

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 EMERGENCY EVACUATIONS

SHIFT:		
TIME:		
· · · · · · · · · · · · · · · · · · ·		
DATE:		
PLACE:		



Leaders Guide

PROCEDURE REFERENCE:

20.0 EMERGENCY ACTION PLAN

MEETING OBJECTIVE:

OSHA's standard on Emergency Action Plans and Fire Prevention Plans requires you to review your entire evacuation plan with your workers. The purpose of this meeting is to teach employees the proper procedures for evacuation of your facility in an emergency and to emphasize each employee's role in following required procedures.

Emergency training is not "one size fits all." The proper emergency response to a fire might be quite different than to a hurricane, a release of toxic chemicals, or a terrorist attack. Not knowing the difference could make a bad situation a lot worse — and you don't want to wait until a disaster happens to find out that your emergency training is ... well, a disaster. So, the first step in an effective training program is to identify what types of emergencies might actually occur and determine the appropriate response for each. This may mean that you need to have more than one type of training for different possible emergencies.

MEETING PREPARATION:

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

Make copies of evacuation route maps for your group.

Make a list of phone numbers employees should use to summon in-house and outside emergency assistance. Make copies of the list and bring them to the meeting.

Be prepared to point out the location of alarms and fire-fighting equipment.

Be prepared to tell employees the location of the designated meeting place outside the building where they should assemble for roll call.

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.



Leaders Guide

MATERIALS CHECKLIST:

Copies of evacuation route maps. Copies of emergency phone numbers Flip chart and marking pens

MEETING

INTRODUCTION

Saving lives is the goal of our emergency evacuation plan. To evacuate safely, you need to know your escape routes well in advance, how to exit the building quickly and safely, and how to call for emergency help. Today, we're going to talk about all these important issues. Please pay careful attention. Your life may someday depend on what you learn here.

All workplaces are required by OSHA to have a written emergency evacuation plan, and to train employees in the specifics of that plan. Emergency evacuations can be started in response to a fire, a chemical release, a natural disaster, a violent incident, or any other life-threatening disaster. When an emergency occurs in the workplace, you can't afford to rely on guesswork. It will then be too late to try to find the information you need.

Fire and smoke, for example, can spread more quickly than most people realize. In some cases, fire can sweep through a building faster than a person can run. Burning chemicals or plastics can give off invisible, toxic fumes that can drop a person with little or no warning. Even ordinary visible black smoke can choke escape routes – and people. Surviving an emergency means that despite the alarms, the smoke, and the confusion, everyone knows exactly what to do.

In one recent year, OSHA gave out more than 300 citations for violations of its Emergency Action Plan rules. Life-threatening emergencies can happen in any workplace, so it simply makes sense to make sure employees know how to respond properly and safely. A comprehensive emergency response program can also help reduce legal, insurance, and recovery costs. Safety experts all agree that knowing how to act quickly and properly in an emergency is the key to saving lives and preventing injuries.

Distribute copies of the company's emergency evacuation maps and go over them with the group.



Leaders Guide

Question: Why is it so important to know and follow the emergency procedure

at our facility?

Answer: Knowing what to do prevents panic. Rescue efforts go more smoothly if

rescuers know where people are likely to be. Double disasters can often

be avoided.

Explain what SSG has done to make the building safer should a fire, explosions, chemical spill, or natural disaster occur. Point out the location of the following:

Emergency alarms
Fire extinguishers
Emergency exits
Phones to be used to call for emergency assistance

Discuss who is in charge during an emergency.

Question: What information should you be prepared to give when you call for

emergency assistance?

Answer: Location of the emergency: Give the address, directions to the facility,

and directions to the scene of the emergency.

Give your name, phone number, and number of a nearby phone (if

possible).

Describe the situation and how many people need help.

Don't hang up until you've been instructed to do so. The person at the

other end of the line may need more information.

Distribute copies of emergency phone numbers.

Question: Why is it important to keep aisles and exits clear?

Answer: In an emergency, exits must be easily accessible. It may be dark, and the

area may be filled with smoke. If a fire exit is blocked, people could be prevented from reaching safely. If aisles are cluttered, someone could trip

and fall, causing others to panic.



Leaders Guide

Question: What are some things you should do to protect yourself in the event

of a fire or an explosion?

Answer: Stay calm. Remember that alarms, sprinklers, emergency lighting, and

fire doors are all in place to give you time to evacuate safely.

As soon as you hear the alarm, drop whatever you are doing and leave

the building.

Follow established routes to exit the building. If one route is blocked by

fire or smoke, use a backup route.

Use stairways. Never use elevators. The power may be cut off and the

elevator could become a fatal trap.

Move quickly, but don't run.

Stay close to the ground if there's heavy smoke. Smoke inhalation can kill

you. The air is usually less smoky along the floor.

Test doors before opening them. If a door feels hot, use an alternate

escape route.

If you're the last one out, close all doors behind you to limit the spread of

smoke or flames.

Question: When time permits, what steps should you take to secure your work

area before evacuating the building?

Answer: Turn off machines and equipment.

Secure hazardous materials.

Protect your equipment to minimize damage.

Question: What are some of the things you should do to protect yourself in

case there's a chemical spill?

Answer: Don't attempt cleanup or containment unless you've been trained and

authorized to do so.



Leaders Guide

If you are an authorized member of the cleanup crew, follow company procedures for cleanup and disposal and always wear PPE.

After you have evacuated the building, go immediately to your designated meeting place for roll call.

If exposed to chemicals, seek medical attention immediately – even if you feel okay. There may be delayed health effects.

Review escape routes. Distribute copies of escape route maps and go over the routes in detail.

Remind employees that they must be familiar with at least two escape routes out of the facility, just in case one is cut off during an emergency. Have your employees note on their maps the routes nearest to their work areas.

Tell your employees the location of designated meeting places outside the building. Explain that it is essential that they go there immediately after exiting the building for a roll call. Remind them to stay out of the way of oncoming emergency vehicles.

Question: Why is it so important to meet for a head count?

Answer: It helps determine if anyone could still be inside. Failing to go to your

designated meeting place could cause someone to risk his or her life

looking for you.

SUMMARY:

Emergency evacuation is serious business. We'll be practicing evacuation with regular fire drills, so you'll all have the opportunity to put what you've learned here to the test. Be ready to act quickly and correctly in any emergency. The lives of a lot of people could depend on your actions.

EMPLOYEE HANDOUT

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



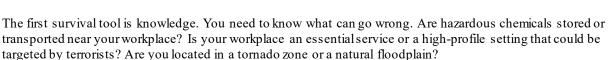
Yes, it Can Happen Here

If you have never experienced a serious emergency in your workplace, you might find it hard to imagine such a thing could happen. However, every day in job settings just like yours, something goes seriously wrong.

It could be a fire, fatal injury, flood, earthquake, shooting, tomado, chemical spill or another kind of crisis.

Whether everyone survives and escapes injury depends on how well they are prepared for an emergency.

How about you? Are you prepared to survive a workplace emergency? You should be receiving regular training and practice in dealing with the types of emergencies most likely to occur where you work.



Second, you must know how to get out of the building and reach safety. Right now, can you point out two exits from your work area? Elevators don't count because you should not use them in an emergency such as a fire. Do you know where you are to assemble with your fellow workers after an evacuation of the building? This is an important aspect of the emergency procedure, because if you do not show up there, an emergency crew might have to risk injury looking for you. Evacuation procedures can be summed up as follows: Get out, go to a safe place and stay there.

Third, do you know what other duties you are expected to perform in an emergency? You need to know how to call for help. Emergency phone numbers should be posted at each telephone in your workplace, along with the address and directions to your work area. Your responsibilities might include checking for stragglers and shutting doors as you leave, or assisting a fellow worker who uses a wheelchair.

You also might be assigned responsibility for shutting down equipment or chemical processes in an emergency. If you are supposed to fight fire, clean up hazardous chemicals or rescue victims, you will need special training and equipment.

The time to learn about these emergency procedures is now, not after something goes wrong. Your company has developed a plan for the kinds of emergencies that can be reasonably expected. You need to find out your own part in the plan, learn how to do it and practice it. Also make sure you find out who is in charge in an emergency. Should you be listening to your supervisor or a security employee?

You should also be familiar with the various alarm sounds and lights in your workplace. Alarm systems typically have different signals for fire and intruder emergencies. There may also be specific alarms related to hazardous equipment, chemicals, gases and other hazards.

Do your best to plan for the worst. That's the basis of emergency preparedness.





MEETING DATE:		LOCATION:			
SHIFT:		CONTENTS OF MEETING:	☐ Handout	☐ Video	
MEETING CONDUCTED BY:			□ Œiler	Speaker	
GUEST SPEAKER (if applicable)):				
ATTENDES:	<i>-</i>				
NAME(Print)	SIGNATURE	NAME(Print)	SIGNAT	URE	
1		16			
2					
3		18			
4		19			
5		20			
6					
7		22			
8		23			
9		24			
10		25			
11		26			
12		27			
13					
14		29			



Employee Quiz

Answer the following questions to see what you know about emergency evacuation.

1. The outcome of a workplace emergency often hinges on a company's state of preparedness.

True or False

2. Regular emergency training and practice are a waste of time. Workers only need to be shown something once.

True or False

3. Knowing what can go wrong is a vital step in preparing for the unexpected. True or False

4. Different alarm sounds and lights mean different things. It's important to learn and memorize them.

True or False

5. Assembling with workers at a set meeting place outside during an emergency is essential, to determine if any staff members are missing.

True or False

6. Only certain workers have a part to play during a workplace emergency?

True or False

7. The first survival tool is knowledge.

True or False

8. Elevators can be used in all emergency situations except fires? True or False

9. It is important to know the location of at least two emergency exits near your work area.

True or False

10. The area in front of an emergency exit should not be used for permanent storage but can be used temporarily.

True or False

11. A broken handrail leading to the emergency exit should be reported to maintenance.

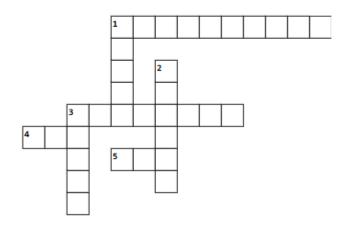
True or False

12. An emergency exit can be locked from the inside.

True or False



Employee Puzzle



Across Down

1. SEISMIC TREMOR

3. CATASTROPHE

4. TECHNIQUE USED TO REVIVE A PERSON'S HEART (ABBR)

5. WHERE TO FIND CHEMICAL INFORMATION

1. WAYS OUT

2. HELP

3. PRACTICE EXERCISE



EMERGENCY EVACUATION Employee Quiz

Answer the following questions to see what you know about emergency evacuation.

1. The outcome of a workplace emergency often hinges on a company's state of preparedness.

True or False

2. Regular emergency training and practice are a waste of time. Workers only need to be shown something once.

True of False

3. Knowing what can go wrong is a vital step in preparing for the unexpected.

True or False

4. Different alarm sounds and lights mean different things. It's important to learn and memorize them.

True or False

5. Assembling with workers at a set meeting place outside during an emergency is essential, to determine if any staff members are missing.

True or False

6. Only certain workers have a part to play during a workplace emergency?

True or False

7. The first survival tool is knowledge.

True or False

8. Elevators can be used in all emergency situations except fires? True or False

9. It is important to know the location of at least two emergency exits near your work area.

True or False

10. The area in front of an emergency exit should not be used for permanent storage but can be used temporarily.

True or False

11. A broken handrail leading to the emergency exit should be reported to maintenance.

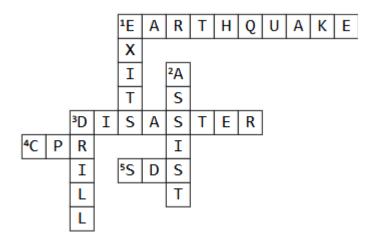
True or False

12. An emergency exit can be locked from the inside.

True or False



Employee Puzzle Answers



Across Down

1. SEISMIC TREMOR

1. WAYS OUT

3. CATASTROPHE

2. HELP

4. TECHNIQUE USED TO REVIVE A PERSON'S HEART (ABBR)

3. PRACTICE EXERCISE

5. WHERE TO FIND CHEMICAL INFORMATION