

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
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER FIRST AID

SHIFT: _		
TIME:		
DATE: _		
PLACE:		



Leaders Guide

PROCEDURE REFERENCE:

20.0 EMERGENCY ACTION PLAN

MEETING OBJECTIVE:

A solid first aid program involves more than just making sure the first aid kit is stocked and easy to locate. Of course, the kit is important in an emergency, but it won't do much good unless people know how to use it. The purpose of this meeting is to outline the first aid procedures and to provide the basic information needed to report emergencies. Of course, first aid treatment should only be given by trained personnel. However, it's important for everyone to know what to do during the first critical moments of a medical emergency.

MEETING PREPARATION:

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

Gather the phone numbers of outside emergency services, the names of the employees at the facility who are trained in first aid and/or CPR. Make copies to distribute at the meeting.

Call your Red Cross or your local hospital to find out when and where first aid and CPR courses will be offered. Bring this information with you to the meeting.

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:

Copies of emergency phone numbers/names Flip chart and marking pens

MEETING

INTRODUCTION

If someone in this room collapsed right now, would you know what to do? Would you know how to get emergency medical services on the scene? Would you know how to evaluate the victim's condition and determine what first aid measure needed to be taken? What can you do if you haven't had training in first aid and CPR? What should you do if you have? Today, we're going to talk about how to respond in a medical emergency so that you can help the victim and do no further harm.



Leaders Guide

More than six million people are injured or become ill on the job every year. When those on the scene know what to do in an emergency and respond quickly to get needed medical assistance on the scene, the victims stand a much better chance of surviving and recovering. The Red Cross and other organizations provide training in first aid and CPR. The more people that know about how to respond in an emergency, the more comfortable they are – and that means their efforts are also more effective.

Suggest that all employees who are not already first aid and CPR certified take the short training course with your local Red Cross or hospital. Give employees the information about the times and locations of these courses.

Make sure employees know where the first aid and trauma kits are located.

Explain that in a real emergency, everything happens very quickly, and many of the steps that you are going to cover today are taken almost simultaneously. But today, for the sake of clarity, you are going to treat them as eight distinct steps.

Step #1: Stay calm.

Question: Why is it important to remain calm?

Answer: To make a real, positive difference in a medical emergency, you need to

keep yourself and others from panicking and reacting in dangerous ways.

Remaining calm will allow you to act rationally.

Question: How can you help yourself remain calm?

Answer: Take deep breaths. Talk to the victim and co-workers on the scene. Stay

focused on what you need to do to help the victim and protect yourself.

Question: What if the sight of blood makes you faint?

Answer: Know your own limits. Know what you can and can't do in an emergency.

If the sight of blood makes you faint, try to help in some other way. Offer to go call for help. Offer to wait by the street entrance to escort the EMT's

to the victim.



Leaders Guide

Step #2: Make sure the scene is safe.

Explain that when employees confront emergency situations, it could be dangerous for

them to enter the area near the victim. They need to ask themselves first, "Is the area safe for me?" It might not be. There may be hazards that

could injure them in their effort to rescue a victim.

Question: What kinds of hazards might you face in a medical emergency?

Answer: Live wires

Toxic chemicals or vapors

Danger of fire or explosion

Danger of a cave-in

Question: When are cranes inspected?

Answer: Daily by the operator, monthly by maintenance, and annually by a certified

third party.

Question: What should you do if there a threat to your own safety as a rescuer?

Answer: Call for help. Don't be a hero and rush in. You are only risking harm to

yourself and that means you won't be much help to the victim.

Step #3: Evaluate the victim.

Question: If it's safe to approach a victim, what should you do?

Answer: Ask "Are you okay? Do you need help?" This may sound like a strange

question to ask someone who is obviously injured. But you must do this

for your own legal protection. A conscious victim must give you

permission to administer first aid.



Leaders Guide

Question: What should you do next?

Answer: Ask what's wrong and let the victim know that you intend to help.

Question: What if a victim is unconscious?

Answer: If a victim doesn't respond, immediately call for help, then check the

ABCs. We'll talk about the ABCs a little later.

Step #4: Call for emergency medical assistance.

Distribute the phone numbers of outside emergency services and the names of employees who are trained in first aid and/or CPR.

Question: What's the proper procedure for calling for emergency assistance?

Answer: Know in advance exactly what number to call.

If you're the only one on the scene, call for emergency help before you perform first aid and/or CPR. If there are others around, send someone else to call while you help the victim. It's essential to get the EMTs on the scene with special life support equipment as quickly as possible. Give the emergency dispatcher the following information:

- The exact address of the company (including cross streets)
- Your name
- The number of the phone you're calling from
- The number of a nearby phone (if possible)
- A brief description of what happened
- Stay on the line until the dispatcher tells you it's okay to hang up.

Step #5: Check the ABCs

Question: What do the ABCs stand for?

Answer: "A" is for airway, "B" is for breathing, and "C" is for circulation.



Leaders Guide

Question: How do you check the airway?

Answer: First, a caution: If you suspect a spinal injury, don't move the victim or tilt

the head back. Otherwise make sure the victim is lying flat on his or her

back.

Place one hand on the victim's forehead and put the fingers of your other

hand under the bony part of the chin.

Gently press down on the forehead and lift out and up on the chin so that

the mouth is slightly open.

If you can see an obstruction in the airway, remove it with your fingers.

Question: How do you check breathing?

Answer: Check breathing for 3 to 5 seconds by placing your ear over the victim's

nose and mouth while watching to see if the chest rises and falls. If the victim isn't breathing, start mouth-to-mouth breathing. We'll talk about that

in a minute.

Question: How do you check circulation?

Answer: Check for a pulse for 5 seconds by placing two of your fingers on the

carotid artery. To locate the carotid artery, gently put two fingers on the victim's Adam's apple (larynx), slide the fingers to the side and direct them into the groove of the neck. Now, gently feel for a pulse. If you don't feel

a pulse, start CPR. We'll get to that a little later.

Step #6: Start mouth-to-mouth breathing.

Explain that when employees perform mouth-to-mouth breathing, it is recommended

that they use a breathing mask. (There should be one in your first aid kit.) The purpose of the mask is to help prevent the spread of diseases, such

as hepatitis tuberculosis, and AIDS.



Leaders Guide

Question: What should you do if a breathing mask isn't available?

Answer: The minimum you should do is open the airway, and – in the absence of a

pulse – perform chest compressions. Be aware, however, that delaying mouth-to-mouth breathing could mean death or disablement for the victim.

Tell employees that to learn the correct technique for mouth-to-mouth

breathing, they should take a first-aid course.

Step #7: Perform CPR, if necessary.

Question: When is cardiopulmonary resuscitation (CPR) necessary?

Answer: When a victim has no pulse

Question: What does CPR do?

Answer: CPR maintains a steady flow of oxygen and blood for the victim, whose

lungs and heart have stopped functioning. CPR is essential because irreparable brain damage can begin just 4 to 6 minutes after the heart and

lungs shut down.

Question: What might cause someone's heart and lungs to shut down?

Answer: There could be many reasons, including heart attack, electrical shock,

suffocation, allergic reaction, drowning, and choking.

Remind employees that they should not try to perform CPR unless they have been properly trained. To learn the correct technique for CPR, they

should take a CPR training course.



Leaders Guide

Step #8: Do no further harm.

Question: What does this final step mean?

Answer: This step simply means, be careful not to cause additional injuries in your

attempt to help a victim. For example, if a victim may have suffered spinal

or head injuries (as in a fall from a height), don't move that person.

Moving them could do further harm. Do what you can to assist the victim

on the spot until the EMTs arrive.

SUMMARY:

Knowing what to do in a medical emergency, when seconds count, can save a life. I strongly urge you to get first aid and CPR training as soon as possible. If you're already certified, remember to take the annual refresher course to keep up your certification. Effective emergency medical response is an important part of our safety program. Your life – or the life of someone you care about may someday depend on it.

EMPLOYEE HANDOUT

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



Employee Handout

If you have ever been faced with an injury, no matter how small, you will probably know the value of first aid. By fine-tuning your first aid skills, you can react more calmly and confidently when assistance is needed.

Applying first aid can range from cleaning a simple cut on a finger to performing CPR (Cardiopulmonary Resuscitation) for a heart attack victim. First aid is the initial assistance given to a person until medical help arrives. In the first critical minutes of a serious accident or illness, you can lessen the effects of the injuries or perhaps save a life

Here are some basic guidelines for use in emergencies:

- Check the accident scene before you enter it to avoid endangering yourself. There might be electrical or fire hazards, chemicals or gases, or moving vehicles or equipment, for instance.
- Avoid general panic by staying calm yourself. Assign someone else to notify the company nurse and/or call
 for an ambulance.
- Use co-workers or bystanders for controlling crowds, traffic or directing emergency personnel to the scene. Always remain with the injured person. Only move the victim if he is in immediate danger from fire, explosion or other catastrophes.
- Do a careful examination of the person, looking for signs of breathing, consciousness, broken bones and bleeding.
- Start artificial breathing or CPR if needed but do not administer care beyond your abilities.
- To help control heavy bleeding remember the three Ps: Position of the patient level. Position of the wound higher than the heart. Pressure with a clean cloth on the wound. If there is an object embedded in the wound, apply pressure on either side. You must not touch blood or bodily fluids with your bare hands. Make sure you are protected.
- Loosen restrictive clothing, such as the top button of a shirt, a tie or a tight belt, to assist the victim's breathing and blood circulation. If the victim is conscious, talk to him in a reassuring voice. If his injury is severe, try not discussing it with others or let the victim see it because this can contribute to shock. For example, in the case of a suspected heart attack, do not say the words "heart attack."
- Keep the person warm, calm and lying down to help prevent shock. However, some people will feel more comfortable in a sitting position if they are having difficulties with breathing.

These are just a few of the things that a person who is trained to administer first aid can do to assist others. Whether you learn first aid to treat a minor injury or assist at the scene of an accident, it is a very useful skill. Various courses of different skill levels are often available through employers, community organizations or first aid schools.

If you learn first aid, you may have the opportunity to save a life one day - maybe even your own. It is important, however, to follow all company procedures when it comes to emergencies. Know what those procedures are.

FIRST AID Meeting Sign-In Sheet

MEETING DATE:		LOCATION:			
SHIFT:		CONTENTS OF MEETING:	☐ Handout ☐ Video		
			☐ Other	☐ Guest Speaker	
MEETING CONDUCTED BY:				Эреакеі	
GUEST SPEAKER (if applicable	e):				
ATTENDEES:					
NAME(Print)	SIGNATURE	NAME(Print)	SIGNA	TURE	
1		16			
2					
3	_				
4	_				
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9		24			
10	_				
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14		29			



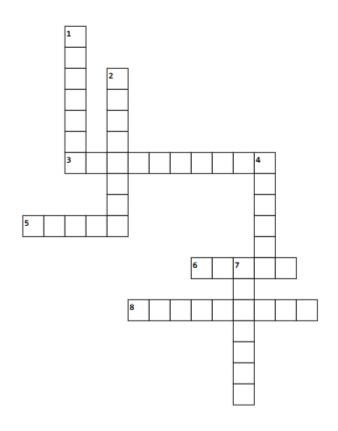
Employee Quiz

How much do you know about first aid? Select the best response to the following statements.

- 1. How should a bee stinger be removed?
 - a. Wash it off
 - b. Scrape it off
 - c. Pull it out
 - d. It shouldn't, leave it in
- 2. Which of these is the most medically trained?
 - a. EMT
 - b. Paramedic
 - c. First responder
 - d. Firefighter
- 3. How long does a rescue breath need to be?
 - a. Delivered over 2 seconds
 - b. Delivered over 1 second
 - c. Long enough to make the chest rise
 - d. A small puff of air
- 4. When an adult victim is unconscious, when should 911 be called?
 - a. As soon as the victim is determined to be unconscious
 - b. After starting CPR
 - c. After starting rescue breaths
 - d. After shocking with an AED
 - e.
- 5. What can a rescuer do to help a victim in shock?
 - a. Give the victim some water
 - b. Elevate the victim's feet
 - c. Cover the victim with a blanket
 - d. Both b and c
 - e.
- 6. What should NEVER be placed on a burn?
 - a. Aloe
 - b. Water
 - c. Cocoa butter
 - d. Dry sterile dressing
- 7. What does AED stand for?
 - a. Automatic Electric Device
 - b. Ambulance Emergency Delivery
 - c. Ambulance Emergency Defibrillator
 - d. Automated External Defibrillator



FIRST AID Employee Puzzle



Across

- 3. MEDICATIONS USED TO TREAT BACTERIAL INFECTIONS
- 5. BY FEELING THIS YOU CAN TELL THE HEART RATE AND RHYTHM
- 6. THIS CONDITION CAN SOMETIMES BE MISTAKEN FOR SHOCK, HOWEVER THIS IS A TEMPORARY CONDITION
- 8. BRUISE

Down

- 1. ALSO CALLED THE WINDPIPE
- 2. A BREAK OR CRACK TO A BONE
- 4. INJURY TO JOINTS AND LIGAMENTS
- 7. GIVEN TO SOME DIABETICS TO CONTROL THE LEVEL OF SUGAR IN THE BLOOD



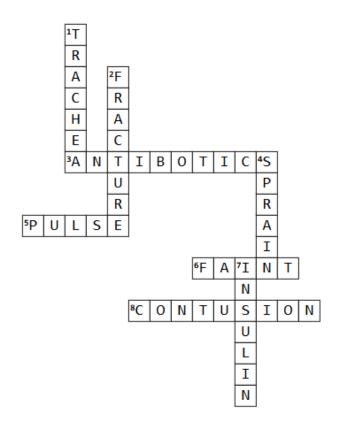
Employee Quiz Answers

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Employee Puzzle Answers



Across

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