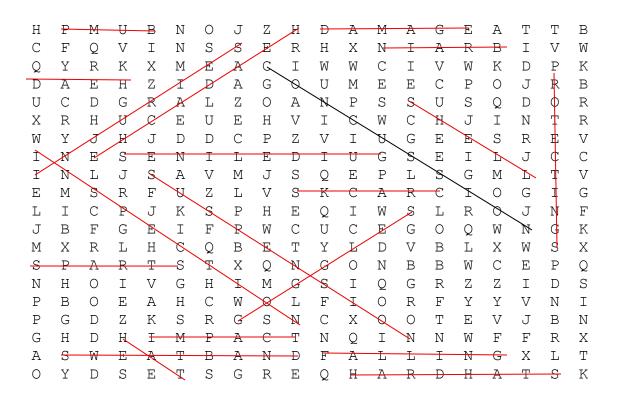
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Employee Puzzle Answers



BRAIN	GOGGLES	INSPECTION
BUMP	GUIDELINES	PROTECTING
CONCUSSIONS	HARDHATS	SHELL
CRACKS	HAT	STRAPS
DAMAGE	HEAD	SUSPENSION
FALLING	HEADACHE	SWEATBAND
INJUIRIES	IMPACT	