

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 DRIVING SAFETY

SHIFT: _		
TIME:		
DATE:		
PLACE: _		



Leaders Guide

PROCEDURE REFERENCE:

NONE

MEETING OBJECTIVE:

Transportation accidents are the leading cause of work-related deaths. Therefore, driver education should never take a back seat to other safety concerns. Workers must be made aware of the dangers and taught to take safe driving seriously. They may need some coaching in defensive driving techniques, or in how to handle hazardous driving conditions. It doesn't matter whether your employees drive a company car, a truck, a forklift, or a van on the job – or simply drive themselves to and from work. The purpose of this meeting is to remind them of the ways in which they can drive more safely and protect against the leading cause of death and injury.

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

MEETING

INTRODUCTION

Whether you drive a company vehicle or just drive yourself back and forth to work, safe driving is an issue all of us need to consider. Thousands of lives could be saved every year if people would just take some simple precautions when they drive. Today we're going to talk about how you can avoid becoming a statistic. We're going to focus on the steps you can take to drive more safely – no matter when, why, or where you drive.

You should know that safety belts are:

- 45% effective in preventing motor vehicle fatalities and over 60% effective in light trucks.
- 50% effective in preventing moderate to critical injuries
- 10% effective in preventing minor injuries



Leaders Guide

Yet, despite laws and statistics, the seatbelt usage rate is just over 75%. Here are some often-heard reasons why people don't wear their seatbelts:

- "It's just a short trip."
 More than 70% of accidents occur within 25 miles of home.
- "I don't drive fast."
 Over 80% collisions occur at speeds less than 40 mph.
- "It's safer to be thrown clear."
 Thrown out, your chances of being killed are 25 times greater than if you remain belted inside the vehicle. Three quarters of occupants who are ejected are killed.
- "I'll be trapped and burn or drown."

 Less than ½% of all accidents involve fire or submersion in water. Besides, your chances of getting out of a vehicle under either circumstance are greatly increased if you are conscious. Held in place by a seatbelt increases your chances of remaining conscious.

Question: What's the first thing you should do when you get into a vehicle?

Answer: Put on your seatbelt.

Question: Why?

Answer: It's the law. Additionally, seatbelts save lives. Studies have shown that

seatbelt use cuts serious injuries in half and reduces deaths by one third.

Question: Do you need to wear a seatbelt if you're not driving?

Answer: Yes. Passengers – even rear seat passengers – should always wear

seatbelts.

Question: What does a defensive driver look for on the road?

Answer: Curbside vehicles pulling out into traffic without warning

Drivers running stop signs and red lights Unexpected stops and turns by other drivers Drivers who don't signal turns and lane changes



Leaders Guide

Question: Why should you obey posted speed limits?

Answer: These are the maximum limits found to keep people safe. Remember,

speed limits are not only designed to protect drivers. They are also established to protect pedestrians, people on bicycles, and children and

animals who may dart out into traffic.

Question: When should you drive slower than the posted speed limit?

Answer: When visibility is low – in fog, haze, rain, or snow

When the roads are slick due to rain, snow, ice, or oil

Around schools, playgrounds, or other areas where children may dart into

traffic

When there are bicyclists or pedestrians nearby

When a road is under construction

When you're traveling on an unfamiliar road, especially if it's winding or

hilly

Question: Why is tailgating dangerous?

Answer: It doesn't allow you enough room to stop if the person in front brakes

suddenly. You should leave at least 4 seconds' distance between yourself and another car on the open road, and at least 6 seconds' distance under

abnormal driving conditions.

Question: Many accidents occur at intersections. What's the rule of thumb for

stop lights?

Answer: Wait 2 seconds after the light turns green before you proceed.

Question: What about stop signs? Do you come to a full stop, or just slow

down?

Answer: You should always come to a full stop, then check to make sure the way is

clear before proceeding. At three – or four-way stops, proceed only when

it's your turn.



Leaders Guide

Question: What are some places to be especially careful?

Answer: Crosswalks

Parking lots and garages

Anywhere there is activity nearby (parks, playing fields, schools, etc.)

Question: When should you be especially alert for pedestrians and bicyclists?

Answer: When you're backing up

When you're pulling out

At night, dawn, and dusk when they're especially hard to see

Any other time visibility is low

Question: What about weather conditions? How should they affect your

driving?

Answer: You should always match your speed to the weather conditions.

If you can avoid driving in bad weather, stay off the road.

Be prepared for winter driving by stocking your car trunk with flares or reflective triangles, a flashlight, jumper cables, first-aid kit, blankets,

shovel, and sand or rock salt.

You should avoid sudden moves when traveling on wet, snowy, icy, or leaf-covered roads. Under these conditions, stops and changes in speed.

direction, or lanes should be made gradually.

Discuss the correct method for pulling out of a skid.

- Take your foot off the gas.
- Don't use the brake.
- Turn your wheels gently in the direction you want the car to go.
- Straighten the wheels as soon as possible.

SUMMARY:

We've talked about a lot today – vehicle safety rules, defensive driving techniques, the importance of wearing seatbelts, watching out for pedestrians and bicyclists, obeying speed limits, and adjusting you're driving to suite weather and road conditions. These are all important elements of safe driving. Please remember what we've talked about today and practice it every time you drive.



Leaders Guide

EMPLOYEE HANDOUT

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



Speeding doesn't get as much safety attention as drunk driving or failure to use seatbelts, but it is just as lethal. In fact, speeding is the leading cause of fatal motor vehicle crashes and is the cause for more than thirty percent of all on-the-job fatalities.

Speed increases the potential for having an accident because the faster a vehicle is traveling, the greater the time and distance necessary to turn, swerve or stop. Speeding also increases the potential for having a severe injury.

Each ten M.P.H. over fifty you drive doubles the risk. For example, your risk of dying is four times greater at seventy M.P.H. than at fifty M.P.H. You should also keep in mind that seat belts and other restraints are less effective as speed increases.

There are probably a lot of reasons for speeding — "saving time" being the primary one; however, driving faster doesn't really save you that much time. For example, if you increase your speed from 55 to 60, you save only 5.4 seconds per mile; 60 to 65, 4/7 seconds; and from 65 to 70 only 3.9 seconds. You don't gain that much by speeding. You also do not lose much by allowing another driver to cut in. At most, it might cost you one second per mile. If another car wants in, let it. What is a safe speed to drive? The posted speed limit should be considered the maximum safe speed, but there will be times when a slower speed is called for. For example, during bad weather, heavy traffic, poor road conditions, children or pedestrians in the area, etc.

So, the next time you get behind the wheel, think about the way you drive and the increased risk of serious or fatal injuries caused by speeding. Slow down, be courteous to other drivers and, of course, use your seat belt.

DRIVING SAFETY Meeting Sign-In Sheet

MEETING DATE:		LOCATION:							
SHIFT:		CONTENTS OF MEETING:		☐ Video					
			☐ Other	☐ Guest Speaker					
MEETING CONDUCTED BY:				•					
GUEST SPEAKER (if applicable)):								
ATTENDEES:									
NAME(Print)	SIGNATURE	NAME(Print)	SIGNAT	TURE					
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- 1. What is the most important driving technique to avoid crashes when driving in icy or snowy conditions?
 - Add extra weight to the vehicle to improve traction.
 - b. Get off the highways as quickly as possible.
 - c. Engage 4-wheel drive on the vehicle.
 - d. Reduce speed and increase following distance.
- 2. A flashing red traffic signal at an intersection has the same requirements as which of the following?
 - a. A slow sign
 - b. A yield sign
 - c. A stop sign
 - d. An intersection sign
- 3. When approaching a traffic signal that has a flashing yellow indication, what is the appropriate action of the driver?
 - a. Slow down and proceed through the intersection with due caution
 - b. Speed up while traveling through the intersection.
 - c. Continue through the intersection as normal.
 - d. Stop at the stop line and obey the same requirements of a multi-way stop condition.
- 4. Unless it is posted otherwise, the speed limit in a residential are is:
 - a. 25 miles per hour
 - b. 20 miles per hour
 - c. 35 miles per hour
 - d. Whatever speed you feel comfortable driving
- 5. Child restraints are required for which of the following?
 - a. All children who are under the age of four and weigh less than 40 pounds.
 - b. All children for whom the driver of the car is the parent or guardian.
 - c. All children who are seated in the front seat.
 - d. All children who are under the age of six when airbags are not present.
- 6. When traveling on a highway divided into four traffic lanes, which vehicles are required to stop for a school bus that has stopped to unload children?
 - a. All vehicles approaching the bus in either direction.
 - b. Only vehicles approaching the rear of the bus traveling in the same direction as the bus.
 - c. No one is required to stop unless children are in view.
 - d. All vehicles may pass the bus after providing an audible signal.
- 7. When two vehicles arrive at an intersection at the same time, which one has the right-of-way when no signs or signals indicate rules?
 - a. The car approaching from the right has the right-of-way.
 - b. The car approaching from the left has the right-of-way.
 - c. The car in which the driver sounds his horn first has the right-of-way.
 - d. The car that is traveling faster has the right-of-way.
- 8. If someone has consumed alcoholic drinks, what will help the person overcome the influence of those drinks?
 - a. Food
 - b. Hot coffee
 - c. Fresh air
 - d. Time



- 9. When is a driver permitted to turn right on a red traffic signal?
 - a. When the driver has stopped and checked to see that the turn will not interfere with crossing traffic.
 - b. When signs are clearly posted to allow a right turn on red.
 - c. Only at the direction of a police officer.
 - d. After first slowing and verifying the turn will interfere with other traffic and pedestrians.
- 10. When a stop is required at an intersection and no markings appear to indicate a stop line or crosswalk, which of the following is the appropriate place to make a stop?
 - a. The driver is not required to stop.
 - b. The driver is required to slow down to make sure crossing traffic is clear.
 - c. Only at a place where the driver can se at least 200 feet on either side without regard for the intersecting roadway.
 - d. At the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway before actually entering the roadway.
- 11. When a driver approaches a traffic signal that is "dark" with no indications, what is the requirement of the driver of an approaching vehicle?
 - a. Slow down and proceed through the intersection with due caution.
 - b. Speed up while traveling through the intersection.
 - c. Continue through the intersection as normal.
 - d. Stop at the stop line and obey the same requirements of a multi-way stop condition.
- 12. While exiting a driveway where sidewalk runs parallel to the abutting roadway, where is the required location to stop?
 - a. It is a yield condition and stopping is not required.
 - b. At a location where sight distance is obtained to safely pull out into traffic.
 - c. Prior to crossing the sidewalk to look for pedestrians.
 - d. Twenty-feet from edge of roadway regardless of location of sidewalk.
- 13. As a walking/jogging pedestrian, where is the appropriate place to walk/jog in the roadway when sidewalks or a multi-use path is not present?
 - a. In the center of the roadway.
 - b. Along the edge of the roadway facing approaching traffic.
 - c. Along the edge of the roadway with your back against approaching traffic.
- 14. While riding a bicycle, where is the appropriate place to ride along a roadway without a designated bike lane?
 - a. On a sidewalk.
 - b. Along the edge line of the roadway facing oncoming traffic.
 - c. Along the edge line of the roadway in the same direction as traffic.
 - d. Along the center line of the roadway so vehicles can pass on either side.
- 15. When approaching a four-leg intersection with a stop sign, what can the driver look for to help determine if the intersection is a two-way or four-way stop condition?
 - Look at the stop sign to see if a "4-WAY" or "ALL-WAY" sign plaque is located under STOP sign.
 - b. Look to see if STOP signs are located for the cross street.
 - c. Look to see if vehicles on the cross street are slowing down to come to a stop.
 - d. All the above.



Employee Puzzle

TRY TO FIND ALL 30 WORDS

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N	S	F	0	V	N	В	G	E	С	J	V	I	F	L
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I	D	Q	P	M	A	I	L	Т	R	I	Τ	D	I	Ε
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RACE

SAFETY

SLOW

MIRROR ACCIDENT **BRAKES PARKING PEDESTRIAN** CRASH **DRIVING EMERGENCY** HIGHWAY **SEATBELT INJURY** JUNCTION **SPEEDLIMIT**

SPEEDLIMIT TRAFFIC TRUCK



- 1. What is the most important driving technique to avoid crashes when driving in icy or snowy conditions?
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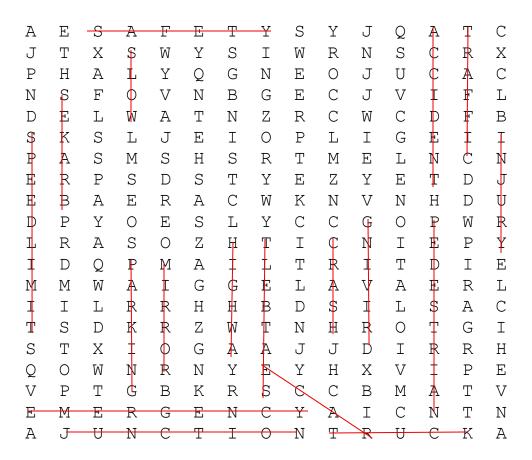


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Employee Puzzle

TRY TO FIND ALL 30 WORDS



ACCIDENT
BRAKES
CRASH
DRIVING
EMERGENCY
HIGHWAY
INJURY
JUNCTION

MIRROR
PARKING
PEDESTRIAN
RACE
SAFETY
SEATBELT
SLOW
SPEEDLIMIT

SPEEDLIMIT TRAFFIC TRUCK