

3909 Headlights to See and be Seen

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.

- The topic of headlights is appropriate for the dark fall and winter months, but driving safety is important yearround. Motor vehicle crashes continue to be the leading cause of workplace fatalities.
- If your workers drive automobiles, trucks and other motorized vehicles, adapt this safety talk to the appropriate kind of equipment.
- Ask your workers if they know of injury incidents involving motor vehicles with defective headlights.
- Does your company have a plan for rotating workers out of strenuous tasks to reduce the amount of lifting and twisting each does?

Add your own notes about planning this safety meeting. List any props you need to obtain, demonstrations you want to organize or other preparations you intend to make:

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Ask for any additional comments and questions.

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

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**The Meeting**

Start your meeting promptly.

Report on any follow-up to safety concerns raised at the previous safety talk:

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

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

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**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.** b & c **2.** winter **3.** b **4.** True **5.** Yes **6.** True **7.** True **8.** True **9.** c **10.** Dim high beams.

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