

Simple Safety Meetings®

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Topic: **Slips, Trips & Falls**

The best way to prevent slips, trips, and falls is good housekeeping in all work areas. Rooms, work areas, hallways and steps must be kept free of equipment and materials. When not in use, tools and other equipment should be kept in proper storage places. A spill should be cleaned up immediately. Do not climb on storeroom shelving. If you must reach high shelves, never substitute crates, boxes or other objects for a stepladder. Place electrical cords so that they do not lie in heavily traveled areas. Safety rules for preventing slip, trip, and fall hazards really are just "common sense" rules. So use common sense.

Watch Where You Walk - Be aware of where you are walking. Look down continuously for spilled liquids, materials, equipment, changing surface levels, etc. Make sure the area is well-lit or use a flashlight if lighting is poor.

Wear Proper Footwear - Make sure your shoes are in good shape and correct for the job. Discard worn-out shoes with smooth soles and other defects. If conditions are wet and slippery, wear non-slip shoes or boots. Avoid footwear with leather soles. Leather soles have poor floor traction, especially on smooth surfaces.

Check for Floor Openings - Look for and avoid unguarded floor openings. On construction sites, when covers are placed over floor openings, avoid walking on the cover unless you are 100% sure it is absolutely secure and will not move or collapse. Never jump over pits or other openings.

Be Careful On Stairs - Do not run when going up or down stairs. Check to see that stair treads are in good shape with no obstructions or debris on the steps. Always use the hand railings that are provided. Avoid carrying large loads when going up or down stairs and ensure that stairs are well lit.

Use Ladders Correctly - Never use broken or defective ladders. Always use the correct type of ladder. Set the angle of the ladder at the proper four-to-one ratio (4ft. up = 1 ft. out, height to width angle). Make sure the ladder is on solid footing and will not move when you climb upon it. Whenever possible, tie your ladder to the structure to improve stability. Anchorage at the bottom is also a good idea. Never stand on the top two steps of a ladder.

Make Sure Scaffolding is Safe to Use - When working on scaffolding, make sure it is secure, stable and properly set-up. Do not work on scaffolding if guardrails are missing or the base is unstable. Check to see that planks are in good shape and not cracked. Tall scaffolds should be tied into a structure to increase stability.

Do Not Jump Off Equipment - Never jump from equipment or vehicles. Use the handrail and steps provided, remembering the "three point rule." Avoid stepping onto loose rocks, slippery surfaces, oil spills, etc. Watch your step and don't trip yourself up!

- Watch Your Step. Don't Slip, Trip or Fall. **Gravity ALWAYS Wins!**

Notes: _____



Company: _____

Location / Dept.: _____

Leader: _____

Date: _____

Comment: _____

Topic:

Participant Information

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Additional Comment: _____

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.