

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: Noise Hazards and Protection

A. Introduction

2 minutes

1. OSHA recognizes noise as a serious hazard
2. Noise is measured in decibels (demonstrate noise level of electric sander as potentially hazardous)

B. Hazards of Noise

2 minutes

1. Temporary/permanent hearing loss
2. Fatigue
3. Stress
4. Failure to hear directions and warnings

Handout
4111-25 ►

C. Hearing Protection

5 minutes

(Distribute and review Handout 4111-25, or use as an overhead slide.)

D. Practical Exercise

5 minutes

Demonstrate different types of hearing protection and how to wear them properly.

E. Discussion

5 minutes

1. What is the most effective type of hearing protection? The least effective?
2. How is excessive noise related to accidents and injuries?
3. How can you tell if you or someone else might be suffering from hearing loss?
4. Name examples of particularly noisy areas 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: Questions and Problems

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. Many people don't enjoy wearing hearing protectors—but they are important

Handout
4111-29 ▶

B. Answers to Questions and Problems

5 minutes

(Distribute and review Handout 4111-29, or use as an overhead slide.)

C. Discussion

5 minutes

1. Why do hearing protectors actually help you hear certain sounds better?
2. When might hearing protectors cause ear damage or infection?
3. What can you do if your hearing protectors aren't comfortable?

D. Practical Exercise

5 minutes

If workers are not familiar with hearing protectors, ask some to try on different types and observe the difference in noise levels when you operate a power tool.

F. Wrap-Up

5 minutes

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