SEAT BELTS

Safety Meeting Contents

- Meeting Notice
- Leaders Guide
- Employee Handout
- Employee Quiz
- Meeting Sign-In Sheet
- Employee Puzzle

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice by the timeclock
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions
WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER

SEAT BELTS

TIME: __________________________________________

DATE: __________________________________________

PLACE: _________________________________________
SEAT BELTS

Leaders Guide

EURAMAX PROCEDURE REFERENCE:
G-4.0 Vehicle Safety and Operation

MEETING OBJECTIVE:
Motor vehicle accidents occur because of driver error, carelessness, bad road conditions, and bad weather conditions. But they also happen when vehicles are not in safe condition. The purpose of this meeting is to teach employees that wearing seat belts both on and off the job might save their life!

MEETING PREPARATION:
Read the Euramax procedure, understand the contents, and ensure compliance.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:
- Flip chart and marking pens

MEETING

INTRODUCTION
Keeping your vehicle in safe driving condition and making sure it’s fit to drive before you hit the road is an important part of safe driving, so is wearing your seat belt.

Think about it. Would you get on an airplane if the pilot hadn’t checked out the instrument panel or hadn’t conducted a preflight inspection? Would you run your car into another car without wearing your seat belt? Today, we’re going to talk about vehicle safety and the importance of seat belts, both on and off the job – to help make sure you arrive safely at your destination, wherever you drive, whenever you drive and whatever vehicle you drive.

Vehicle accidents are the leading cause of occupational death in this country. Unsafe condition of the vehicle is a contributing factor as well as lack of seat belts. Wearing a seat belt is the responsibility of every driver and it’s the law!
DISCUSSION GUIDE

Question: What should you do before you step into a vehicle?

Answer: Walk around the vehicle and make sure there’s proper pressure in the tires.

Look on the ground under the vehicle for oil or coolant leaks.

Check to make sure doors, hatches, etc., are properly closed.

Make sure there is nothing, or no one, blocking your vehicle, so that you can back up or go forward safely.

Question: Regular preventive engine maintenance keeps a vehicle running safely and efficiently. What kinds of routine maintenance are involved here?

Answer: Check the oil every time you fill up.

Check the coolant level frequently, and add coolant as needed.

Check brake fluid level routinely.

Check hoses and belts for signs of wear.

Change the oil and oil filter every 3,000 miles.

Question: What about tire maintenance?

Answer: Check tire tread.

Check the tire pressure.

Have the alignment checked regularly to prevent uneven tire wear.

Have the tires rotated at least every 10,000 miles.


SEAT BELTS

Leaders Guide

Question: What about window maintenance?

Answer: Replace windshield wipers at least every six months.

Make sure all wipers are operating properly (rear windows, too).

Check the washer fluid every time you fill up.

Clean the inside and outside of windows frequently.

Make sure the defroster / defogger works.

Question: Which lights should you check regularly?

Answer: Headlights (high and low beams)

Emergency flasher

Directional signals

Brake lights (including rear window light)

Dashboard and inside dome lights

Question: What should you do ever time you leave your vehicle after driving?

Answer: Shut off the engine and take the keys with you.

Make sure the emergency brake is engaged.

Close windows and lock doors, hatches, truck, etc.

Make sure you have parked in a safe place where your vehicle is not likely to be hit or stolen.
SEAT BELTS

Leaders Guide

Question: Before you place the car in drive, what should you do?
Answer: Buckle-up! Seat belt use is the law!!

Question: What are some excuses for not wearing a seat belt?
Answer: I’m not going far
It’s better to jump clear than be restrained
I’m going slow
I’ve got an airbag

All are unacceptable answers – seatbelts save lives!!

SUMMARY:
Vehicle safety is an important issue at work and at home. Whether it’s a company vehicle you’re driving or your family car or truck, the same basic rules apply. Don’t forget this key ingredient of safe driving, and practice what you’ve learned today every time you drive.

EMPLOYEE HANDOUT:

A. Employee Handout
B. Seat Belt Safety Quiz
C. Seat Belt Puzzle

QUIZ ANSWERS:

1. False
2. False
3. C
4. False
5. False
6. True
7. False
8. D
9. True
10. False
11. True
12. False
Strap in or Check Out

Car crashes are mis-named. A proper name would be "car-and-human crash". But people forget the second collision—the one that kills you.

It happens in the fraction of a second after the car stops moving. The people inside the car are still moving, for example, at 60 mph (100 kph) and they keep going until they're stopped; by the dashboard, by a door pillar, by another passenger.

Or by a seat belt.

In North America and Europe seat belts have been required equipment for decades, but people die in the thousands every week because they aren't wearing them. Motor vehicle accidents are the number-one cause of on-and-off-the-job fatalities.

Excuses for not wearing seat belts on-or-off-the-job aren't very original:

"It's better to jump clear." Aside from the problem of leaping from a vehicle early and fast enough to get away, "jumping clear" deprives you of the protection of a cab and chassis designed to save your life.

"I'm not going far". Most car accidents happen within three kilometers (two miles) of home.

"I've got an airbag". Airbags are designed to assist the seat belt in bringing you to a halt before you hit something hard. If you aren't belted in, you just hit the bag at full speed—and then whatever's behind it.

Not wearing a seatbelt is like choosing to jump off a building because the stairs are too far away.

To keep yourself, your co-workers, family and friends safe, do this:

- Refuse to ride in a vehicle without wearing a seatbelt.
- Refuse to move unless riders in your vehicle are strapped in. They could become projectiles hurtling straight at you.
- Refuse to carry more passengers than you have belts for.

And remember, a vehicle isn't just a car. Each year heavy equipment operators are crushed after jumping from their cabs. Truck drivers are thrown through their windshields, and even pilots are launched onto their controls.

Make a smart, conscious choice to save your life, and the lives of your workmates and friends. Wear your seat belt, every trip and every time you operate a vehicle or any other mobile equipment.
WEEKLY SAFETY MEETING
All Euramax Subsidiaries

SEAT BELTS
Employee Quiz

Answer the following questions to see what you know about seat belts.

1. Seat belts can trap me in my car!
   True or False

2. I don’t need seatbelts when I have airbags.
   True or False

3. One of the most common causes for rear-end collisions is:
   A. Driver suddenly stops without warning
   B. Sudden lane changes
   C. Not paying attention
   D. Sudden right turns into a parking lot

4. Wearing a seat belt is a personal choice.
   True or False

5. I won’t get a ticket if I wear my seat belt under my arm instead of across my chest.
   True or False

6. The cost of ticket for not wearing your seat belts is between $50 and $100
   True or False

7. I don’t need to wear a seat belt, I am strong enough to protect myself if I crashed my car.
   True or False

8. What percentage of drivers will be or have been involved in a collision during their driving career?
   A. 35%
   B. 65%
   C. 80%
   D. 99.9%

9. I am responsible for anyone under the age of 16 who doesn’t wear a seat belt in my car.
   True or False

10. In a roll-over crash it is better not to have my seat belt on.
    True or False
SEAT BELTS
Employee Quiz

11. The correct way to wear a seat belt is to have the lap belt across your hips and the shoulder strap across your chest.
   True or False

12. Wear a seat belt isn't cool!
   True or False
WEEKLY SAFETY MEETING
All Euramax Subsidiaries

SEAT BELTS
Meeting Sign In Sheet

LOCATION __________________________

MEETING DATE ________________ MEETING CONDUCTED BY ____________________________

CONTENTS OF MEETING
(Attach Handouts, etc.)

ATTENDEES:

<table>
<thead>
<tr>
<th>Name (Print)</th>
<th>Signature</th>
<th>Name (Print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>41</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>42</td>
<td></td>
</tr>
</tbody>
</table>
SEAT BELTS
Employee Puzzle

BELTS  SAFE
BUCKLEUP  SAFETY
LAWS  SEATS
MAINTENANCE  TICKETS
POLICE  WRECK