

# **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

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 SEAT BELTS

SHIFT:			
TIME:			
DATE:			
PLACE:			



#### **Leaders Guide**

#### **PROCEDURE REFERENCE:**

NONE

#### **MEETING OBJECTIVE:**

Motor vehicle accidents occur because of driver error, carelessness, bad road conditions, and bad weather conditions. But they also happen when vehicles are not in safe condition. The purpose of this meeting is to teach employees that wearing seat belts both on and off the job might save their life!

#### **MEETING PREPARATION:**

Read the Signature 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** 

Keeping your vehicle in safe driving condition and making sure it's fit to drive before you hit the road is an important part of safe driving, so is wearing your seat belt.

Think about it. Would you get on an airplane if the pilot hadn't checked out the instrument panel or hadn't conducted a preflight inspection? Would you run your car into another car without wearing your seat belt? Today, we're going to talk about vehicle safety and the importance of seat belts, both on and off the job – to help make sure you arrive safely at your destination, wherever you drive, whenever you drive and whatever vehicle you drive.

Vehicle accidents are the leading cause of occupational death in this country. Unsafe condition of the vehicle is a contributing factor as well as lack of seat belts. Wearing a seat belt is the responsibility of every driver and it's the law!



#### **Leaders Guide**

Question: What should you do before you step into a vehicle?

Answer: Walk around the vehicle and make sure there's proper pressure in the

tires.

Look on the ground under the vehicle for oil or coolant leaks.

Check to make sure doors, hatches, etc., are properly closed.

Make sure there is nothing, or no one, blocking your vehicle, so that you

can back up or go forward safely.

Question: Regular preventive engine maintenance keeps a vehicle running

safely and efficiently. What kinds of routine maintenance are

involved here?

Answer: Check the oil every time you fill up.

Check the coolant level frequently and add coolant as needed.

Check brake fluid level routinely.

Check hoses and belts for signs of wear.

Change the oil and oil filter every 3,000 miles.

Question: What about tire maintenance?

Answer: Check tire tread.

Check the tire pressure.

Have the alignment checked regularly to prevent uneven tire wear.

Have the tires rotated at least every 10,000 miles.



#### **Leaders Guide**

Question: What about window maintenance?

Answer: Replace windshield wipers at least every six months.

Make sure all wipers are operating properly (rear windows, too).

Check the washer fluid every time you fill up.

Clean the inside and outside of windows frequently.

Make sure the defroster / defogger works.

Question: Which lights should you check regularly?

Answer: Headlights (high and low beams)

Emergency flasher

Directional signals

Brake lights (including rear window light)

Dashboard and inside dome lights

Question: What should you do every time you leave your vehicle after driving?

Answer: Shut off the engine and take the keys with you.

Make sure the emergency brake is engaged.

Close windows and lock doors, hatches, truck, etc.

Make sure you have parked in a safe place where your vehicle is not likely

to be hit or stolen.

Question: Before you place the car in drive, what should you do?

Answer: Buckle-up! Seat belt use is the law!!



#### **Leaders Guide**

Question: What are some excuses for not wearing a seat belt?

Answer: I'm not going far

It's better to jump clear than be restrained

I'm going slow

I've got an airbag

All are unacceptable answers – seatbelts save lives!!

#### SUMMARY:

Vehicle safety is an important issue at work and at home. Whether it's a company vehicle you're driving or your family car or truck, the same basic rules apply. Don't forget this key ingredient of safe driving, and practice what you've learned today every time you drive.

#### **EMPLOYEE HANDOUT**

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

# **Employee Handout**

#### Strap in or Check Out

Car crashes are misnamed. A proper name would be "car-and-human crash". But people forget the second collision, the one that kills you.

It happens in the fraction of a second after the car stops moving. The people inside the car are still moving, for example, at 60 mph (100 kph) and they keep going until they're stopped; by the dashboard, by a door pillar, by another passenger.

Or by a seat belt.

In North America and Europe seat belts have been required equipment for decades, but people die in the thousands every week because they aren't wearing them. Motor vehicle accidents are the number one cause of on-and-off-the-job fatalities.

Excuses for not wearing seat belts on-or-offthe-job aren't very original:

"It's better to jump clear." Aside from the problem of leaping from a vehicle early and fast enough to get away, "jumping clear" deprives you of the protection of a cab and chassis designed to save your life.

"I'm not going far". Most car accidents happen within three kilometers (two miles) of home.

"I've got an airbag". Airbags are designed to assist the seat belt in bringing you to a

halt before you hit something hard. If you aren't belted in, you just hit the bag at full speed—and then whatever's behind it.

Not wearing a seatbelt is like choosing to jump off a building because the stairs are too far away.

# To keep yourself, your co-workers, family and friends safe, do this:

- Refuse to ride in a vehicle without wearing a seatbelt.
- Refuse to move unless riders in your vehicle are strapped in. They could become projectiles hurtling straight at you.
- Refuse to carry more passengers than you have belts for.

And remember, a vehicle isn't just a car. Each year heavy equipment operators are crushed after jumping from their cabs. Truck drivers are thrown through their windshields, and even pilots are launched onto their controls.

Make a smart, conscious choice to save your life, and the lives of your workmates and friends. Wear your seat belt, every trip and every time you operate a vehicle or any other mobile equipment.

# **SEAT BELTS Meeting Sign-In Sheet**

MEETING DATE:		LOCATION:							
SHIFT:		CONTENTS OF MEETING:	☐ Handout	☐ Video					
			☐ Other	☐ Guest Speaker					
MEETING CONDUCTED BY:				Opeaner					
GUEST SPEAKER (if applicable	e):								
ATTENDEES:									
NAME(Print)	SIGNATURE	NAME(Print)	SIGNAT	URE					
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45		00							

## **Employee Quiz**

Answer the following questions to see what you know about seat belts.

1.	Seat belts	s can	trap	me	in	my	car!

True or False

2. I don't need seatbelts when I have airbags.

True or False

- 3. One of the most common causes for rear-end collisions is:
  - A. Driver suddenly stops without warning
  - B. Sudden lane changes
  - C. Not paying attention
  - D. Sudden right turns into a parking lot
- 4. Wearing a seat belt is a personal choice.

True or False

5. I won't get a ticket if I wear my seat belt under my arm instead of across my chest.

True or False

6. I don't need to wear a seat belt, I am strong enough to protect myself if I crashed my car.

True or False

- 7. What percentage of drivers will be or have been involved in a collision during their driving career?
  - A. 35%
  - B. 65%
  - C. 80%
  - D. 99.9%
- 8. I am responsible for anyone under the age of 16 who doesn't wear a seat belt in my car.

True or False

9. In a roll-over crash it is better not to have my seat belt on.

True or False

10. The correct way to wear a seat belt is to have the lap belt across your hips and the shoulder strap across your chest.

True or False



# **Employee Puzzle**

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BELTS
BUCKLEUP
LAWS
MAINTENANCE
POLICE

SAFE SAFETY SEATS TICKETS WRECK

# **Employee Quiz Answers**

Answer the following questions to see what you know about seat belts.

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	True of False



True of False

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True or False



# **Employee Puzzle**

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BELTS SAFE
BUCKLEUP SAFETY
LAWS SEATS
MAINTENANCE TICKETS
POLICE WRECK