

*****WELCOME*****

**HOW TO CONDUCT
EFFECTIVE
SAFETY MEETINGS**

Presented By

**NGWA – Hartford Insurance Well Guard Program
Safety Education Programs**

Your Official Welcome To Nevada



**Unless You Bring
LOTS of MONEY**

WHY HAVE SAFETY MEETINGS ?



NEW A 340-600 JUST MADE - NEVER FLOWN

ARE THEY A GOOD INVESTMENT ?



3 EXCITED EMPLOYEES - \$140+ MILLION ACCIDENT

*****WELCOME*****

**HOW TO CONDUCT
EFFECTIVE
SAFETY MEETINGS**

PRESENTED BY

JOE HOGAN

**SENIOR LOSS CONTROL CONSULTANT
HARTFORD INSURANCE GROUP**

OUR AGENDA TODAY

- **SELECTING THE TYPE OF SAFETY MEETING**
- **EFFECTIVE COMMUNICATION**
- **HOW TO CONDUCT AN EFFECTIVE SAFETY MEETING**
- *GOOD SOURCES OF INFORMATION FOR YOUR SAFETY MEETING*
- *TAILGATE OR TOOLBOX SAFETY TALKS*

DO YOUR EMPLOYEES RUSH TO ATTEND COMPANY SAFETY MEETINGS ???



COMPANY PARKING LOT – SAFETY MEETING DAY

SELECTING THE TYPE OF MEETING

WHAT IS PURPOSE OF YOUR

SAFETY MEETING ?

- **BECAUSE THE BOSS SAID TO HAVE ONE**
- **SAFETY TRAINING**
 - NEW EMPLOYEE(S)
 - NEW EQUIPMENT
 - NEW PROCEDURES
 - REFRESHER SAFETY TRAINING
 - VEHICLE FAMILIARIZATION
- **ACCIDENT REVIEW**
- *NEW JOB SITE OR NEW PROJECT PLANNING*
- **EQUIP. MOVE PLAN**
- *SPECIAL MAINT. OR INSPECTION*
- **CUSTOMER COMPLAINT**
- *JOB SITE PROBLEMS*
- **SAFETY AWARENESS**
- *SAFETY AWARD*

PURPOSE ??

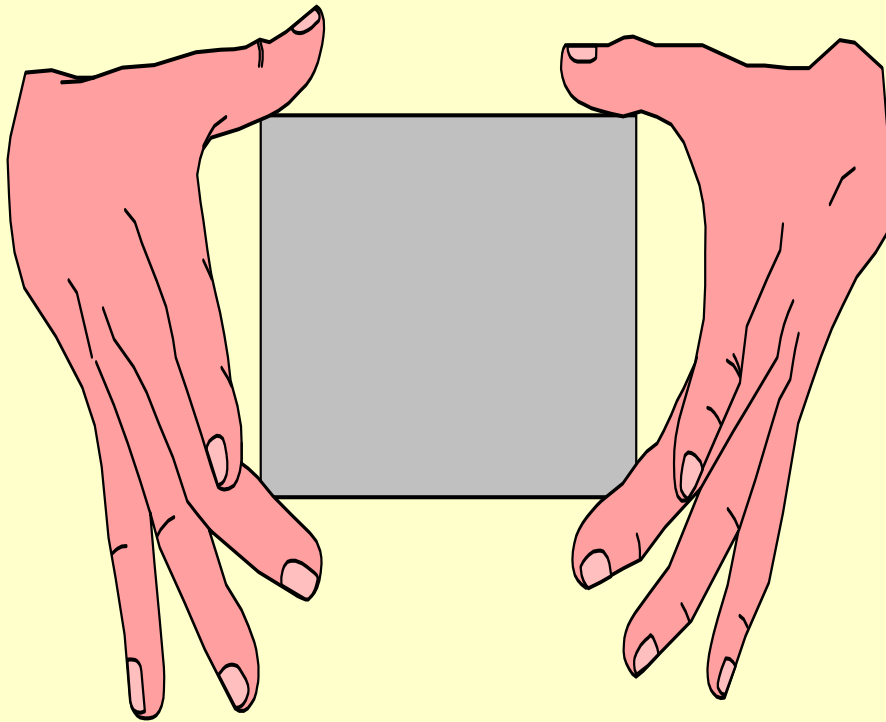
FOLLOW KISS PRINCIPLE

LIMIT SCOPE

**DO NOT TRY TO DO TOO
MUCH IN ONE MEETING**

WHAT IS THE DIFFERENCE ?

TRAINING VS EDUCATION



MEETING DURATION ??

- **TIME IS**



- **SAFETY TRAINING IS
AN INVESTMENT IN
YOUR COMPANY'S
FUTURE**

**TAIL GATE
TALK
VS
RAINY DAY
OR
CLASSROOM
TRAINING**

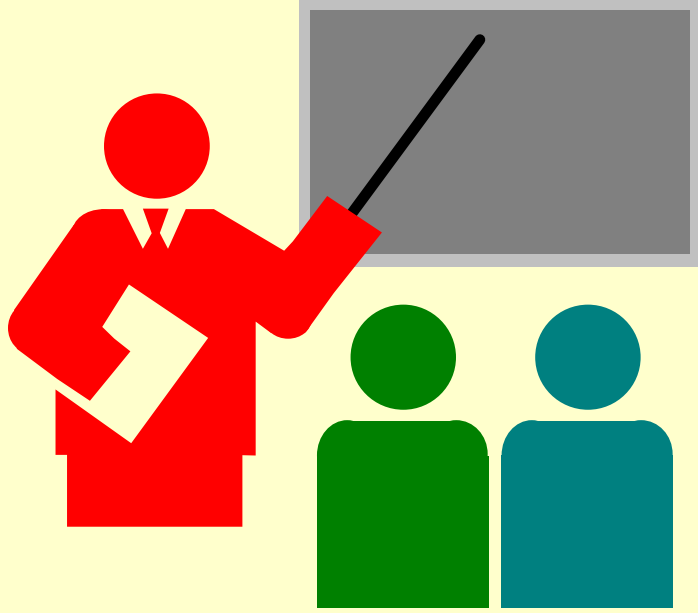
SELECTING PRESENTER(S)

THE GOOD, THE BAD, THE BORING

- **YOURSELF ?**
- **SUPERVISOR ?**
- **EMPLOYEE ?**
- **GUEST SPEAKER ?**
- **VIDEO TAPE ?**
- **AUDIO – VISUAL
PROGRAM ?**

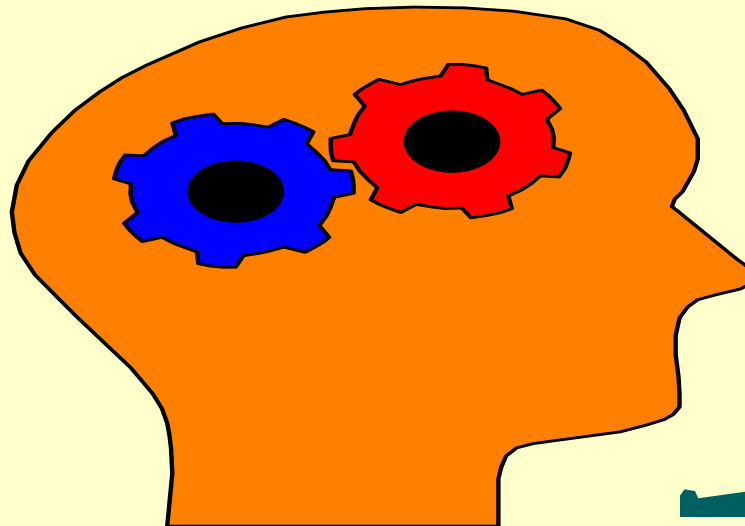
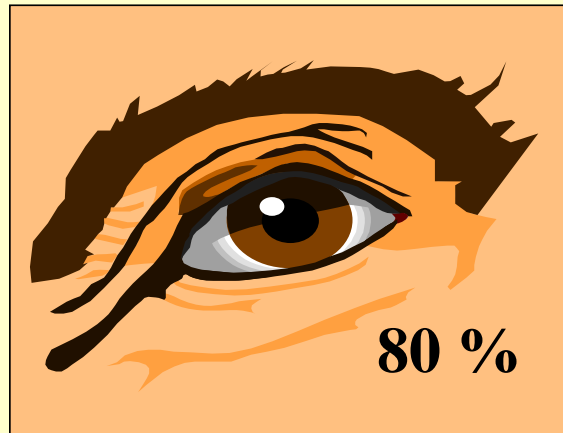
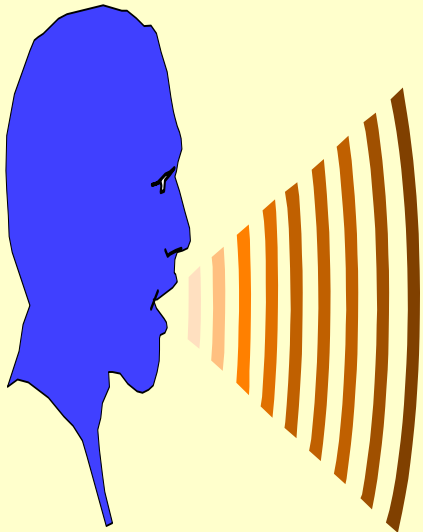


HOW TO BE A EFFECTIVE



TRAINER

EFFECTIVE ***COMMUNICATION***



FAILURE TO COMMUNICATE ?



HUMOR CAN HELP COMMUNICATION
IF THEY LAUGH – THEY REMEMBER



MEETING
TOPIC TODAY

OUR NEW
COMPANY
TRUCK

TODAY OUR TOPIC IS OFF ROAD DRIVING



SOMETIMES IT IS NOT FUNNY



**A NOT SO FUNNY THING HAPPENED TO BILL ON
THE WAY TO THE DRILL SITE YESTERDAY**

COMMON TYPES OF TRAINING

Skill Development

New Job / Process

New Machine / Rig

OJT - Upgrade

Refresher

Policy / Procedure

Attitude / Awareness

Tail Gate / Tool Box

NEW EMPLOYEE

Company Level

Shop / Crew Level

Job Specific

Skill Develop

Test / Eval.

Counseling

**DOCUMENT ALL
TRAINING**

NEW EMPLOYEE TRAINING

LO -TO

MSDS

PPE

SAFE MATERIAL HANDLING

ERGONOMIC FACTORS

EMERGENCY PROCEDURES

ACCIDENT / INJURY REPORTING

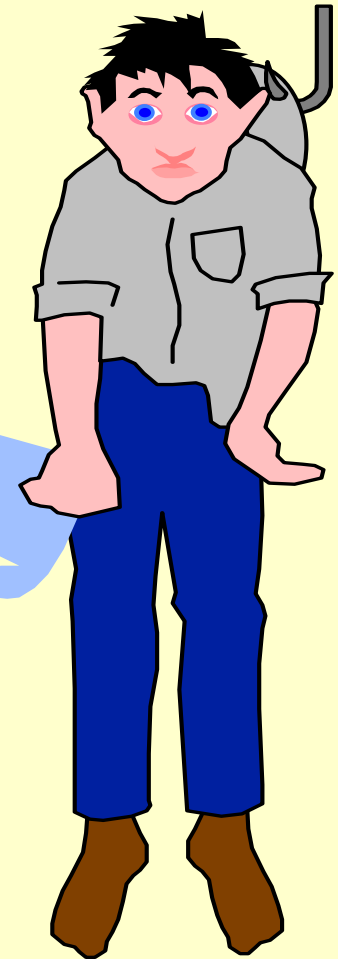
HAZARD / SUGGESTION REPORTING

SAFETY COMPLAINTS

SAFETY RULES / POLICIES

JOB / TASK / MACHINE SAFETY

**ALL TRAINING MUST BE DOCUMENTED
FOR ALL EMPLOYEES**



HOW TO CONDUCT
EFFECTIVE
MEETINGS
OR TRAINING
FOUR
SIMPLE STEPS



FOUR STEPS

- **PREPARE YOURSELF**
- **PREPARE THE STUDENTS**
- **CONDUCT / PRESENT
YOUR MEETING**
- **FOLLOW UP**

4 X 4 METHOD

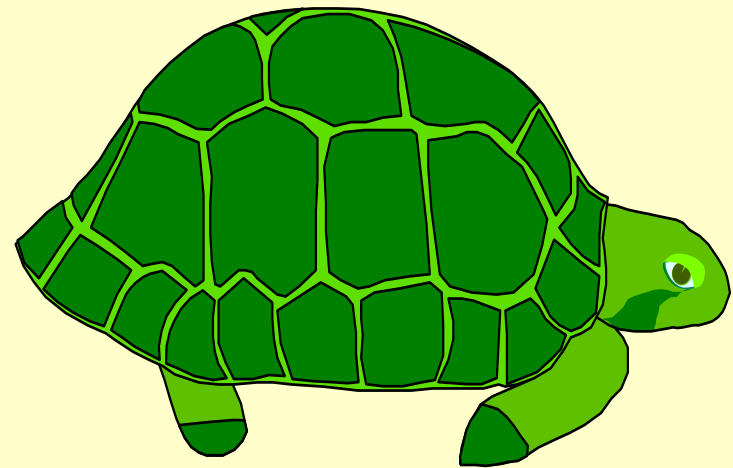
PREPARE YOURSELF

**FOUR
STEPS**



1. HAVE A MEETING OBJECTIVE

AND A REALISTIC TIME TABLE
HOW MUCH CAN THEY LEARN
AND MASTER AT ONE TIME ??



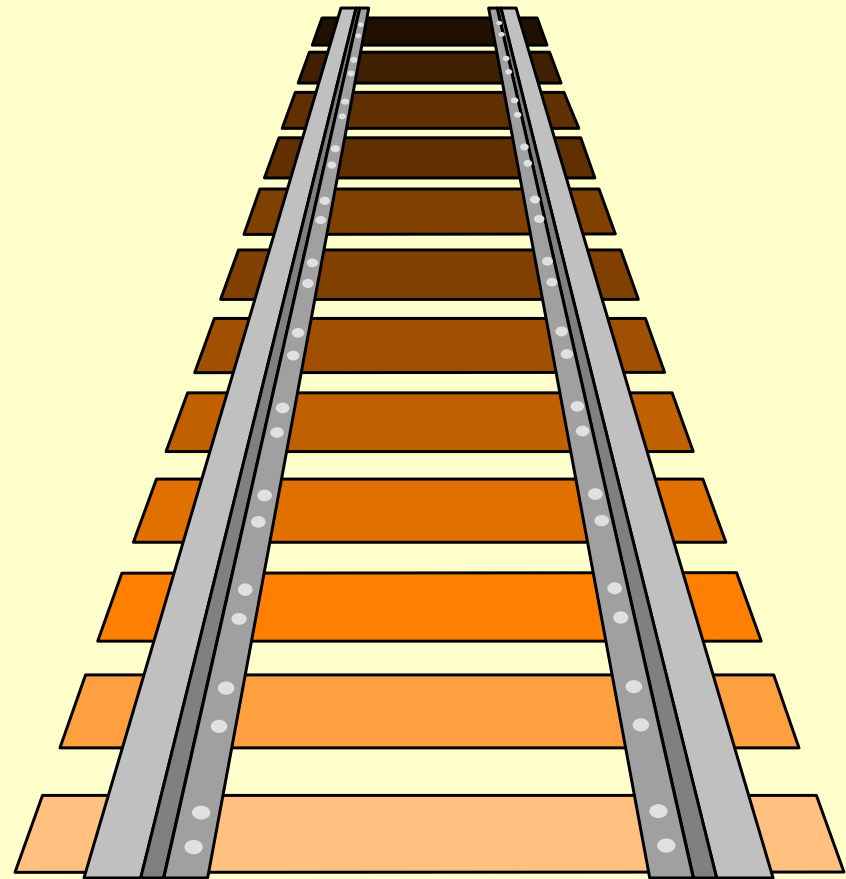
2. BREAK DOWN YOUR AGENDA & INFORMATION

- **INTO SIMPLE STEPS**
- **KEY
POINTS**



3. ORGANIZE

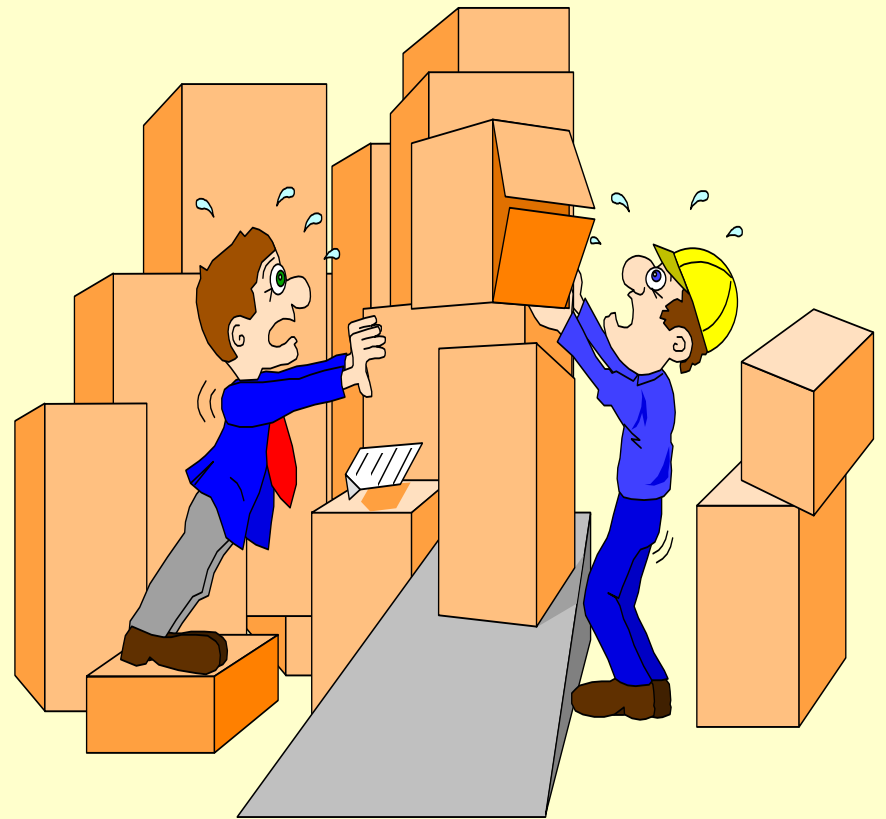
**ORGANIZE
PROGRAM
MATERIAL
IN A
LOGICAL
SEQUENCE**



4. HAVE EVERYTHING READY

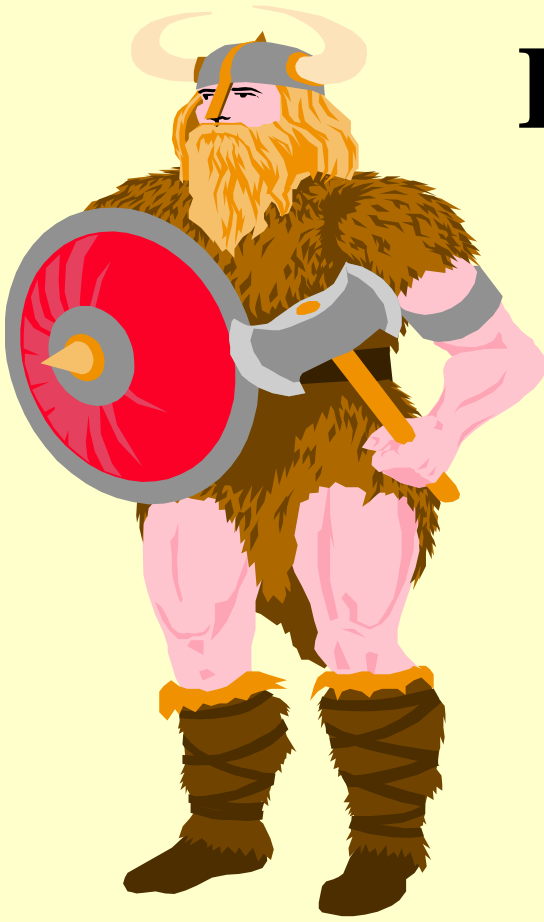
**HAVE THE MEETING
PLACE OR
TRAINING AREA
PROPERLY
ARRANGED AND
PREPARED**

**HAVE VISUAL AIDS
& TNG MATERIALS
READY**



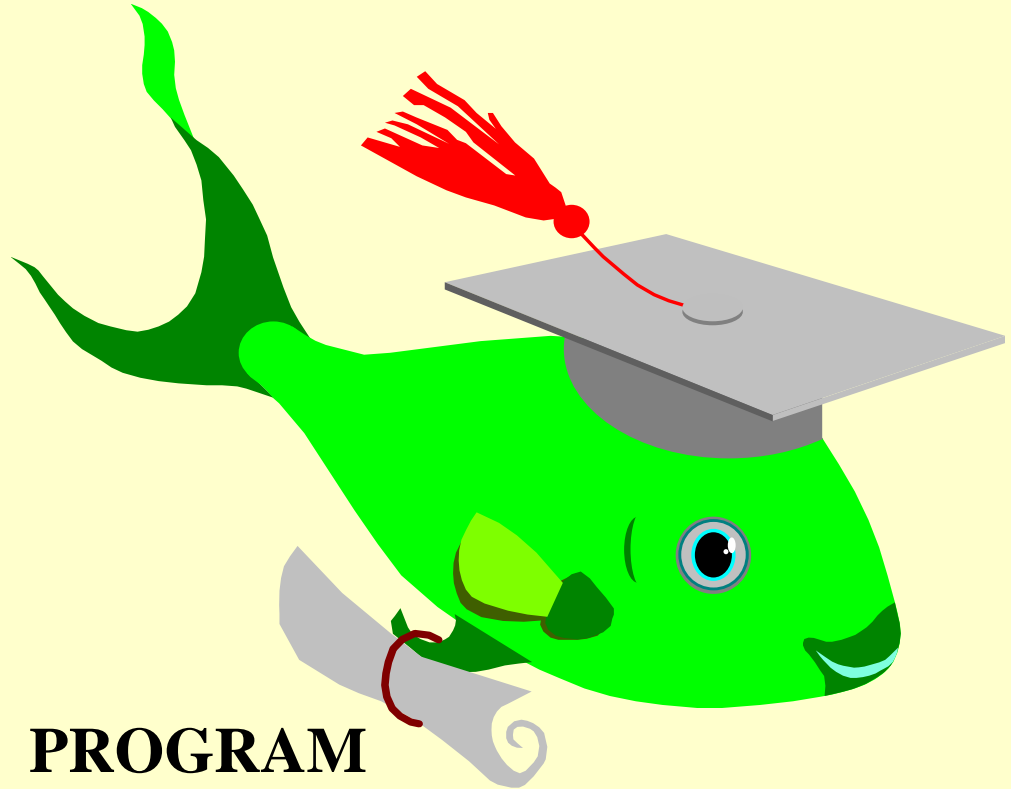
PREPARE YOUR AUDIENCE OR STUDENTS

FOUR STEPS



1. PUT THEM AT EASE

- MAKE THEM FEEL COMFORTABLE
- THIS IS A LEARNING OPPORTUNITY
- WHAT IS IN IT FOR THEM
- WHAT IS EXPECTED OF THEM
- BRIEF OVERVIEW OF PROGRAM
- HOW THIS APPLIES TO THEIR JOB
- FIND OUT WHAT THEY ALREADY KNOW



2. START WITH WHAT IS ALREADY KNOWN



**WHAT HAS BEEN
PREVIOUSLY LEARNED ?**

**Where are there common
Reference Points ??**

**YOU CAN NOT GET
THERE FROM HERE
UNTIL YOU BOTH
AGREE ON
WHERE “HERE” AND
“THERE” ARE**

3. GET THE EMPLOYEE **INTERESTED IN LEARNING**

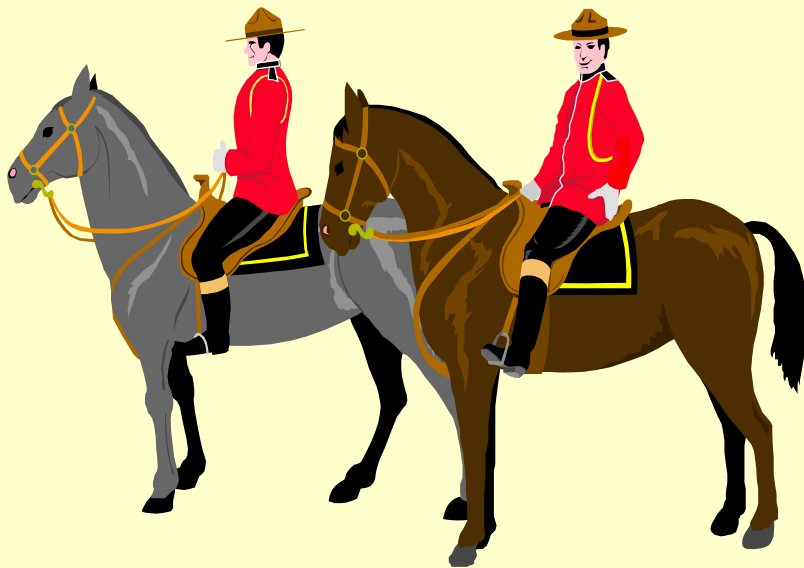
- **WHAT IS IN IT FOR THEM**
- **WHY DO THEY NEED TO KNOW**
- **HOW CAN / WILL THEY USE THIS**



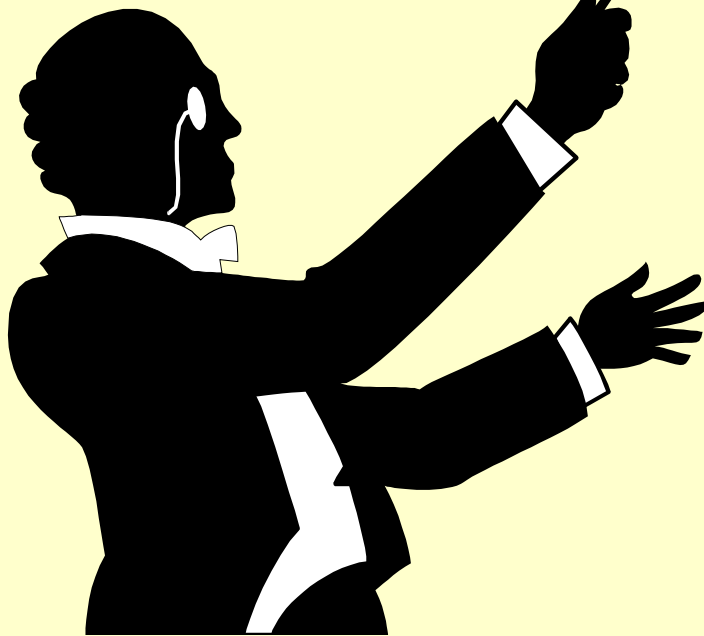
Sitting in a 3.8-metre sea
kayak and watching
a four-metre great
white approach you is
a fairly tense experience

4. PLACE THE AUDIENCE IN THE PROPER POSITION

WHERE DO THEY NEED
TO BE TO SEE &
LEARN EVERYTHING
THAT THEY NEED TO
KNOW & DO ?



PRESENT YOUR AGENDA



**FOUR
STEPS**

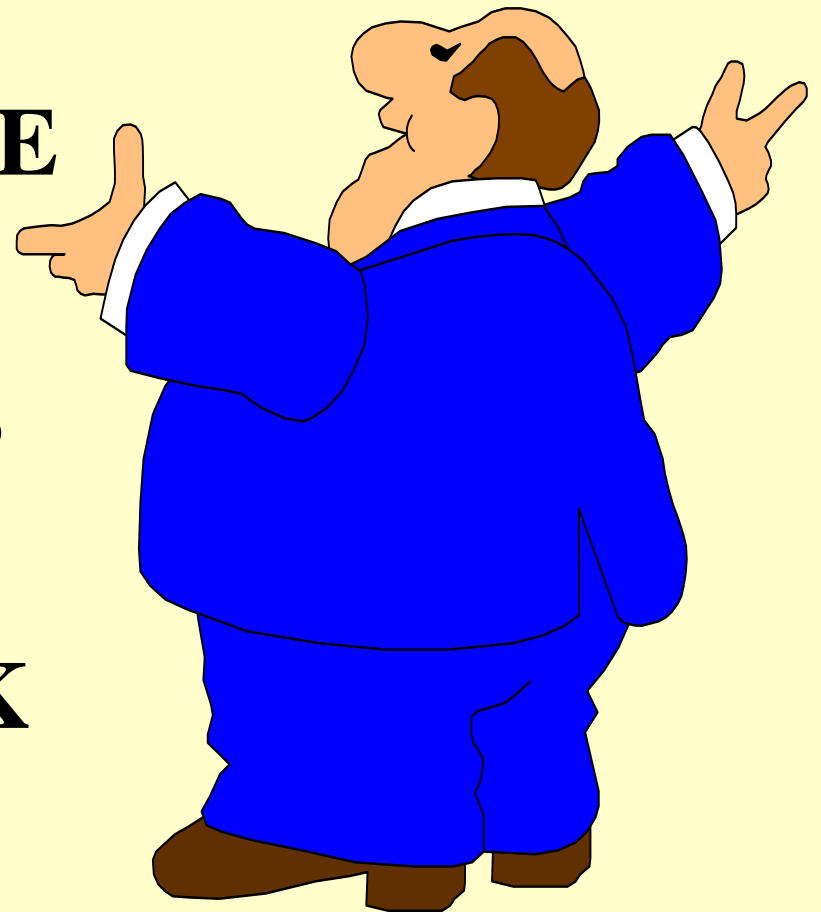
1. TELL - SHOW - THEN DEMONSTRATE

- GIVE AN OVERVIEW
- TELL - SHOW - DEMONSTRATE
ONE STEP
AT A TIME



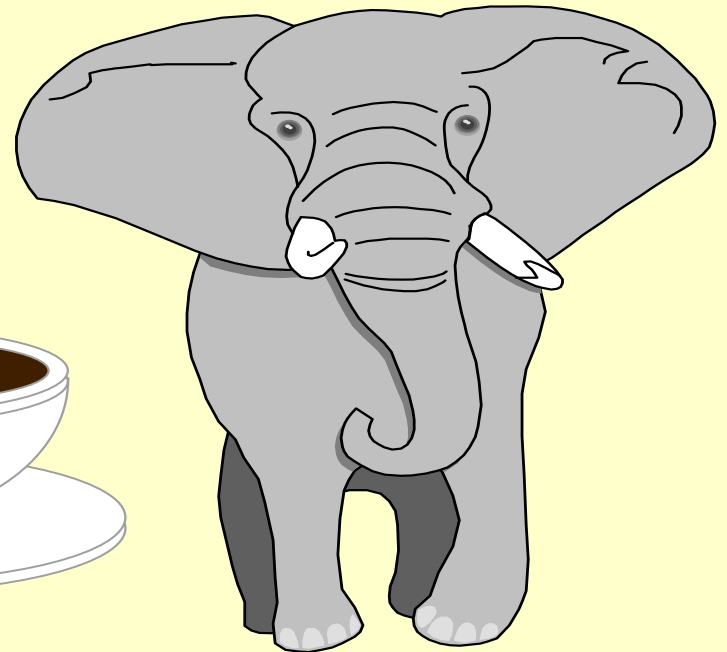
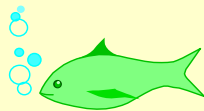
2. STRESS KEY POINTS

- **STRESS EACH KEY POINT IN SEQUENCE**
- **EXPLAIN REASONS**
- **SOLICIT FEEDBACK**



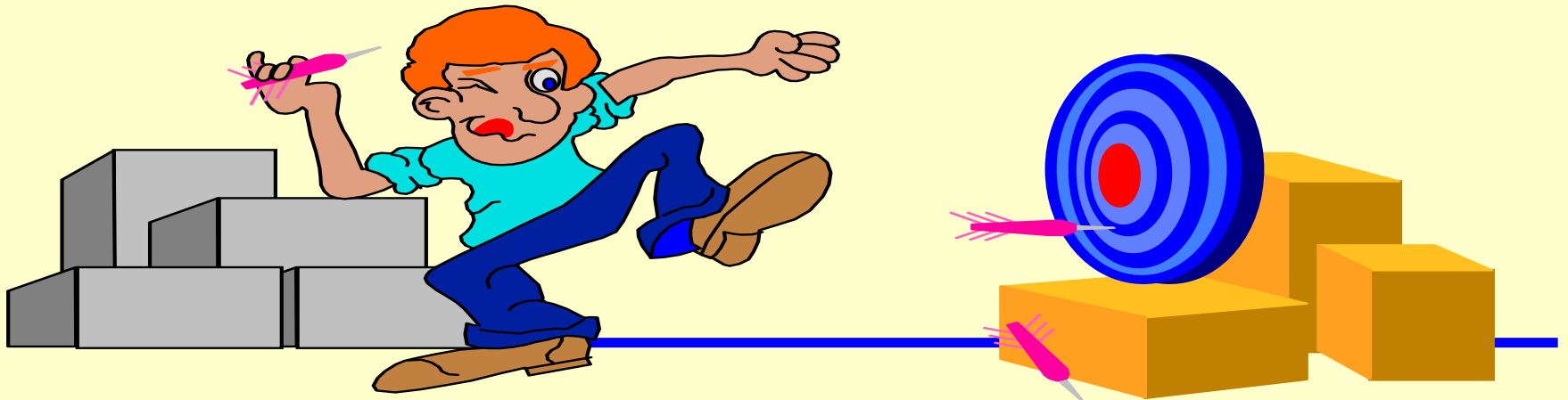
3. GIVE ONLY WHAT THEY CAN MASTER AT ONE TIME

- DO NOT DROWN THE STUDENT
WITH TOO MUCH INFORMATION.**
- GO ONE STEP - ONE BITE AT A TIME**



4. MAKE SURE YOUR MESSAGE **WAS PROPERLY RECEIVED**

- **ASK QUESTIONS – HAVE EMPLOYEE(S) EXPLAIN KEY POINTS**
- **MAKE SURE THEY FULLY UNDERSTAND**
- **GENTLY CORRECT ERRORS**
- **ENCOURAGE AUDIENCE PARTICIPATION**



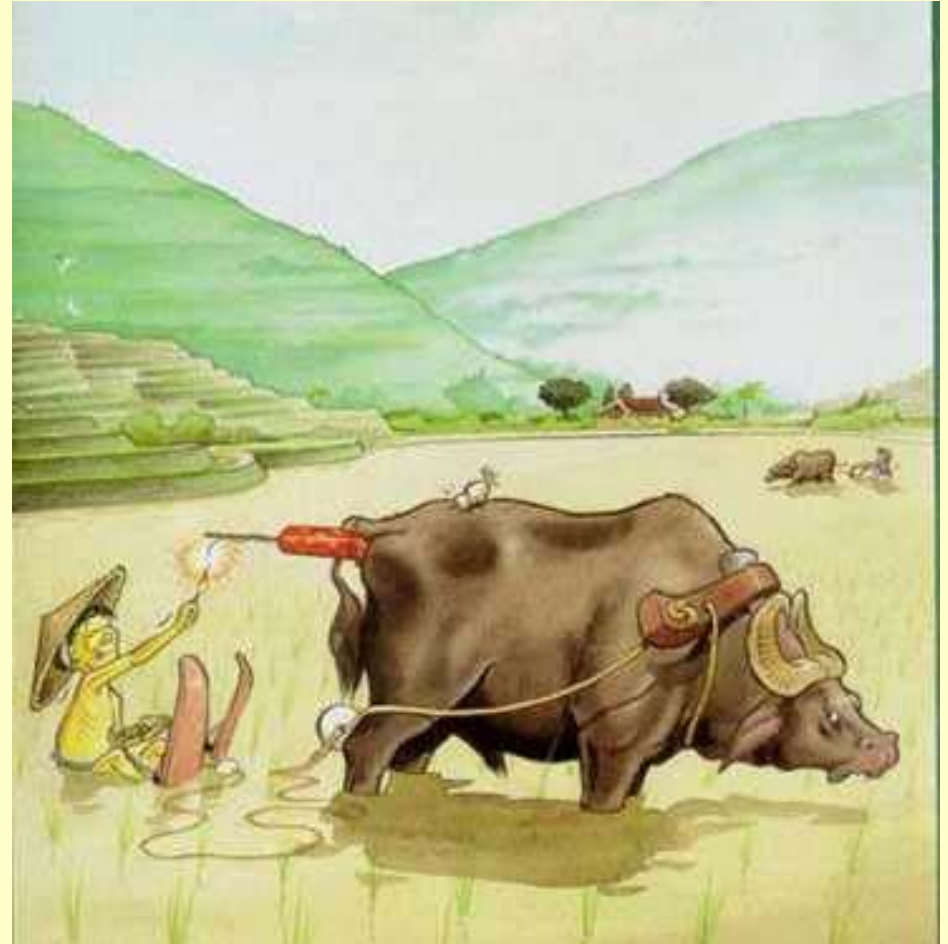
FOLLOW UP

FOUR STEPS

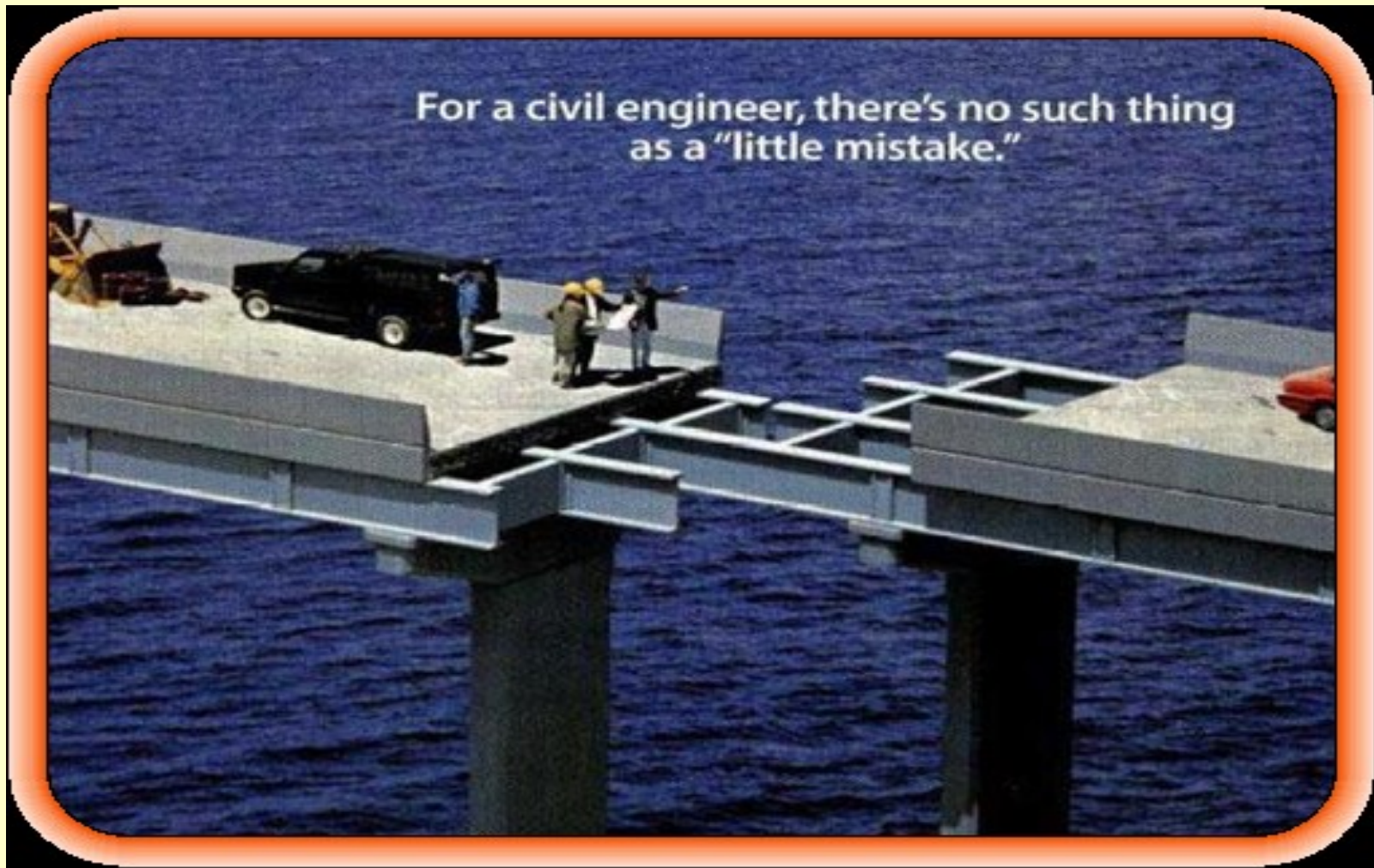


1. LET THE EMPLOYEE **HANDLE THE JOB ALONE**

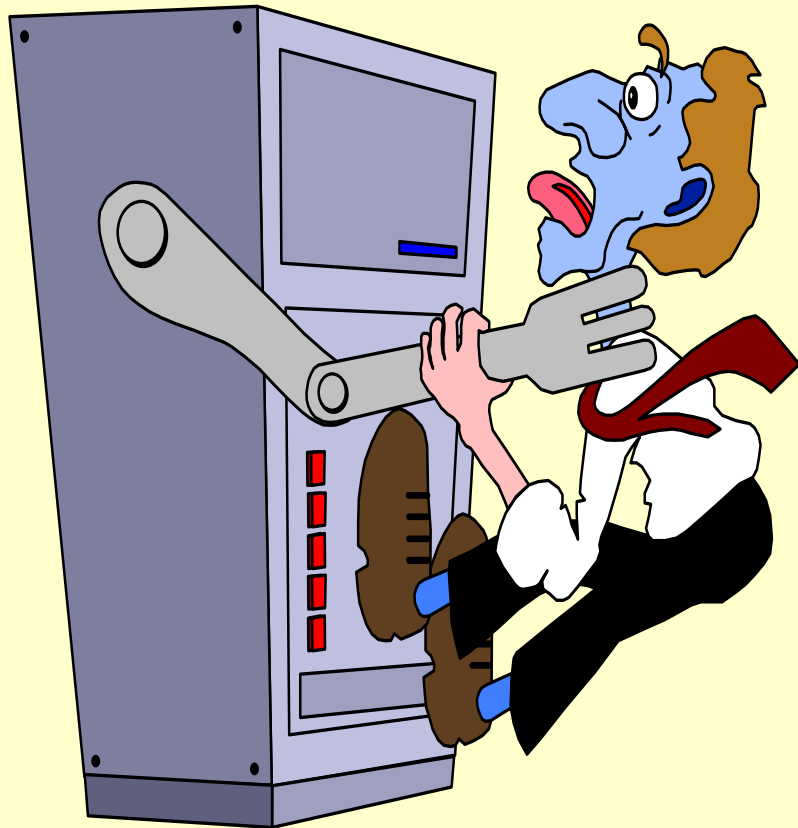
- **DO NOT EXPECT PERFECTION THE FIRST FEW TRIES**
- **MISTAKES ARE IMPROVEMENT OPPORTUNITIES**
- **BUILD SKILL AND CONFIDENCE**



**REMEMBER: MISTAKES ARE
IMPROVEMENT OPPORTUNITIES FOR
BOTH THE TRAINER AND TRAINEE**



2. NAME ONE PERSON THE EMPLOYEE CAN ASK FOR *HELP* !!!



3. CHECK FREQUENTLY

- WATCH KEY POINTS
- ENCOURAGE QUESTIONS
- **ASK QUESTIONS**
- GIVE PRAISE AND POSITIVE FEEDBACK



ASK QUESTIONS “GENTLY”



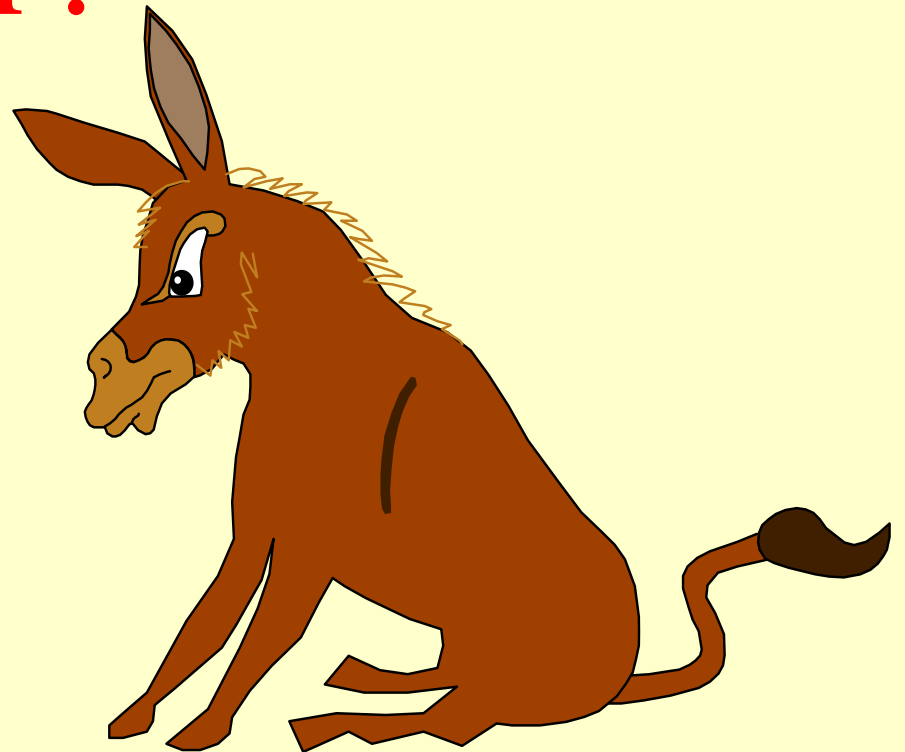
4. TAPER OFF



**SLOWLY
TAPER OFF
COACHING
AND
FOLLOW UP**

**** REMEMBER ****

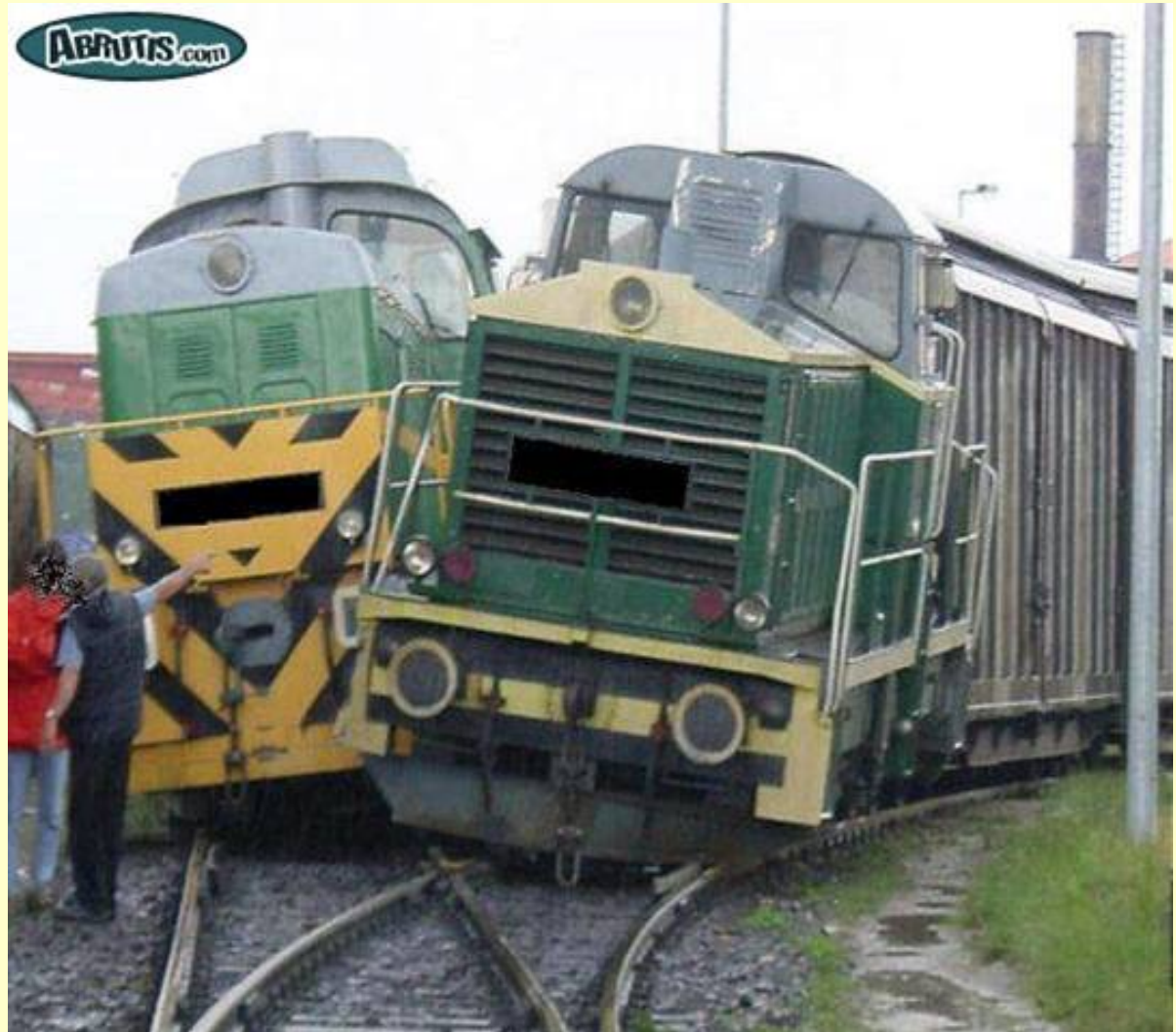
**IF THE EMPLOYEE HAS NOT
LEARNED, THE INSTRUCTOR
HAS NOT TAUGHT !**



****ALSO REMEMBER****

**IF YOU
HAVE NOT
TRAINED
THEM**

**DO NOT
BLAME
THEM**



INFORMATION RESOURCES

- **NGWA RESOURCES**

NGWA

**SAFETY PROGRAM
MANUAL**

WATER WELL JOURNAL

**WELLGUARD, LESSONS LEARNED
AND OTHER SAFETY ARTICLES**

NGWA WEB SITE

www.ngwa.org

**SAFETY INFORMATION
LIBRARY**

- **OTHER RESOURCES**

- **NDA DRILLING
SAFETY GUIDE**

- **EQUIPMENT MFGRS.
PUBLICATIONS**

- **LOCAL & STATE
GOVERNMENT**

- **FEDERAL AGENCIES**

- **YOUR INSURANCE
AGENT**

- **STATE WATER WELL
DRILLER ASSN.**

- **CARTOONS**

*****REVIEW*****

4 STEPS FOR EFFECTIVE MEETINGS

- **PREPARE YOURSELF**
- **PREPARE THE STUDENT(S)**
- **CONDUCT / PRESENT
THE TRAINING**
- **FOLLOW UP**

WHAT ELSE IS NEEDED

YOUR PERSONAL

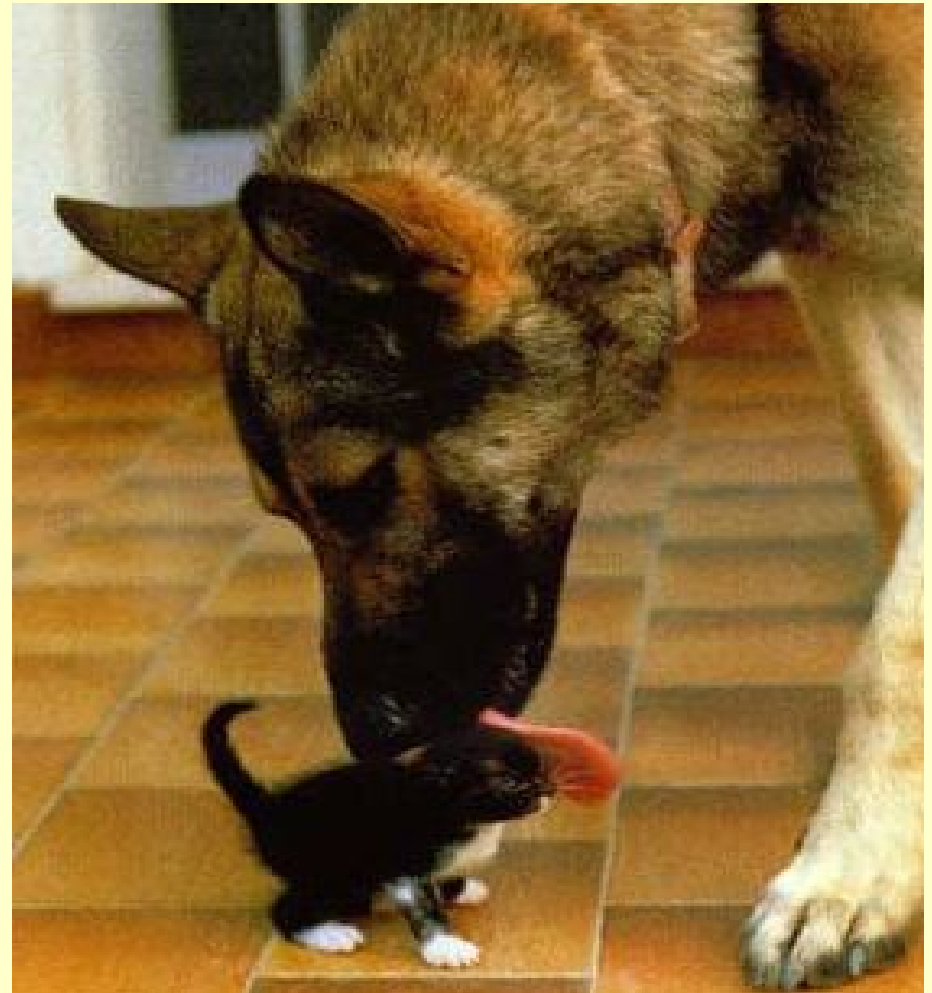
LEADERSHIP

AND

UNRELENTING

COMMITMENT

**TO IMPROVE YOUR
DRILLING COMPANY
SAFETY PROGRAM**



SAFETY AWARENESS

**WHAT IS THE DIFFERENCE BETWEEN
SAFETY KNOWLEDGE or SAFETY TNG.**



**AND
SAFETY
AWARENESS**

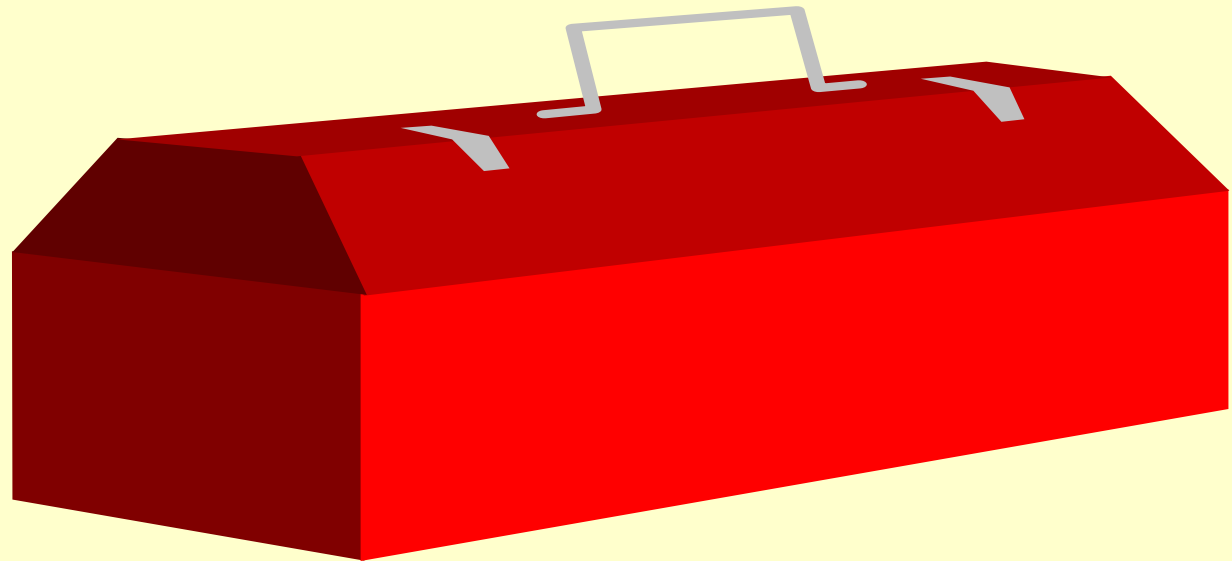
????

EVEN EXPERIENCED WORKERS CAN HAVE ACCIDENTS

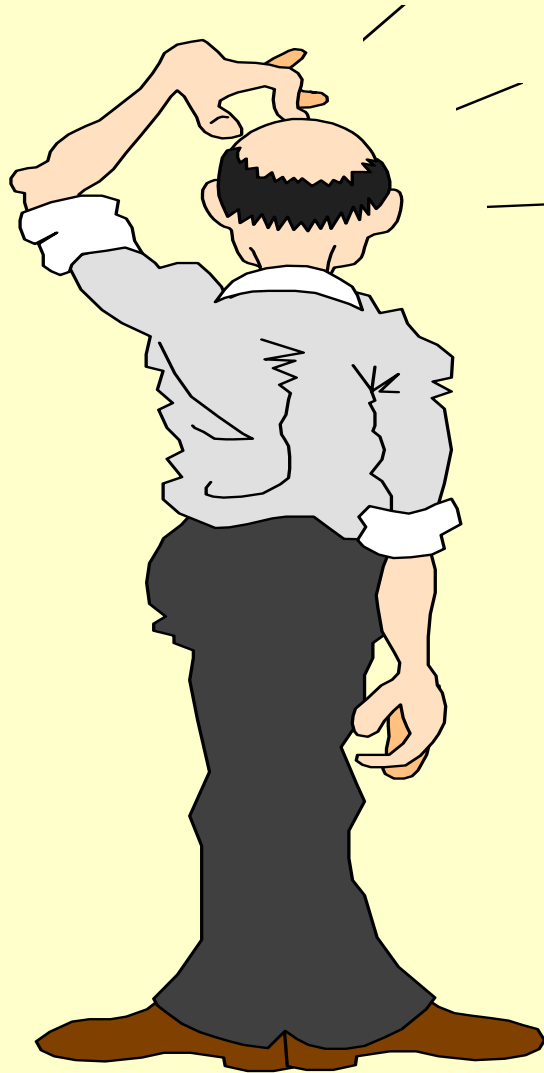


TOOL BOX SAFETY TALKS

**WHAT IS A TOOL BOX
OR TAIL GATE
SAFETY MEETING ?**



TOOL BOX SAFETY TALKS

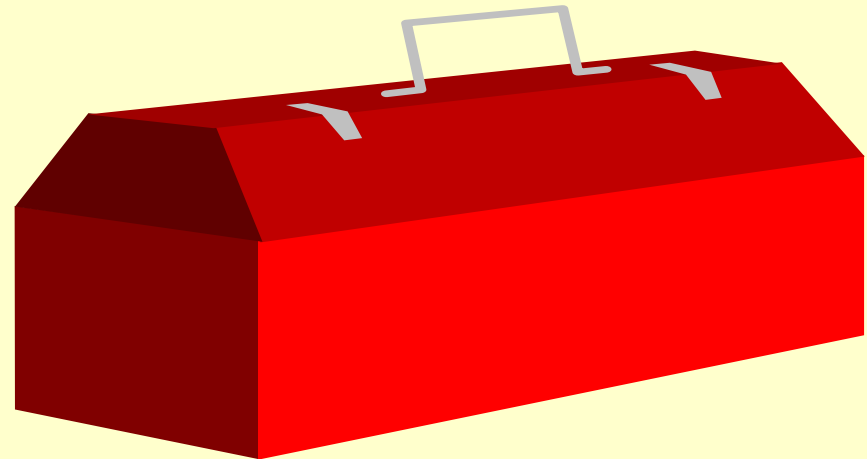
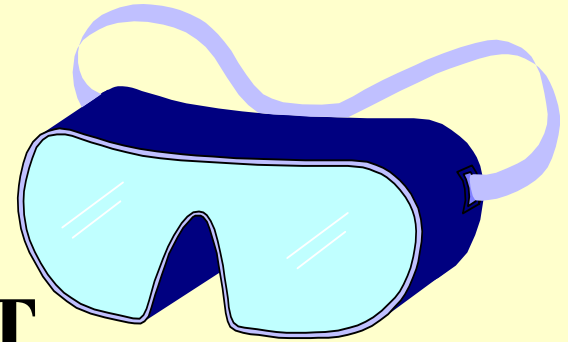


**WHAT IS THE DIFFERENCE
BETWEEN A REGULAR
SAFETY MEETING
AND A
TOOL BOX SAFETY TALK ?**

**DO THEY HAVE ANYTHING
IN COMMON ?**

TOOL BOX SAFETY TALKS

- **HAVE AN AGENDA / NOTES**
- **TWO WAY DISCUSSIONS**
- **KEEP SHORT AND TO POINT**
- **FOCUS ON ONLY ONE OR TWO TOPICS**
- **INFORMAL -**
ENCOURAGE QUESTIONS
- **BE POSITIVE -**
USE HUMOR



**TODAY'S TOPIC: WE HAD A MINOR
CUSTOMER COMPLAINT YESTERDAY**



TODAY'S TOPIC

LADDER SAFETY



**NO MATTER WHAT TYPE OF SAFETY
TRAINING OR SAFETY MEETING YOU
HOLD - TEACH THEM TO FLY LIKE
EAGLES - AND TO BE PROUD
OF WHAT THEY DO**



TEACH YOUR TEAM HOW TO BE
WINNERS NOT STATISTICS



INVEST IN YOUR PEOPLE
TAKE THE TIME
TO TEACH THEM SAFETY

Be Careful Especially If You Are Out At Night



IT IS NOT JUST THE CASINOS WHO WANT TO GET YOUR \$

Enjoy The Casinos ... Wisely



Casino Visitors Leaving LV

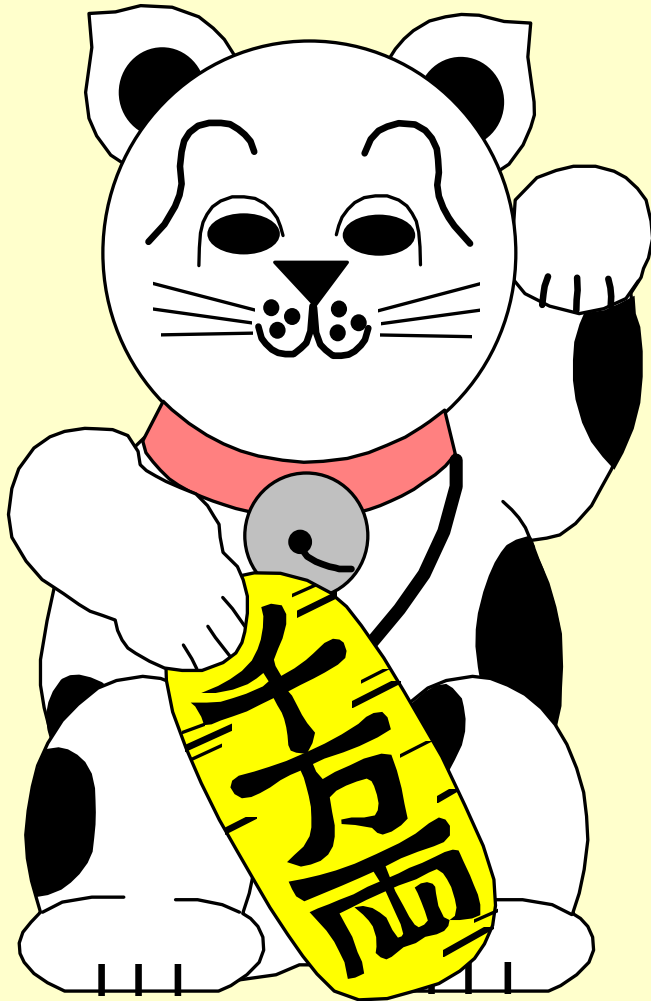
**New Airport Security Restrictions
Effective August 10, 2006**

PLEASE DRIVE SAFELY



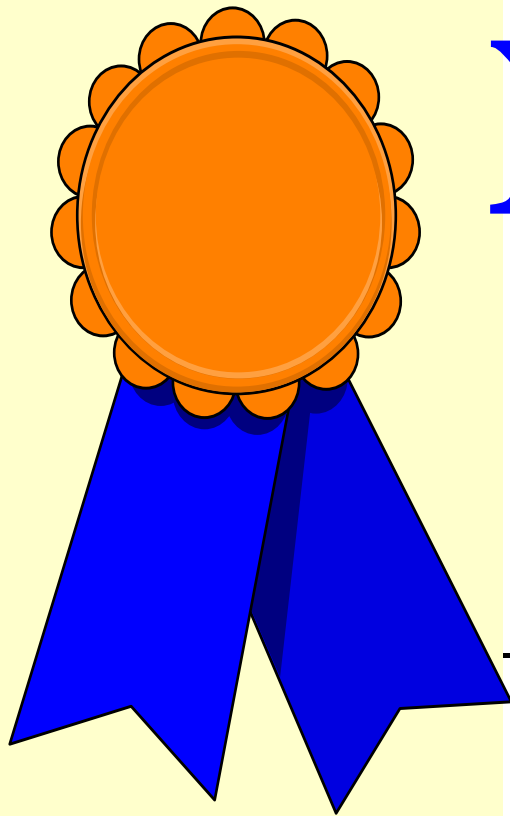
PLEASE DO NOT TAIL GATE

THANK YOU



**ENJOY
YOUR
NGWA
WATER WELL
CONVENTION**

THE TEAM



NGWA



THE
HARTFORD