

Safety Meeting Agenda:

Plan and Prepare

Refer to the "Tips For Safety Talks!" for ideas on planning this safety meeting. Read through the article ahead of time to help you with your presentation. Add further questions to those we have provided at the end of this talk.

- 1. Sports are responsible for many eye injuries. Invite a knowledgeable representative of a sporting goods company to talk to your crew about the correct personal protective equipment for racquet sports, basketball and other activities.
- 2. Use this safety meeting as an opportunity to push eye safety at home. Remind everyone to wear safety goggles when handling hazardous chemicals. They should wear the appropriate eye protection such as goggles or safety glasses with side protection in the home workshop.
- 3. Here's a tip to pass along to your workers: They should put their safety glasses on and take them off with both hands. Why? Because using one hand can loosen the frames over time.
- 4. This safety meeting is a good opportunity to review the use of the emergency eyewash and safety shower. Conduct a drill and make sure everyone knows how to find and use this safety equipment in an emergency.
- 5. Invite a company nurse or first aid attendant to demonstrate the correct care of eye injuries.
- 6. Review your company's policies about the use of contact lenses in your work environment. Remind contact lens users that they should inform their doctor about their work environment.
- 7. Lead a discussion on fingers, eyes and why they should be kept apart. Infections such as colds and the flu are commonly spread by touching the eye, nose or mouth with a germ-laden finger.

Ask for any additional comments and questions.

What other safety concerns have come up as a result of the discussion on this topic?

Start your meeting promptly. Report on any follow-up to safety concerns raised at the previous safety talk:

Ask participants what safety problems they have observed on their jobs since the last meeting:

Determine what action should be taken to fix these safety problems. Write them here and take action before the next meeting:

Read today's topic, and ask the participants to read along in their handouts. Add your own comments to the material, including your own company's procedures.

Quiz Answers:

1. False 2. True 3. False 4. True 5. True

Thank your group members for their involvement in today's safety meeting.