

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

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 FOOT PROTECTION

SHIFT:	1
TIME:	Ī
DATE:	I
PLACE:	



Leaders Guide

PROCEDURE REFERENCE:

1.0 PERSONAL PROTECTIVE EQUIPMENT

MEETING OBJECTIVE:

Every year on the job there are hundreds of thousands of disabling toe, foot, and leg injuries. Many of these injuries could be prevented if employees wore appropriate safety shoes. The purpose of this meeting is to remind employees about the importance of wearing safety shoes and to teach them how to use this equipment correctly to protect their feet.

MEETING PREPARATION:

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

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

Every year, thousands and thousands of workers suffer foot and leg injuries on the job. These accidents could be prevented if people wore the right safety shoes and leg protection. Today we're going to discuss safety precautions you must take to protect yourself from foot and leg injuries.

When you shop for safety shoes, the most important factor to bear in mind is that they must be ANSI-approved to be in compliance with SSG requirements for protective footwear. The American National Standards Institute (ANSI) rates shoes and assigns them a certain number. This number refers to their ability to withstand impact and compression up to that number of foot-pounds. Generally, the higher the number, the better the protection. Shoes rated ANSI 30 will not provide the same protection as shoes rated ANSI 75. When shopping for safety shoes, look for the ANSI label, and select shoes with an ANSI rating of 75 or higher.



Leaders Guide

Question: What are some of the ways your feet could get injured.

Answer: Falling objects. It's estimated that falling sharp and heavy objects cause

nearly 60 percent of all foot injuries a year.

Punctures. This includes stepping on a nail or other sharp object.

Slipping. Falls on icy, wet, or slippery surfaces cause numerous foot

injuries.

Extreme heat or cold. Burns or frostbite cause serious injury.

Electrical shock. Exposure to static electricity or electrical current can

cause serious injuries.

Crushing. Unprotected feet or toes can be crushed by rolling objects.

Strains and sprains. Slipping and tripping often results in strain or sprain.

Question: What can we all do to prevent these injuries from occurring?

Answer: Secure loose objects on scaffolding or high shelves so they won't fall on

anyone.

Pick up nails and other sharp objects.

Remove any objects in the aisles that might cause slipping or tripping

hazards.

Walk, don't run.

Clean up icy, wet, or slippery surfaces.

Watch your feet around moving objects, such as hand carts.

Protect your feet from burns or frostbite by wearing the proper foot

protection.



Leaders Guide

Question: How can you ensure a good fit for safety shoes?

Answer: Shop at the end of the day, after your feet are swelling.

Have your feet measured and stand during the process. Also, have both feet measured. One is usually larger than the other.

Choose shoes that conform as closely as possible to the shape of your foot.

If you can't completely uncurl your toes when standing, the shoes are too tight.

Walk around in the shoes and simulate the movements you make on the job.

Don't buy shoes that are uncomfortable. And don't believe it when the store clerk says "The shoes will be fine after you break them in."

If you have any foot pain, see your doctor or a specialist. You may need custom shoes or inserts.

SUMMARY:

Thank you for your interest and participation today. Make sure your safety shoes are in good condition and appropriate for the job you're doing. Foot injuries can be minimized or avoided when you take the right precautions. Please remember the information you've learned today and use it wisely to protect your feet.

EMPLOYEE HANDOUTS

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

Employee Handout

They carry you through heat or cold, wet and slippery conditions. Your feet are also at risk from falling construction materials and equipment. No wonder wearing approved steel-toed boots can be required on the job. In construction, work-related foot injuries include punctures, crushing, sprains and cuts, and injuries from slips, trips and falls.

Some foot problems are less obvious, but still safety-related. Calluses, ingrown toenails or tired feet cause discomfort, pain and fatigue. Fatigue sets up the worker for injuries affecting muscles and joints. Also, a worker who is tired and suffering foot pain is less alert and more likely to act unsafely.

Safety footwear in a variety of styles protects from hazards such as heat, cold, electricity, chemicals and slipping. Variety ranges from heavyduty work boots and shoes to dress, athletic and hiking-type designs. New technology and materials make products substantially lighter.

Old-style work boots took time to break in. Today, they're often comfortable right out of the box. Experts even warn against buying shoes that aren't immediately comfortable. Get a proper fit. Leather will breathe, bend and stretch over time, forming itself to your foot, but the toe box won't budge.

While fitting, use the type of sock you would normally wear on the job. Feet swell through the day, so plan to try footwear on during the afternoon.

Extreme hot and cold weather conditions affect the boot's performance. Choose appropriate footwear for these environments.

Get both feet measured whenever you buy shoes. Many people have one foot longer than the other, and should fit the shoe to the larger one.

Protective footwear should always be laced up fully, with boots fitting snugly around the heel and ankle. Although high-cut boots might not be stylish, they support against ankle injury. Heels contribute to fatigue, so there should either be no heel or a low, wide-based heel. When a job requires walking or standing on hard surfaces, consider using shockabsorbing insoles.

Make sure your toes are a half-inch or 12.5 mm from the front. Even if materials have some "give", don't expect footwear to stretch.

You should own at least two pairs of protective footwear. Breaking-in can cause blisters that can be avoided by rotating old and new boots.

Care of your safety footwear should include:

- · Water-resistant coating
- · Regular inspection for damage
- · Repair or replacement if defective



FOOT PROTECTION Meeting Sign-In Sheet

MEETING DATE:		LOCATION:					
SHIFT:		CONTENTS OF MEETING:	☐ Handout	☐ Video			
			☐ Other	☐ Guest Speaker			
MEETING CONDUCTED BY:							
GUEST SPEAKER (if applicable	e):						
ATTENDEES: NAME(Print)	SIGNATURE	NAME(Print)	SIGNAT	TURE			
1		16					
2							
3							
4		40					
5							
6							
7		22					
8							
9		24					
10		25					
11		26					
12		27					
13		28					
14		29					



Employee Quiz

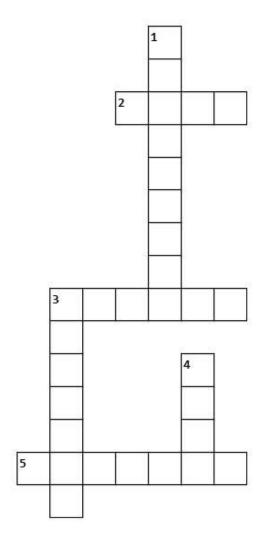
How much do you know about protecting your feet? Select the best response to the following statements.

1.	Safety footwear	is rated	according to	o how	much	protection	it provides	against	certain
	hazards?								

- a. True
- b. False
- 2. No safety footwear protects against electrical hazards.
 - a. True
 - b. False
- 3. You shouldn't really match your footwear to the hazards encountered on the job.
 - a. True
 - b. False
- 4. If your work involves paving roadways, it would be wise to wear boots that protect against hot asphalt.
 - a. True
 - b. False
- 5. Wearing safety footwear when required off the job is just an important as wearing safety footwear on the job.
 - a. True
 - b. False



Employee Puzzle



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- 2. SHOES ARE RATED THIS
- 3. VISITORS SHOES MUST BE _____ TOE
- 5. UNPROTECTED FEET CAN BE _____

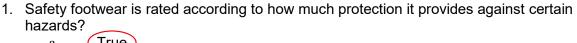
Down

- 1. STEPPING ON A NAIL
- 3. MAJOR FACTOR REGARDING FIT
- **4.** YOUR CONDITION OF YOUR SAFETY SHOES MUST BE REVIEWED



Employee Quiz Answers

How much do you know about protecting your feet? Select the best response to the following statements.



a. Trueb. False

2. No safety footwear protects against electrical hazards.

a. Trueb. False

3. You shouldn't really match your footwear to the hazards encountered on the job.

a. Trueb. False

4. If your work involves paving roadways, it would be wise to wear boots that protect against hot asphalt.

a. Trueb. False

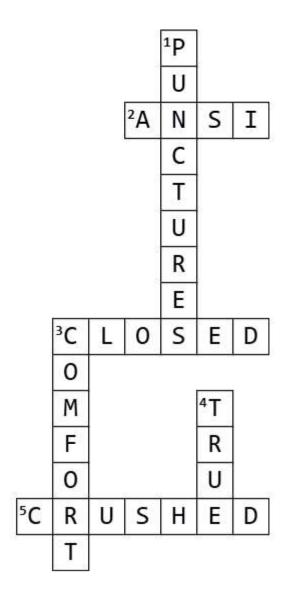
5. Wearing safety footwear when required off the job is just an important as wearing safety footwear on the job.

a. True

b. False



Employee Puzzle Answers



Across	Down

2	SHOES	ARE	RATED	THIS
	JIIOLJ	LILL	IVALLE	11111

3. VISITORS SHOES MUST BE _____ TOE

5. UNPROTECTED FEET CAN BE _____

 STEPPING ON A NAI 	1.	ST	EPPI	NG	ON	A	NAI	I
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- 3. MAJOR FACTOR REGARDING FIT
- **4.** YOUR CONDITION OF YOUR SAFETY SHOES MUST BE REVIEWED