



Safety Recognition & Community Partnership Day

Facility: _____ Date: _____

Discussion Leader: _____ Completed by: _____

Overview

Today we celebrate the safety leadership you've demonstrated this week and build valuable partnerships with our local fire department. Whether or not firefighters join us, this is about recognizing that **safety isn't something that happens to us - it's something we create together** to protect our families and community.

Total time: 15 minutes (*Team ceremony only - firefighter meeting separate*)

PREPARATION CHECKLIST

If Firefighters Are Visiting:

- ☐ **Notify team in advance** - Let everyone know to expect guests on site
- ☐ **Coordinate timing** - Confirm arrival time with fire department
- ☐ **Prepare facility overview** - Key areas, materials, hazards, access points
- ☐ **Safety considerations** - Plan route avoiding high-traffic/dangerous areas
- ☐ **Brief firefighters** - Share week's safety focus and any specific concerns

Safety Awards Ready:

- ☐ **Individual recognition certificates** - For safety leadership during the week and one year-round standout
- ☐ **Success stories prepared** - Examples of improvements identified this week

Celebration Elements:

- ☐ **Food/refreshments** - Make it feel special like with pizza or ice cream



- ☐ **Photo opportunities** - Document the achievements and partnerships
- ☐ **Comfortable gathering space** - Away from operational hazards

KEY MESSAGES TO REINFORCE

"Safety isn't something that happens to us - it's something we create together."

"We're not just protecting ourselves - we're protecting our families and community."

OPENING CELEBRATION (*5 minutes*)

Set the Tone

"What an incredible week! You've shown real safety leadership by taking time to assess, improve, and build partnerships. Today we're celebrating what you've accomplished and the mindset you've developed."

This Week's Achievements

"Let's take a moment to recognize what we've accomplished:"

Monday: Assessed our emergency response knowledge and identified gaps

Tuesday: Focused on [specific fire hazard] and developed improvement plans

Wednesday: Identified MSD risks through workplace observation

Thursday: Tested our evacuation procedures and found ways to improve

Friday: Building partnerships and celebrating safety leadership

FIREFIGHTER PARTNERSHIP SESSION (*Separate management meeting*)

Note for Managers:

The firefighter facility tour should be conducted separately with management only to respect team time and allow for detailed technical discussions. Schedule this before or after the team recognition ceremony.

Management & Firefighter Discussion

Facility Overview Topics:

- ☐ **Facility layout** - Main buildings, access points, vehicle routes
- ☐ **Materials processed** - Types of recyclables, storage areas, quantities
- ☐ **Key hazards identified this week** - Fire risks, chemical concerns, structural issues



Recycled Materials
Association

- ☐ **Emergency contacts** - Who they'd work with during an incident
- ☐ **Special considerations** - Noise levels, mobile equipment, evacuation procedures
- ☐ **Week's improvements** - Share action items from Safety Stand Down Week

Firefighter Insights to Gather:

- ☐ **Pre-planning information** they need for their records
- ☐ **Common challenges** at similar facilities
- ☐ **Recommendations** for emergency access and response
- ☐ **Contact information** for ongoing partnership
- ☐ **Training opportunities** for mutual benefit

SAFETY RECOGNITION CEREMONY (10 minutes)

Individual Recognition (8 minutes)

Remember: We're recognizing safety leadership behaviors and proactive contributions, not injury statistics or days without incidents. **Rewarding team members for no lost days may bring OSHA penalties.**

"Safety leadership isn't just about management - it's about everyone taking ownership. This week, I noticed some outstanding examples:"

Present certificates

"Each of you demonstrated that safety isn't something that happens to us - it's something we create together."

Looking Forward (2 minutes)

"Remember, every safety improvement you make has a ripple effect. Your families worry less. Your community is stronger. First responders can do their jobs more safely. You're not just following safety rules - you're leading a movement."

COMMITMENT TO CONTINUOUS IMPROVEMENT

Looking Forward

Team Commitments:

- ☐ **What will we continue doing** differently because of this week?
- ☐ **How will we keep the momentum** going?



- ☐ **What improvements identified this week** are we committed to implementing?
- ☐ **How will we maintain** our partnership with local first responders?

The Bigger Picture

"Remember, every safety improvement you make has a ripple effect. Your families worry less. Your community is stronger. First responders can do their jobs more safely. You're not just following safety rules - you're leading a movement."

CELEBRATION & PHOTOS (5 minutes)

Document the Achievement

- ☐ **Team photo** with safety certificates
- ☐ **Photos with firefighters** (if visiting)
- ☐ **Individual recognition shots** for company communications

Closing Message

"Safety isn't just about avoiding accidents - it's about creating an environment where everyone can succeed. This week, you've proven that you're not just workers in a recycling facility - you're safety leaders in your community."

"Thank you for your commitment, your insights, and your dedication to protecting each other. Let's keep this momentum going."

POST-EVENT FOLLOW-UP

Document the Week's Achievements:

- ☐ **Summary of improvements identified** across all five days
- ☐ **Action items assigned** and responsible parties
- ☐ **Success stories** to share with management and other facilities
- ☐ **Photos and testimonials** for company communications

Maintain Community Partnerships:

- ☐ **Send thank you note** to fire department
- ☐ **Share site updates** with first responders as changes are made



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- ☐ **Invite them back** for future safety initiatives
- ☐ **Consider reciprocal relationship** - supporting their training needs

Sustain the Momentum:

Schedule follow-up meetings on action items

Plan regular safety discussions to maintain engagement

Share success stories as improvements are implemented

Event Leader Signature: _____ **Date:** _____

Manager Review: _____ **Date:** _____