



WEEKLY SAFETY MEETING

All Euramax Subsidiaries

DRIVING SAFETY

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
DRIVING SAFETY

TIME: _____

DATE: _____

PLACE: _____



WEEKLY SAFETY MEETING

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Leaders Guide

EURAMAX PROCEDURE REFERENCE:

G-3.0: Delivery Truck Safety, G-4.0: Vehicle Safety and Operation

MEETING OBJECTIVE:

Transportation accidents are the leading cause of work-related deaths. So driver education should never take a back seat to other safety concerns. Workers must be made aware of the dangers and taught to take safe driving seriously. They may need some coaching in defensive driving techniques, or in how to handle hazardous driving conditions. It doesn't matter whether your employees drive a company car, a truck, a forklift, or a van on the job – or simply drive themselves to and from work. The purpose of this meeting is to remind them of the ways in which they can drive more safely and protect against the leading cause of death and injury.

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

Whether you drive a company vehicle or just drive yourself back and forth to work, safe driving is an issue all of us need to consider. Thousands of lives could be saved every year if people would just take some simple precautions when they drive. Today we're going to talk about how you can avoid becoming a statistic. We're going to focus on the steps you can take to drive more safely – no matter when, why, or where you drive.

You should know that safety belts are:

- 45% effective in preventing motor vehicle fatalities and over 60% effective in light trucks.
- 50% effective in preventing moderate to critical injuries
- 10% effective in preventing minor injuries

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Leaders Guide

Yet, despite laws and statistics, the seatbelt usage rate is just over 75%. Here are some often-heard reasons why people don't wear their seatbelts:

- “It’s just a short trip.”
More than 70% of accidents occur within 25 miles of home.
- “I don’t drive fast.”
Over 80% collisions occur at speeds *less than 40 mph*.
- “It’s safer to be thrown clear.”
Thrown out, your chances of being killed are 25 times greater than if you remain belted inside the vehicle. Three quarters of occupants who are ejected are killed.
- “I’ll be trapped and burn or drown.”
Less than ½ of 1% of accidents involve fire or submersion in water. Besides, your chances of getting out of a vehicle under either circumstance are greatly increased if you are conscious. Held in place by a seatbelt increases your chances of remaining conscious.

Discuss the Euramax procedures on vehicle safety.

Question: **What’s the first thing you should do when you get into a vehicle?**

Answer: Put on your seatbelt.

Question: **Why?**

Answer: It’s the law.
It’s company policy.
Seatbelts save lives. Studies have shown that seatbelt use cuts serious injuries in half and reduces deaths by one third.

Question: **Do you need to wear a seatbelt if you’re not driving?**

Answer: Yes. Passengers – even rear seat passengers – should always wear seatbelts.

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Leaders Guide

Question: What does a defensive driver look for on the road?

Answer: Curbside vehicles pulling out into traffic without warning
Drivers running stop signs and red lights
Unexpected stops and turns by other drivers
Drivers who don't signal turns and lane changes

Question: Why should you obey posted speed limits?

Answer: These are the maximum limits found to keep people safe. Remember, speed limits are not only designed to protect drivers. They are also established to protect pedestrians, people on bicycles, and children and animals who may dart out into traffic.

Question: When should you drive slower than the posted speed limit?

Answer: When visibility is low – in fog, haze, rain, or snow
When the roads are slick due to rain, snow, ice, or oil
Around schools, playgrounds, or other areas where children may dart into traffic
When there are bicyclists or pedestrians nearby
When a road is under construction
When you're traveling on an unfamiliar road, especially if it's winding or hilly

Question: Why is tailgating dangerous?

Answer: It doesn't allow you enough room to stop if the person in front brakes suddenly. You should leave at least 4 seconds' distance between yourself and another car on the open road, and at least 6 seconds' distance under abnormal driving conditions.

Question: Many accidents occur at intersections. What's rule of thumb for stop lights

Answer: Wait 2 seconds after the light turns green before you proceed.

Question: What about stop signs? Do you come to a full stop, or just slow down?

Answer: You should always come to a full stop, then check to make sure they way is clear before proceeding. At three – or four-way stops, proceed only when it's your turn.

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Leaders Guide

Question: What are some places to be especially careful?

Answer: Crosswalks
Parking lots and garages
Anywhere there is activity nearby (parks, playing fields, schools, etc.)

Question: When should you be especially alert for pedestrians and bicyclists?

Answer: When you're backing up
When you're pulling out
At night, dawn, and dusk when they're especially hard to see
Any other time visibility is low

Question: What about weather conditions? How should they affect your driving?

Answer: You should always match your speed to the weather conditions.
If you can avoid driving in bad weather, stay off the road.
Be prepared for winter driving by stocking your car trunk with flares or reflective triangles, a flashlight, jumper cables, first-aid kit, blankets, shovel, and sand or rock salt.
You should avoid sudden moves when traveling on wet, snowy, icy, or leaf-covered roads. Under these conditions, stops and changes in speed, direction, or lanes should be made gradually.

Discuss the correct method for pulling out of a skid.

- Take your foot off the gas.
- Don't use the brake.
- Turn your wheels gently in the direction you want the car to go.
- Straighten the wheels as soon as possible.

SUMMARY:

We've talked about a lot today – the Euramax vehicle safety rules, defensive driving techniques, the importance of wearing seatbelts, watching out for pedestrians and bicyclists, obeying speed limits, and adjusting your driving to suite weather and road conditions. These are all important elements of safe driving. Please remember what we've talked about today and practice it every time you drive.



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DRIVING SAFETY

Leaders Guide

EMPLOYEE HANDOUT:

- A. Employee Handout
- B. Driving Safety Quiz
- C. Driving Safety Crossword
- D. Driving Safety Word Search

QUIZ ANSWERS:

- 1. d
- 2. c
- 3. a
- 4. a
- 5. a
- 6. b
- 7. a
- 8. d
- 9. a
- 10. d
- 11. d
- 12. c
- 13. b
- 14. c
- 15. d



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DRIVING SAFETY

Employee Handout

Speeding doesn't get as much safety attention as drunk driving or failure to use seat belts, but it is just as lethal. In fact, speeding is the leading cause of fatal motor vehicle crashes and is the cause for more than thirty percent of all on-the-job fatalities.

Speed increases the potential for having an accident because the faster a vehicle is traveling, the greater the time and distance necessary to turn, swerve, or stop. Speeding also increases the potential for having a severe injury.

Each ten M.P.H. over fifty you drive doubles the risk. For example, your risk of dying is four times greater at seventy M.P.H. than at fifty M.P.H. You should also keep in mind that seat belts and other restraints are less effective as speed increases.

There are probably a lot of reasons for speeding – “saving time” being the primary one; however, driving faster doesn't really save you that much time. For example, if you increase your speed from 55 to 60, you save only 5.4 seconds per mile; 60 to 65, 4.7 seconds; and from 65 to 70, only 3.9 seconds. You don't gain that much by speeding. You also do not lose much by allowing another driver to cut in. At most, it might cost you one second per mile. If another car wants in, let it.

What is a safe speed to drive? The posted speed limit should be considered the maximum safe speed, but there will be times when a slower speed is called for. For example, during bad weather, heavy traffic, poor road conditions, children or pedestrians in the area, etc.

So the next time you get behind the wheel, think about the way you drive and the increased risk of serious or fatal injuries caused by speeding. Slow down, be courteous to other drivers and, of course, use your seat belt.



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Employee Handout

Vehicle accidents are the number one cause of occupational deaths. Many factors contribute to these accidents. Recent studies have revealed that driver failure is the primary factor in 85% of all fatality accidents. Vehicle failure is the primary factor in the remaining 15%. Driver training and vehicle maintenance would appear to be the most critical elements in your organization's vehicle accident prevention program. In many collision accidents, the use of a seat belt may have prevented the death from occurring.

Here are just a few reasons why drivers should always wear their seat belt:

- 1) No matter how safe you are driving, you never know about the other driver. You could be struck by another vehicle without warning. It is best to drive "defensively" at all times by looking out for the other driver.
- 2) Seat belts hold you in your seat, reducing the chances of colliding with the windshield, dashboard, steering wheel, ceiling, doors, windows, or other passengers. Do not fool yourself by thinking you are strong or quick enough to brace yourself to avoid being thrown about. Research studies have shown that attempting to brace yourself is rarely successful.
- 3) If you are in a collision, it could be essential for you to remain at the controls in order to continue with braking or to turn the steering wheel and avoid serious situations such as striking a power pole.
- 4) If you are thrown from the vehicle, your chance of serious injury will increase while your chance for survival will decrease. You could be run over by your own or another vehicle. Your body could hit a tree, guardrail, sign, barricade, or other stationary object.
- 5) Wearing a seat belt is the law, and in some states you can be pulled over and cited.

We have all heard the common excuses for not wearing seat belts. . . *they are uncomfortable, I want to be able to move quickly, I was injured in one wreck while wearing a seat belt, etc.* The fact of the matter is: **NOBODY HAS FOUND A GOOD EXCUSE FOR NOT WEARING A SEAT BELT!** As the driver of the vehicle, you must take the lead role by requiring any passengers to use their belts. Approved car seats or booster seats for children are a must too.

Putting on your seat belt should become a routine every time you enter the vehicle. The driver should do it with the same consistency as turning the key in the ignition and releasing the parking brake.

Are you willing to take the risk? Always wear your seat belt!

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Employee Quiz

1. What is the most important driving technique to avoid crashes when driving in icy or snowy conditions?
 - a. Add extra weight to the vehicle to improve traction.
 - b. Get off the highways as quickly as possible.
 - c. Engage 4-wheel drive on the vehicle.
 - d. Reduce speed and increase following distance.
2. A flashing red traffic signal at an intersection has the same requirements as which of the following?
 - a. A slow sign
 - b. A yield sign
 - c. A stop sign
 - d. An intersection sign
3. When approaching a traffic signal that has a flashing yellow indication, what is the appropriate action of the driver?
 - a. Slow down and proceed through the intersection with due caution
 - b. Speed up while traveling through the intersection.
 - c. Continue through the intersection as normal.
 - d. Stop at the stop line and obey the same requirements of a multi-way stop condition.
4. Unless it is posted otherwise, the speed limit in a residential area is:
 - a. 25 miles per hour
 - b. 20 miles per hour
 - c. 35 miles per hour
 - d. Whatever speed you feel comfortable driving
5. Child restraints are required for which of the following?
 - a. All children who are under the age of four and weigh less than 40 pounds.
 - b. All children for whom the driver of the car is the parent or guardian.
 - c. All children who are seated in the front seat.
 - d. All children who are under the age of six when airbags are not present.
6. When traveling on a highway divided into four traffic lanes, which vehicles are required to stop for a school bus that has stopped to unload children?
 - a. All vehicles approaching the bus in either direction.
 - b. Only vehicles approaching the rear of the bus traveling in the same direction as the bus.
 - c. No one is required to stop unless children are in view.
 - d. All vehicles may pass the bus after providing an audible signal.
7. When two vehicles arrive at an intersection at the same time, which one has the right-of-way when no signs or signals indicate rules?
 - a. The car approaching from the right has the right-of-way.
 - b. The car approaching from the left has the right-of-way.
 - c. The car in which the driver sounds his horn first has the right-of-way.
 - d. The car that is traveling faster has the right-of-way.
8. If someone has consumed alcoholic drinks, what will help the person overcome the influence of those drinks?
 - a. Food
 - b. Hot coffee
 - c. Fresh air
 - d. Time

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Employee Quiz

9. When is a driver permitted to turn right on a red traffic signal?
 - a. When the driver has stopped and checked to see that the turn will not interfere with crossing traffic.
 - b. When signs are clearly posted to allow a right turn on red.
 - c. Only at the direction of a police officer.
 - d. After first slowing and verifying the turn will not interfere with other traffic and pedestrians.

10. When a stop is required at an intersection and no markings appear to indicate a stop line or crosswalk, which of the following is the appropriate place to make a stop?
 - a. The driver is not required to stop.
 - b. The driver is required to slow down to make sure crossing traffic is clear.
 - c. Only at a place where the driver can see at least 200 feet on either side without regard for the intersecting roadway.
 - d. At the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway before actually entering the roadway.

11. When a driver approaches a traffic signal that is "dark" with no indications, what is the requirement of the driver of an approaching vehicle?
 - a. Slow down and proceed through the intersection with due caution.
 - b. Speed up while traveling through the intersection.
 - c. Continue through the intersection as normal.
 - d. Stop at the stop line and obey the same requirements of a multi-way stop condition.

12. While exiting a driveway where sidewalk runs parallel to the abutting roadway, where is the required location to stop?
 - a. It is a yield condition and stopping is not required.
 - b. At a location where sight distance is obtained to safely pull out into traffic.
 - c. Prior to crossing the sidewalk to look for pedestrians.
 - d. Twenty-feet from edge of roadway regardless of location of sidewalk.

13. As a walking/jogging pedestrian, where is the appropriate place to walk/jog in the roadway when sidewalks or a multi-use path is not present?
 - a. In the center of the roadway.
 - b. Along the edge of the roadway facing approaching traffic.
 - c. Along the edge of the roadway with your back against approaching traffic.

14. While riding a bicycle, where is the appropriate place to ride along a roadway without a designated bike lane?
 - a. On a sidewalk.
 - b. Along the edge line of the roadway facing oncoming traffic.
 - c. Along the edge line of the roadway in the same direction as traffic.
 - d. Along the center line of the roadway so vehicles can pass on either side.

15. When approaching a four-leg intersection with a stop sign, what can the driver look for to help determine if the intersection is a two-way or four-way stop condition?
 - a. Look at the stop sign to see if a "4-WAY" or "ALL-WAY" sign plaque is located under STOP sign.
 - b. Look to see if STOP signs are located for the cross street.
 - c. Look to see if vehicles on the cross street are slowing down to come to a stop.
 - d. All the above.



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DRIVING SAFETY
Meeting Sign In Sheet

LOCATION _____

MEETING DATE _____ MEETING CONDUCTED BY _____

CONTENTS OF MEETING _____
 (Attach Handouts, etc.) _____

ATTENDEES:

Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
8 _____	_____	29 _____	_____
9 _____	_____	30 _____	_____
10 _____	_____	31 _____	_____
11 _____	_____	32 _____	_____
12 _____	_____	33 _____	_____
13 _____	_____	34 _____	_____
14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____

WEEKLY SAFETY MEETING

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DRIVING SAFETY**Employee Puzzle****TRY TO FIND ALL 30 WORDS**

A E S A F E T Y S Y J Q A T C
J T X S W Y S I W R N S C R X
P H A L Y Q G N E O J U C A C
N S F O V N B G E C J V I F L
D E L W A T N Z R C W C D F B
S K S L J E I O P L I G E I I
P A S M S H S R T M E L N C N
E R P S D S T Y E Z Y E T D J
E B A E R A C W K N V N H D U
D P Y O E S L Y C C G O P W R
L R A S O Z H T I C N I E P Y
I D Q P M A I L T R I T D I E
M M W A I G G E L A V A E R L
I I L R R H H B D S I L S A C
T S D K R Z W T N H R O T G I
S T X I O G A A J J D I R R H
Q O W N R N Y E Y H X V I P E
V P T G B K R S C C B M A T V
E M E R G E N C Y A I C N T N
A J U N C T I O N T R U C K A

ACCIDENT
BRAKES
CRASH
CROSSROAD
DRIVING
EMERGENCY
HIGHWAY
INJURY
JUNCTION
LICENSE

MIRROR
PARKING
PASSENGER
PEDESTRIAN
RACE
SAFETY
SEAT
SEATBELT
SIGNALS
SLOW

SPEEDLIMIT
STOP
SUV
TICKET
TIRE
TRAFFIC
TRUCK
VEHICLE
VIOLATION
WHEEL