

Your eyes are very easy to damage. A hard blow is not necessary to cause injury. All it takes is a tiny sliver or speck of metal, a particle of dust, or trace of chemical to do a great deal of damage to your eyes, and possibly even blindness.

Employees are required to use eye or face protection when exposed to eye or face hazards from flying particles, liquids, chemicals, acids or caustic liquids, chemical gasses or vapors, or potentially injurious light radiation.

Put those safety glasses on, even if you only have one nail to shoot or one hole to drill.

Don't take chances with your eyesight!

- NEVER rub your eye if you get something in it. Extreme caution must be taken to prevent further injury to the eye. If an object is embedded in the eye do not try to remove it. Seek medical help.
- Never try to remove foreign matter from your or other employee's eyes. Playing doctor will probably make the condition worse. Get to the company medical provider right away.
- If your eye is seriously injured, cover it with a sterile oval eye pad, a clean cloth or a piece of gauze. If the eye has come into contact with acid or chemicals, flush the eye immediately with plenty of water from an eyewash station. If an eyewash is not available, use a drinking fountain or water spigot.
- If there is ANY doubt in your mind about the need for eye protection, consult your supervisor. Don't guess and possibly spend the rest of your life with the ultimate consequence of blindness.

You can do several things to help prevent an eye injury:

- **ALWAYS** wear your eye or face protection when an eye or face hazard is present.
- Know the eye safety dangers in your work area.
- Eliminate known eye hazards before starting work.
- Use machine guarding, work screens, or other engineering controls.

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- If you are working with chemicals, you should wear goggles.
- If you are working in an area that has particles, flying objects, or dust, you must at least wear safety glasses with side protection (side shields).
- If you are working near hazardous radiation (welding, lasers, or fiber optics) you must use special-purpose safety glasses, goggles, face shields, or helmets designed for that task.
- Always wear face shields and or goggles when working with a chain saw, stump remover or chipper. Watch for tree branches and other objects that protrude at eye level.
- Contact lenses do not provide eye protection in the industrial workplace. Contact lens wearers must use industrial grade eye or face protective devices.
- Make sure your glasses or other face protection fit. If they do not fit properly, you might be tempted not to wear them. If your safety glasses slip, seem crooked, or are too tight, take a few moments to properly adjust them.
- Keep glasses and other forms of face protection clean. Dirty lenses reduce your visibility. Wash them regularly with mild soap and water or eyeglass cleaner, then polish with a soft dry cloth or a tissue. Anti-dust and anti-fog spray works well on both glass and plastic lenses.
- Keep your glasses in a case when you are not using them. Pits, scratches, or other damage can result if you stick your glasses in a pocket or toss them in a toolbox. Damage to lenses can lessen impact resistance, resulting in less than full protection.
- Anyone working in or passing through areas that pose eye hazards must wear protective eyewear.
- Have your eyes examined periodically. Accidents are sometimes the result of poor vision.

REMEMBER, put those safety glasses on, even if you only have one nail to shoot or one hole to drill.

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Simple Safety Meetings® Leader Guide

Procedural recommendation for a Simple Safety Meeting® Leader:

- A. Prior to the meeting read the topic content to be sure you understand it.
- B. Make notes regarding specific company issues, policies or items for extra emphasis.
- C. Have each participant “sign in” on the participant information sheet prior to starting the meeting and the meeting clock.
- D. Hand out the “Topic Content” meeting sheet when the participant “signs in” making sure each participant has a pencil or pen for note taking.
- E. Instruct the participants to take their time and read through the content, taking their time to understand it and make notes about questions or suggestions they may have.
- F. Wait until everyone is done reading, asking the early finishers to please be quiet while everyone else finishes. (During this time it is a good idea for the leader to re-read the content so as not to appear to be paying attention to who are slow readers and fast readers. Do not embarrass slow readers, but encourage them to take their time to finish so they completely understand and can ask questions.)
- G. After everyone has completed reading and making notes, use a few moments to emphasize, clarify or restate any of the most relevant topic points.
- H. Ask the participants if they have any questions, suggestions or need any clarification.
- I. When the 10-minute bell goes off, the leader must be totally done, except answering questions from the participants.
- J. If another meeting is scheduled, remind everyone of the next meeting date and time.
- K. End the meeting by thanking the participants for their attention and questions.
- L. Remind the participants that working safely is a choice, and you (the leader) and the company wants them to make a conscious effort to choose to work safely

Our content is such that it can be passed out to the participants for them to read during the meeting. The leader’s function is to merely emphasize company specific points, ask if everyone understands the topic points and ask for comments and suggestions.

Our theory is that many shift level safety meeting leaders are not presenters and can feel uncomfortable making any sort of presentation in front of a group of people. However, shift level safety meeting leaders are typically knowledgeable in their area and can handle participant questions and suggestions quite well. The goal of any safety meeting is to communicate the information and make sure the participants understand the safety issues, procedures and policies at hand for your specific company.

Our approach is a simple one. Short, to the point meetings that last no longer than 10 minutes. In fact, we suggest having a standard kitchen timer at the meeting. As soon as the meeting starts, set the timer for 10 minutes. When the bell goes off, the leader’s portion **MUST** be concluded and the **ONLY** allowable discussion is participant questions, suggestions and comments.

Ideally, the topic content should be covered within 10 minutes, not including employee questions. After 10 minutes of presentation, employee’s minds begin to wander, thinking about the workday ahead, future plans in their personal life or just daydreaming.