

AFTER ACTION REPORT

TO: Susan Hopson, Director Human Resources
FROM: Ricky Robbins, Safety & Training Coordinator
DATE: April 30, 2012
RE: 60 Minute Office Safety Meetings

- Purpose:

- What did we set out to do?

- To provide information to office employees and open discussion on workstation ergonomics, developing proper storage habits, understanding fire and electrical safety and how to use a fire extinguisher.

- What was supposed to happen?

- The GPD classroom had limited seating, so there were two separate meetings scheduled on Thursday, April 26th to handle the large number of attendees.

- Is there a process or procedure in place for this activity?

- No, this was a scheduled safety meeting for all City of Germantown office workers. This same type of meeting was held in 2005.

- Executive Summary:

- What actually happened?

- Everything went as planned. Everyone who attended was very attentive and became involved during open discussion and demonstration.

- What worked well that need to be sustained?

- Continue to provide updated material and keep everyone involved and interested. Stay on time and kept the meeting within the 60 minutes time frame. Continue using PowerPoint and as many visual effects as possible to get the point across.

- What did not work well and needs to be changed?

- Because of time restraints, was unable to discuss emergency evacuations as planned. I will try not to include so many different safety items in such a short time frame.

- Lessons Learned:

- What can we do better next time?

- I will try to divide the safety subjects up in a better mix and try not to deliver so much information at one time, probably too much was scheduled for that length of time. I should have saved the fire extinguisher demonstration and used it when going over emergency evacuations of the building. Even though everyone liked the extinguisher demonstration, there was not enough time to really discuss it.

- Action Items:
 - Limit presentation to four subjects at fifteen minutes each or at least enough time to cover the material. It's important that subjects are thoroughly explained and discussed and must always allow time for questions and answers.
 - Always stay within the allotted time frame, whether it's one hour or half a day.
 - Keep the presentations moving and always ask for questions.
 - Know the diversity of the audience and keep discussions interesting.
 - Always maintain attendance sheet.