SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING
EYE PROTECTION
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/Puzzle and 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

EYE PROTECTION

SHIFT: _____

TIME: _____

DATE: _____

PLACE: _____

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WEEKLY SAFETY MEETING

EYE PROTECTION

Leaders Guide

PROCEDURE REFERENCE:
1.0 – PERSONAL PROTECTIVE EQUIPMENT
22.0 – EMERGENCY SHOWERS AND EYEWASH STATIONS

MEETING OBJECTIVE:
Occupational eye and face injuries can occur in a split second. They can change a worker's life forever. Eye injuries can result in blindness or impaired vision. Face injuries can be permanently disfiguring. One estimate reveals that 9 out of 10 of these injuries could have been avoided if workers had worn the right protective equipment.

The purpose of this meeting is to discuss the eye and face hazards your employees may encounter, to review the appropriate forms of PPE to prevent injuries, and to reinforce the use of required eye and face protection on the job.

MEETING PREPARATION:
Read the **SIGNATURE** procedure, understand the contents, and ensure compliance.

Make a list of all the eye and face hazards that exist at your facility. Bring this list of hazards to the meeting.

Gather samples of eye and face personal protective equipment. Bring these samples to the meeting and be prepared to discuss their proper use.

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:
Samples of eye and face protection
List of eye and face hazards
Flip chart and marking pens

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WEEKLY SAFETY MEETING

EYE PROTECTION

Leaders Guide

MEETING

INTRODUCTION

Ask everyone how important they feel their vision is. Rate it 1 -10 (with 10 being the highest).

Would you be able to earn a living the way you do now with reduced or permanent vision loss? How much do you value seeing your family every day?

Everybody – close your eyes until I tell you to open them. I want you to turn to the person next to you and shake his or her hand – don't open your eyes. (Wait while the audience fumbles.)

Now, open your eyes. If you think shaking someone's hands without sight is difficult, imagine trying to get dressed, prepare meals, write a note – all those things you do every day! Life isn't easy for the nearly half a million people in this country who are legally blind. Today we're going to talk about what you can do to protect yourself from eye injuries and blindness. We are also going to talk about the importance of using the required protection to prevent face injuries.

The most common types of eye and face injuries are scratches and abrasions, chemical burns, cuts and punctures, and contusions and bruises. The most common causes of these injuries are flying particles, falling objects (which are usually the size of a pinhead), contact with chemicals, or something swinging from a fixed or attached position (such as the arm of a machine) and hitting an employee in the face.

Explain that there are many hazards that can cause disabling eye and face injuries. Here are examples:

Flying fragments, chips, particles, sand, or dirt from grinding, machining, drilling or sanding

Hot sparks, molten metal splashes, or high temperatures from casting or welding

Chemical splashes, mists, gases, and vapors from chemical handling, degreasing, or plating

Nuisance dust from woodworking, buffing or generally dusty conditions

Light radiation or glare from welding, cutting, brazing, or soldering

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WEEKLY SAFETY MEETING

EYE PROTECTION

Leaders Guide

Focus for a moment on the eye and face hazards that are most common at your facility. (Consult the list of hazards that you prepared for the meeting.)

2000 Workers per day sustain job-related eye injuries! Correct eye protection lessens the severity or can prevent 90% of these injuries.

Question: What are the most common types of eye injuries?

Answer:
- Chemical splashes, mists, gases vapors
- Ultraviolet or infrared exposure
- Flying objects, dust, metal particles, wood chips
- Light radiation, welding glare
- Infectious diseases through blood splatter, respiratory droplets

Question: Why do workers experience eye injuries on the job?

Answer:
- 3 out of 5 workers were not wearing eye protection.
- They were wearing the wrong kind of protection for the job.
- They did not feel they needed eye protection.

Question: Which of these are present at your facility?

Answer:
- Manufacturing/Assembly – What are common hazards at your facility?
- Maintenance – What are common hazards at your facility?
- Welding – – What are common hazards at your facility?

Question: What are the standards for Safety Glasses?

Answer:
- Must conform to ANSI Z87
- Must have permanent side shields
- ANSI Z87 must be present on both non-prescription and prescription safety glasses?
- ANSI Z87 ensures that the worker is wearing approved eye ware.

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

EYE PROTECTION

Leaders Guide

Question: What other options of eye protection are available?

Answer:

Goggles

- Goggles provide protection from impact, dust and chemical splash.
- Highly impact resistant.
- They provide a secure shield around the entire eye and protect against hazards coming from any direction.
- Goggles can be worn over prescription glasses and contact lenses.

Face shields and helmets

- Full face shields protect workers exposed to chemicals, heat or blood-borne pathogens.
- Helmets are used for welding or working with molten materials.
- Face shields and helmets should not be the only protective eyewear.
- They need to be worn with safety glasses or goggles, so the eyes are protected when the shield is lifted.
- Helmets or goggles with special filters to protect the eyes from optical radiation exposure should be used for welding or working with lasers.

SUMMARY:

Remember, eye and face injuries occur in an instant. So, don't take any chances. Wear the PPE required for the job every time, all the time. There are simply no excuses for failing to use this essential protection.

EMPLOYEE HANDOUT

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

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WEEKLY SAFETY MEETING
EYE PROTECTION
Employee Handout

2000 Workers per day sustain job-related eye injuries!
Correct eye protection lessen the severity or can prevent 90% of these injuries.
What are the most common type of eye injuries?

- Chemical splashes, mists, gases vapours
- Ultraviolet or infrared exposure
- Flying objects, dust, metal particles, wood chips
- Light radiation, welding glare
- Infectious diseases through blood splatter, respiratory droplets

Why do workers experience eye injuries on the job?

- 3 out of 5 workers were not wearing eye protection.
- They were wearing the wrong kind of protection for the job.
- They did not feel they needed eye protection.

Which of these are present at your facility?

- Manufacturing/Assembly – What are common hazards at your facility?
- Maintenance – What are common hazards at your facility?
- Welding – – What are common hazards at your facility?
- Spray Booths– What are common hazards at your facility?

What are the standards for Safety Glasses?

- Must conform to ANSI Z87
- Must have permanent side shields
- ANSI 787 must be present on both non-prescription and prescription safety glasses?
- ANSI 787 ensures that the worker is wearing approved eye ware.

What other options of eye protection are available?

Goggles:

- Goggles provide protection from impact, dust and chemical splash.
- Highly impact-resistant.
- They provide a secure shield around the entire eye and protect against hazards coming from any direction.
- Goggles can be worn over prescription glasses and contact lenses.

Face shields and helmets.

- Full face shields protect workers exposed to chemicals, heat or blood-borne pathogens.
- Helmets are used for welding or working with molten materials.
- Face shields and helmets should not be the only protective eyewear.

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WEEKLY SAFETY MEETING
EYE PROTECTION
Meeting Sign-In Sheet

MEETING DATE: _____ **LOCATION:** _____

SHIFT: _____ **CONTENTS OF MEETING:** ☐ Handout ☐ Video ☐ Other ☐ Guest Speaker

MEETING CONDUCTED BY: _____

GUEST SPEAKER (if applicable): _____

ATTENDEES:

	NAME (Print)	SIGNATURE		NAME (Print)	SIGNATURE
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

EYE PROTECTION
Employee Quiz

1. Both safety glasses and regular eyeglasses meet OSHA and ANSI requirements.

True False

2. The lenses and the frames are both stronger on ANSI-approved safety glasses than on regular glasses.

True False

3. Because everyone's head is shaped differently, protective eyewear needs to be checked for fit.

True False

4. Face shields can be worn without additional eye protection.

True False

5. Goggles with direct air flow can be worn when working with chemicals that may splash.

True False

6. Welding helmets may be worn without additional eye protection.

True False

7. Rubbing your eye is a good way to remove foreign particles.

True False

8. If a chemical gets splashed in your eyes, flush your eyes for at least 15 minutes.

True False

9. You only have to wear eye protection when you feel like it.

True False

10. Never try to remove an object embedded in the eye. Instead, get medical attention.

True False

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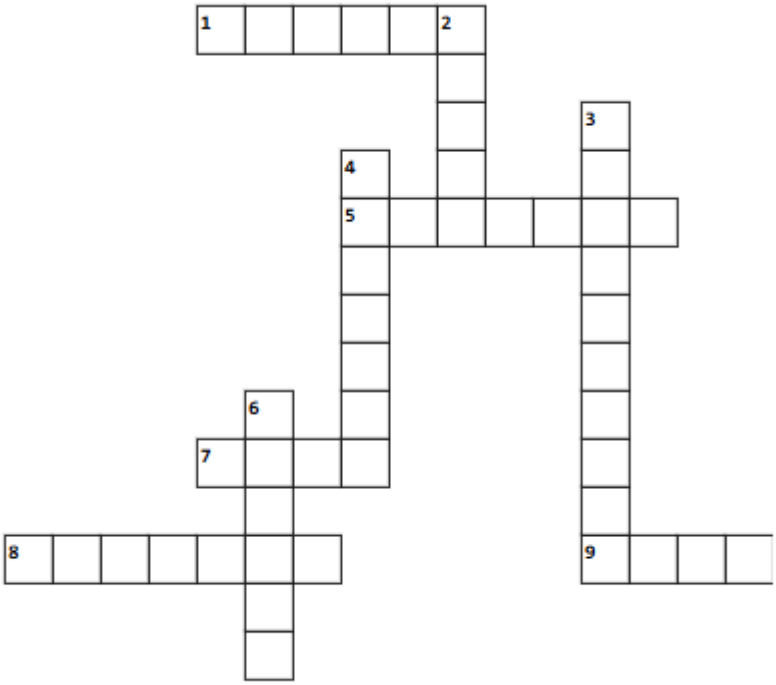
WEEKLY SAFETY MEETING

EYE PROTECTION

Employee Puzzle



Across

1. SAFETY GLASSES ARE _____ RESISTANT

5. DO THIS BEFORE USING EYE PROTECTION

7. EYE HAZARD WHEN WELDING

8. EYE PROTECTION THAT SEALS TO YOUR FACE

9. SMALL AIRBORNE PARTICLES

Down

2. USE EYE PROTECTION WITH ALL _____

3. USED FOR FACE PROTECTION

4. NUMBER OF MINUTES TO USE AN EYEWASH STATION

6. WHAT TYPE OF GLASSES PROTECT YOUR EYES FROM FLYING CHIPS

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Employee Quiz

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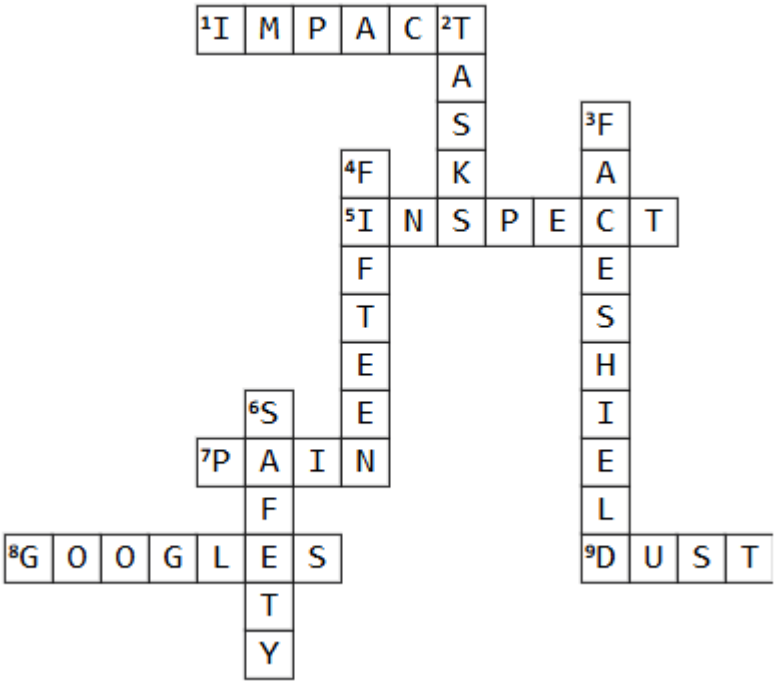
Employee Puzzle Answers



Across

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