



Recycled Materials
Association

Monday “Response Ready Workplace” Kickoff

Manager Guide

Total Time: 15-20 minutes

Materials Needed: Coffee/donuts, candy or small prizes, quiz questions, internet access to watch a video

Opening Welcome (3 minutes)

Start with Energy

"Good morning! I hope you're ready for something different this week. We're kicking off Safety Stand Down Week with OSHA's 'Response Ready Workplace' theme."

Set Expectations

"Each day we'll spend about 15-20 minutes on different aspects of emergency preparedness. This isn't a test - it's about making sure we're all prepared to handle whatever comes our way."

Preview the Week (Optional)

"Today is assessment, Tuesday is fire safety, Wednesday is injury prevention, Thursday is evacuation procedures, and Friday is celebration with possible firefighter visit."

What is a Response Ready Workplace? (4 minutes)

OSHA's Framework

"According to OSHA, a Response Ready Workplace means:"

- 1. Everyone knows what to do in an emergency*
- 2. Our procedures are current and practiced*
- 3. We can respond quickly and safely*

Why This Matters for Us

"In recycling operations, we deal with unique challenges - mobile equipment, noisy environments, unknown materials. A response that works in an office might not work here."

Video Segment (5 minutes)

"Before we test our knowledge, let's watch a [short video](#) to set the tone for the week."



Knowledge Assessment Quiz (8 minutes)

Setup

"Now for the fun part - 20 questions about emergency response. Answer honestly so we know what to work on. I've got prizes for participation, not just correct answers."

[Follow quiz questions sheet, encourage discussion, note knowledge gaps]

Sample Transitions

"Good discussion on that one. Here's another scenario..." "That's exactly why we're doing this - better to figure out gaps now than during an emergency."

Wrap-Up & Next Steps (3 minutes)

Great job! You know more than you think, and you've helped me identify areas where we can improve. Tomorrow we focus on fire safety with a 'Halt a Hazard' challenge.

[If designated leaders] [Name], you're up tomorrow.

Thanks for jumping in with good energy. Let's keep this momentum going all week.

After Team Leaves (10 minutes)

Complete Your Assessment

- Review Emergency Response Plan Update Checklist
- Note knowledge gaps from quiz responses
- Identify top 3 priority items
- Set follow-up actions and deadlines

Prepare for Tomorrow

- Review Tuesday's materials
- Brief designated discussion leader if using

Quick Troubleshooting

- **If disengaged:** *"Humor me for 15 minutes. If it doesn't help, we won't do it again."*
- **If someone gets many wrong:** *"That's why we're doing this - better now than during an emergency."*
- **If running long:** Skip detailed week preview, just mention tomorrow.



Remember: Your energy sets the tone. Stay positive and engaged, and your team will follow.