

A Safety Meeting Outline

(Note: This outline is divided into two parts, so that the material can be covered in one meeting or divided into two shorter meetings.)

Part I: Eye Hazards and Protection

A. Introduction

2 minutes

1. Many serious eye injuries, including blindness, happen in the workplace
2. Almost all are preventable

B. Hazards to Eyes

2 minutes

1. Flying objects (the most common)
2. Splashes (also common)
3. Fumes, vapors, dust
4. Ultraviolet rays

Handout
4121-25 ►

C. Eye Protection

5 minutes

(Distribute and Review Handout 4121-25, or use as an overhead slide.)

D. Practical Exercise

5 minutes

1. Demonstrate different types of eye protection and how to wear them properly.
2. Discuss where eye protection is required in your work areas.

E. Discussion

5 minutes

1. What different kinds of protection do different types of eye protection afford?
2. When should you not wear eye protection with metal frames?
3. Discuss a near miss or other incident involving eye protection in your workplace.

F. Wrap-Up

5 minutes

(Omit if Part II is included with Part I in one training session.)

1. Thank employees for their participation
2. Ask for final questions and answers
3. Issue and collect session evaluation form.

Part II: Precautions and Care

A. Introduction

3 minutes

(If Part II is the topic of a separate meeting, briefly review the main points from A and B of Part I.)

1. Review from Part I as appropriate
2. Good fit is the key to good eye protection

Handout
4121-29 ▶

B. Glasses, Contacts, and Care of Eye Protectors

5 minutes

(Distribute and review Handout 4121-29, or use as an overhead slide.)

C. Discussion

5 minutes

1. Why should you not substitute regular glasses for safety glasses?
2. When should you not wear contact lenses?
3. Why is it important for eye protection to be in good condition?

D. Practical Exercise

5 minutes

1. Demonstrate how to assure a good fit. Demonstrate how to wash and store eye protection.

5 minutes

F. Wrap-Up

1. Thank employees for their participation
2. Ask for final questions and answers
3. Issue and collect session evaluation form.