

Not Another Meeting!



Before we start, please download the Kahoot! App



Using the Kahoot! App, you will be able to participate in a mock inspection competition at the end of the presentation

Not Another Meeting!



Adding Value Through Safety Inspections and Safety Teams

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Adding Value through Safety



Objectives:

Participants will be able to:

1. State a potential purpose and goal of a safety team.
2. Recognize an inspection tool that needs improvement.
3. Provide examples of a good inspection questions.
4. Describe how safety inspections and safety teams can add value.

3

Part 1: Safety Team

4

Safety Teams



Why have a Safety Team?

1. Identify real issues and practical solutions
2. Develop trust and pride
3. Provide opportunities for employee development
4. Increase compliance

5

What can a Safety Team do?



Almost Anything!

With the right support, training and resources

1. Inspections
2. Incident Investigations
3. Safety Tailgates / Shift Change Meetings
4. Safety Fair
5. Meaningful Projects and Quick Fixes

6

Safety Teams



Getting Started – Or Revamping

1. Management support (attend, \$, time, connections)
2. Membership (selection, size, representation, rotation)
3. Expectations (attend, positive active participation, complete tasks)

7

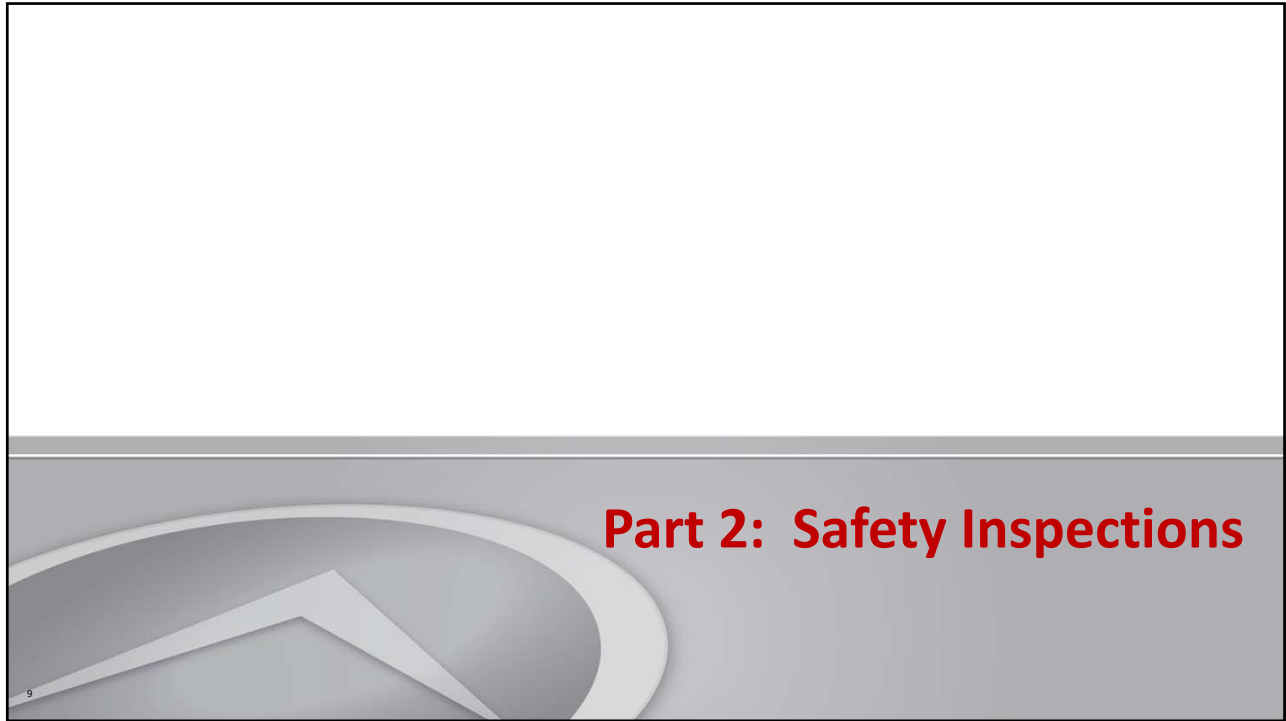
Safety Teams



Tips for Safety Team Effectiveness and Success

1. Communicate the Agenda and Goals
2. Provide training for members
3. Measure and Recognize Progress (track action items)
4. Communicate, communicate, communicate

8




Chair Inspection



Let's do this!

1. Complete the inspection checklist
2. Turn in your completed checklist
3. Please sit down when finished
4. You have 3 minutes
5. Go!

Chair Inspection




Chair Inspection Checklist

Inspector's Name _____ Date _____

	Yes	No	Comments/actions required
Are all chairs operating properly?			
Does every chair meet the requirements?			
Is every chair in good condition?			
Are weight limits being exceeded?			
Do chairs have the appropriate number of legs? Are the legs the proper length? Do they have proper footings?			
Are the chair backs free from hazards?			
Are the adjustments on the chairs in need of maintenance?			
Is training complete and up to date?			

11

Chair Inspection Results



How'd it go?

1. Stand up if you were not able to finish your inspection.
2. Was it clear what you were looking for/at?
3. Was "yes" always the positive/correct answer?
4. What would you change?

12

Chair Inspection Training



Modified Chair Inspection Checklist

Inspectors Name's _____ Date _____ Area Inspected _____

Check at least 5 four legged chairs in your area, list the chair numbers here _____ and under comments if there are any issues or concerns. If chairs are not numbered, tie a pink ribbon to them and mark ribbon "needs number"	Y E S	N O	N A	Chair Numbers Needing Attention, Comments, Actions Taken
1. Are legs free from dents greater than 1/2 of an inch in depth? (approximately the width of your pinky finger)				
2. Are legs firmly attached to the rest of the chair? (do not wiggle or rotate at connecting points)				
3. Is there a weight limit posted on the chair? (if so please note what it is under comments)				
4. Do the chairs feel stable when sitting in them? (do not rock, sag or lean)				
5. Are the chair backs sturdy? (little or no "give" when leaning on them)				
6. Are you or others in the area aware of any incidents involving the chairs – near misses, falls, tip overs? (If so please describe under comments)				
7. Is there anything about the chairs that seem unusual or unsafe? (If so please comment on specific concerns)				

13

Chair Inspection Round 2



Let's do this - Again!

1. Complete the inspection checklist
2. Turn in your completed checklist
3. Please sit down when finished
4. You have 3 minutes
5. Go!

14

Chair Inspection Results



How'd it go?

1. Stand up if you were not able to finish your inspection.
2. Was it clear what you were looking for/at?
3. Was "yes" always the positive/correct answer?
4. What would you change?

15

Safety Inspections



Getting Started – Or Revamping

1. Management support (time and resources)
2. Checklist (clear, focused, train on it)
3. Tracking (completed, action items, follow up)

16

Safety Inspection Tracking



Type of Inspection	Area	Inspectors Assigned	Month	Complete	Action Items	Assigned to	Target Date	Date Completed
Chair Conditions	3	Chad and Suzie	March	Yes	Number chairs	Chad	April 30th	
Chair Conditions	3	Chad and Suzie	March	Yes	Identify, communicate and post chair weight limits	Suzie	April 30th	
Fire Safety								
Walking Surfaces								
Electrical Safety								
Haz Com Labeling								
PPE Usage								

Area	
1	Production
2	Maintenance
3	Offices
4	Warehouse

17

Safety Teams



<https://play.kahoot.it/#/lobby?quizId=16bc1093-8410-4c5f-8d70-75e290a7930f>

18

References



Practical Tips for Establishing a Safety Committee – National Safety Council
<S:\AWS\Employee Training\Safety and Health\2018 AWS All Company Meeting References>

General Safety Checklists – Small Business Handbook
<https://www.osha.gov/Publications/smallbusiness/small-business.html#general>

Questions?