



Health & Safety Coordinator's Guide

Health and safety is everybody's business! There are safety ideas we use or should use to prevent injury to ourselves and others. The health and safety coordinator has the important job of helping members of the club plan a fun-filled year of health and safety adventures. The club also might want to plan some health and safety activities outside the club meeting to learn more about the community.

Planning the club's health and safety activities with the adult leader, junior leaders, younger and older club members, and the club program committee is helpful. Use health and safety guides from health and/or safety agencies and use public brochures. A limited number of guides also may be available at your county Extension office.

A snappy 5 to 10 minute health and safety program is better than a dull, boring half-hour speech. What can you do for this program?

- Health or Safety Bingo.
- "What's My Line" on a health or safety occupation.
- Twenty questions of "I've Got a Secret" on a health or safety issue.
- Roll call on health or safety practice that was not followed.
- Poster contest for a special observance week such as Fire Prevention Week.
- Demonstration on first-aid techniques.
- Videos, DVD's, Web Sites
- Prepare a first-aid kit to be given as a community service project. Have each member bring an item for the kit. Explain why each article is important. Check to see if anything is forgotten.
- Collect empty containers or advertisements of health and safety products such as household cleaners. What can be learned from the labels?

Skits, speakers, exhibits, or tours are examples for longer programs. These programs involve many club members.

A Skit

- Does everyone in the skit know:
- (1) His/her part?
 - (2) The practice time and location?
 - (3) When and where the skit is presented?
 - (4) What the rest of the program is for the meeting?

A Speaker

- Does the speaker know:
- (1) Who you and your group are?
 - (2) Why you want him/her to speak?
 - (3) Where and when the meeting is held?
- Does the club know:
- (1) Who the speaker is and when he/she is coming?
 - (2) The topic, so they can think about what they want to know about the topic?



<p>An Exhibit or Display</p> <p>Does the club know:</p> <ol style="list-style-type: none"> (1) What the purposes are? (2) What they are going to show or tell? (3) What they are going to do for publicity, a place to have the event, putting up the displays or props, preparing the exhibits or skits, and clean up? 	<p>A Tour</p> <p>What ideas does the club have for:</p> <ol style="list-style-type: none"> (1) Interesting places to visit in the community? (2) Date and time of the tour? (3) Who will contact the places? (4) Transportation for the tour? (5) How parents might help with planning and conducting the tour?
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Club members may brainstorm other ideas to discuss, but below is a list of topics used by many health and safety coordinators.

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| <ul style="list-style-type: none"> • Health Smoking and Health Emergency Medical Care Alcohol and Alcoholism Narcotics and Drug Abuse Lifetime Sports Physical Education and Sports Hazardous Household Products Water Pollution Control Cancer Vision and Eye Health Diet | <ul style="list-style-type: none"> • Safety Animals Babysitting and Child Care Chemicals Electrical Emergency Preparedness Falls Lifting Machinery and Tools Recreation Traffic Surfing the Internet |
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Where is information found?

Newspapers and magazines Red Cross County Health Officer Civil Defense Office County Cooperative Extension Service	Police or Fire Department Purdue Agriculture Safety and Health- http://pasture.ecn.purdue.edu/~agsafety/ASH/contact.html Indiana State Department of Health- http://www.in.gov/isdh Reputable Internet Sites
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Questions for Thought

1. What is the job of the health and safety coordinator?
2. What ways can the club benefit from health and safety activities?
3. What activities can the club do?
4. How can the members' health and safety be improved?
5. What are some ideas from home that can help other members?
6. How can the entire club be involved in health and safety?
7. How can health and safety help your club in the community?

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