

One Hour Safety Presentation

The main goal of the Division of Safety & Hygiene is the reduction of accidents and illnesses in the workplace. Toward this goal, the One Hour Safety presentation is designed to support the delivery of a presentation to co-workers in your workplace to help them understand and promote safer and healthier work environments. It is recommended that you take the DSH Training Center course as a background for using One Hour Safety Presentation to train others at your workplace. Call 1-800-OHIOBWC, option 2, 2, 2 for class dates and locations.

The One Hour Safety Presentation contains:

- Transparency Masters from which films can be made to use on an overhead projector,
- Instructor Notes which gives the instructor suggestions and script notations to use during the presentation, and
- Student Handouts which can be copied for those attending the presentation.

Materials are included for a one-hour presentation on each of these topics:

- ✓ Accident Analysis
- ✓ Bloodborne Pathogens
- ✓ Effective Safety Teams
- ✓ Enhancing Safety through a Drug-Free Workplace
- ✓ Ergonomics Basic Principles
- ✓ Ergonomics Developing an Effective Process
- ✓ Hazard Communication
- ✓ Lockout/Tagout and Safety-related Work Practices
- ✓ Machine Guarding Basics
- ✓ Measuring Safety Performance
- ✓ Powered Industrial Trucks Training Program
- ✓ Respiratory Protection
- ✓ Violence in the Workplace

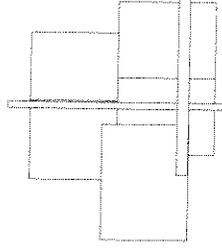
Applications used:

- 1) Text documents (ending in .txt) can be opened with any word processing program.
- 2) Microsoft PowerPoint slides (ending in .ppt) can be opened with the Microsoft PowerPoint program. If you do not have PowerPoint and you do have Windows 95, 98, 2000 or Windows NT operating system, you can view the PowerPoint slides by downloading a free PowerPoint Viewer from the following website:
<http://office.microsoft.com/downloads/default.aspx?Product=PowerPoint&Version=95|97|98|2000|2002&Type=Converter|Viewer>
- 3) Adobe Reader document (ending in .pdf) contains the One Hour Safety Presentation in read-only format. It can be opened when you download Adobe Reader, which is available free of charge at the following website:
<http://www.adobe.com/products/acrobat/readstep2.html>

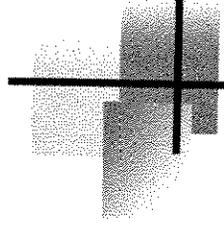
If you have comments or questions about these materials for One Hour Safety Presentation, please e-mail us: OCOSHTrng@bwc.state.oh.us

Transparency Masters

Effective Safety Teams

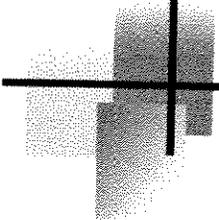


Ohio Bureau of Workers'
Compensation
Division of Safety and Hygiene



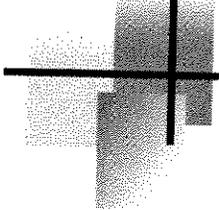
Assembling a Team

- Cast Team Vision
- Secure a Team Sponsor
- Define a Team Structure
- Select Team Members
- Build Team Skills



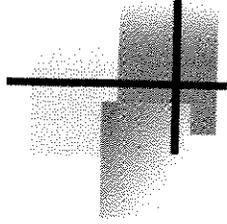
Select Team Members

- Labor and management partnering
- Represent key functional areas and knowledge
- Diversity
 - Knowledge, skills and abilities
 - Human
- Appoint, recruit or volunteer



Select Team Members Cont'd

- Team Leader
- Scribe / Note Taker
- Time Keeper
- Facilitator



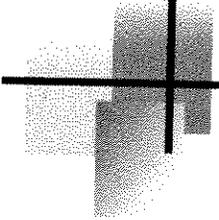
The Facilitator's Role

Effective Safety Teams

Focus on the process rather than the content

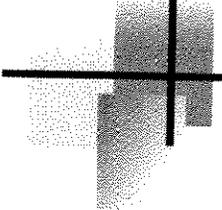
- Keeps meeting on track
- Allows everyone a chance to participate
- Suggests problem solving and decision making methods
- Ensures goals are met

Assists in problem solving and decision making



- Fishbone diagramming
- Brainstorming
- Flow charting
- Force field analysis
- Pareto diagramming
- Multi-voting
- Group normalization process
- High-low quadrants
- Decision analysis

Target group purpose and meeting purpose



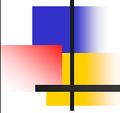
- Use the “statement of purpose” to stay on track
- Use the agenda as a guide

Overview and summarize

- Restate the concept and come to consensus

Instructor Notes

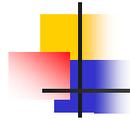
Effective Safety Teams



Ohio Bureau of Workers'
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Division of Safety and Hygiene

Effective teams have:

- Mutual accountability for all team members.
- Members that integrate data to develop work products.
- Decisions that are made by consensus.
- A pooling of expertise.
- A goal to solve problems and institute change for improvement.
- A reason for existing that is clear and aligns its members.
- Members that grow and develop expertise.
- Environment that stimulates “out of the box” thinking and creativity.



Assembling a Team

- Cast Team Vision
- Secure a Team Sponsor
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Effective Safety Teams

Team Vision:

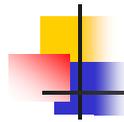
Identify a real system problem to solve, clearly define the business objectives, and create a vision or purpose statement,

Team Sponsor:

- Reviews team goals for achievability.
- Establishes boundaries.
- Breaks down barriers.
- Identifies resources.
- Approves decisions.
- Determines performance standards.

Define a team structure by giving consideration to the following:

- How the team will relate to the rest of the organization.
- What relationships does the team need to have with maintenance, engineering, purchasing, legal, etc.



Select Team Members

- Labor and management partnering
- Represent key functional areas and knowledge
- Diversity
 - Knowledge, skills and abilities
 - Human
- Appoint, recruit or volunteer

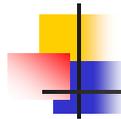
Effective Safety Teams

Team roles should be established and assigned when the team is established and may need to be clarified at the beginning of each meeting. An effective team allows members to be flexible in their roles. Rotating duties may encourage this flexibility.

Consider what departments need representation and who should represent them.

Discuss characteristics of a good team member:

- Follows through on assigned Action Plan items.
- Prepares prior each meeting.
- Attends meetings regularly.
- Participates in team discussions and offers suggestions.
- Voices opinions on topics.
- Serves as facilitator, scribe, or time keeper as needed.
- Accepts and supports consensus decisions of the team.
- Communicates with departments.
- Gathers ideas from parties affected by team decisions.
- Communicates progress with areas represented.



Select Team Members Cont'd

- Team Leader
- Scribe / Note Taker
- Time Keeper
- Facilitator

Effective Safety Teams

Team Leader:

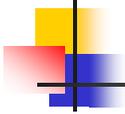
- Communicates with team sponsor.
- Reminds team members to bring “homework” to the meetings.
- Sends reminders for each meeting.
- Arranges the meeting location.
- Acts as a point of contact for team members unable to attend scheduled meetings.
- Builds communication channels between departments and management.
- Helps establish team climate and shape attitudes.

Scribe/Note Taker:

- Takes notes.
- Writes meeting minutes that include action plans.
- Makes updates to action plans.
- Prepares agenda for next meeting.
- Distributes minutes and agenda prior to next meeting.

Timekeeper:

- Informs team when the allotted time to discuss topic is running out.
- Informs team when they are nearing the end of the meeting.

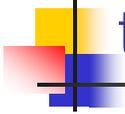


The Facilitator's Role

Effective Safety Teams

The functions and responsibilities of a Facilitator include:

- Focus on process vs. content.
- Assist in problem solving and decision making.
- Clarity and understanding.
- Involvement and participation.
- List every idea - write down everything.
- Interface with different customers.
- Time.
- Agenda.
- Target team and meeting purpose.
- Overview and summary.
- Resolve conflict, remain neutral and objective.

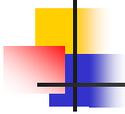


Focus on the process rather than the content

- Keeps meeting on track
- Allows everyone a chance to participate
- Suggests problem solving and decision making methods
- Ensures goals are met

Effective Safety Teams

The role of the Facilitator is to make sure that the team has a productive meeting.

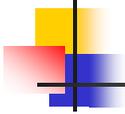


Assists in problem solving and decision making

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- Multi-voting
- Group normalization process
- High-low quadrants
- Decision analysis

Effective Safety Teams

The facilitator provides tools to help the group find solutions to problems.



Target group purpose and meeting purpose

- Use the “statement of purpose” to stay on track
- Use the agenda as a guide

Effective Safety Teams

The facilitator acts as the meeting navigator (opens and ends discussions, keeps discussions focused, follows agenda, asks questions).

It's easy for group to get distracted. The tendency is to focus on urgent issues rather than important ones. The facilitator can use the “statement of purpose” to keep the group on track when they begin to struggle or wander.



Overview and summarize

- Restate the concept and come to consensus

Effective Safety Teams

The facilitator helps the group focus by frequently summarizing the key points of a discussion or meeting.

One critical function of the facilitator is to make sure everyone is working on the same problem. Taking time to carefully define the problem and write it down is a helpful tool.

Student Handouts

Effective Safety Teams

Ohio Bureau of Workers' Compensation
Division of Safety and Hygiene

Objectives

- to develop a team within your organization,
- to understand why a team out performs a committee,
- to facilitate group discussions and get involvement,
- to learn tools and skills that you can use to make decisions,
- to measure the effectiveness of the team.

Effective Safety Teams

Teams vs. Committees



Effective Safety Teams



Group Decision Making

- everyone has _____, all opinions are _____
- people willing to _____ decisions
- no one is forced to _____
- decisions are more _____
- _____ is seen as healthy
- _____/_____ vs. win/lose

Effective Safety Teams



Assembling a Team



Effective Safety Teams



Assembling a Team

- Cast Team Vision
- Secure a Team Sponsor
- Define a Team Structure
- Select Team Members
- Build Team Skills

Effective Safety Teams



Team Vision

- Identify a real _____ problem to solve
- Clearly define business _____
- Create a _____ or purpose statement
- Are diverse _____ and information needed?

Effective Safety Teams



Team Sponsor

- Raise high level support

Effective Safety Teams



Select Team Members

- Labor and management partnering
- Represent key functional areas & knowledge
- Diversity
 - Knowledge, skills and abilities
 - Human
- Appoint, recruit or volunteer

Effective Safety Teams



Build Team Skills

- Interpersonal communication
- Confidence & safety in team process
- Conflict resolution
- Team concepts
- Group facilitation concepts and abilities
- Problem-solving processes

Effective Safety Teams



The Facilitator's Role

Effective Safety Teams



Focus on the process rather than the content

- Keeps meeting on track
- Allows everyone a chance to participate
- Suggests problem solving and decision making methods
- Makes sure goals are met

Effective Safety Teams



Assists in problem solving and decision making

- Fishbone diagramming
- Brainstorming
- Flow charting
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- Decision analysis

Effective Safety Teams



Clarify discussions to ensure understanding

- Watch the group for body language, signs of confusion
- Check for questions
- Summarize the group's discussions

Effective Safety Teams



Involvement and participation

- Ask opinions of quiet members
- Signal talkative members to give others a chance
- Involve all members

Effective Safety Teams



List every unique idea

- Write everything down
- Remember past discussions
- Provides a record of rationale for decisions

Effective Safety Teams



Interface with various customers

- Group leader
- Group members
- Group recorder
- Group sponsor

Effective Safety Teams



Time

- Start and end on time
- Get a time budget
- Remind group of time remaining
- Make suggestions when time is running out and work is not yet complete

Effective Safety Teams



Agenda and minutes

- Distribute one day in advance
- Get agreement on agenda
- Establish next meeting's agenda

Effective Safety Teams



Target group purpose and meeting purpose

- Use the "statement of purpose" to stay on track
- Use the agenda as a guide

Effective Safety Teams



Overview and summarize

- Restate the concept and come to consensus

Effective Safety Teams



Remain neutral and objective.
Resolve conflicts

- Group dysfunctional behavior

Is conflict good in a meeting?

Effective Safety Teams



Evaluating Team Effectiveness

Effective Safety Teams
