BEFORE THE TALK - TIPS

Before the Meeting Preparation Tips:

- Pass around the attendance sheets.

Be prepared to discuss:

- Safe work practices and polices pertaining to safe lifting protocols and programs industry - wide and at your location.
- Proper reporting procedures relating to incidents, injuries, illnesses, fatalities, near misses / close calls including hazards and concerns at your location.

Other:

1. Did the participants observe any new hazards and dangers about safe lifting since the last meeting?
2. Bring to the meeting a physical education trainer to explain and demonstrate proper lifting and training techniques.
3. Have a present-day employee come to the meeting and provide a narrative how he or she injured his / her back while lifting and how it has impacted his / her life.

AFTER THE TALK- *CHECKLIST*

PROVIDED FOLLOW-UP TO WORKERS THAT DID

POORLY ON THE QUIZ
NAME:_____
_____
DATE: _____

OBSERVED WORKERS
TASK(S):_____
_____
DATE: _____

REFRESHER TRAINING
TOPIC(S):_____
_____
DATE: _____

OTHER (DESCRIBE): _____
MEETING DATE:_____
LOCATION: _____

NOTES

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ANSWERS:

1. False

2. False

3. True

4. True

ATTENDANCE

INSTRUCTOR: _____ **DATE:** _____

SAFETY TALK: _____