Organizing an Effective Health and Safety Fair

Presented by:

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Objectives

• Insights and strategies that can support why organizing a health and safety fair is worth it.
• Take-away resources to help you develop and facilitate a health and safety fair.
• Understand resources available through the Minnesota Safety Council.
Our Mission

The mission of the Minnesota Safety Council is to make Minnesota a safer and healthier place to live by helping you prevent unintentional injuries at home, on the road, at work and at play.
Why a Health and Safety Fair?

- Extends the reach of your safety program both on and off the job.
- Teaches employees about health and safety issues in a manner that is both effective and inexpensive.
- Helps protect your most valuable asset – your employees.
Planning and Implementation

- Project Leader/Committee
- Setting Goals
- Timing and Location
- Funding and Budget
- Services and Workshops
- Exhibitors
- Marketing
- Registration
- Volunteers
- Food/Door Prizes/Giveaways
- Evaluation and Follow-up
Project Leader/Committee
Committee Members

- Project Leader
- Exhibitor Coordinator
- Equipment/Site Coordinator
- Food/Door Prize Coordinator
- Volunteer Coordinator
- Marketing Coordinator
Setting a Theme and Goals
Questions to Ask

• Will this fair be for employees only or will you be including family members and/or the general public?
• How large of an event do you want to hold? How many people?
• Do you have a budget to work with?
• Is there a particular health or safety issue of concern with your employees or in your community?
• Is the health fair at a particular time of year that fits with a theme?
Timing and Location
Things to Think About

• Will one or two large rooms suit your needs?
• Will you need a separate room for speakers, workshops or hearing tests?
• Timing is very important. How long of a timeframe are you looking at? Does your company have shift workers?
• Will this fair be held during work hours or in the evening/on weekend?
• Plan far enough ahead (usually at least six months).
Funding and Budget
Potential Costs

- Food
- Rent space/equipment
- Door prizes
- Speaker Fees
- Cost of services (to reduce cost to participants)
- Advertising
- Decorations
Services and Workshops
Seminar/Workshop Ideas

• CPR / AED Demonstration
• Blood bank/bone marrow bank
• Flu Shot
• Foot care
• Healthy back
• Height/weight/BMI screening
• Stress reduction
• Healthful food
• Safety topics: Traffic safety (i.e. distracted driving, defensive driving), bicycle safety, fire safety, preventing slips and falls, child car seat demonstrations
• Seasonal safety topics (i.e. Halloween safety, winter car maintenance, holiday safety, poison prevention week, safe boating)
Exhibitors
Questions to Consider

• Do you want exhibitors to sell anything at your fair?
• Do you want to allow them to donate a door prize?
• Are you going to charge a booth space fee?
• Are you going to charge for some spaces and not others (free for non-profits)?
• Are you able to provide tables and chairs for each exhibitor? Will electrical outlets be available?
• If your fair is outdoors, will there be tents or overhead cover to protect exhibitors from the sun or inclement weather?
Exhibitor Ideas

- Local Law Enforcement
- Fire Departments
- Exercise and Weight Loss Clubs
- Massage therapists
- Senior service groups
- Hospitals
- Public Health Departments
- Local Businesses (Day care facilities, shoe stores)
- Health/Dental/Retirement Plans
- Non-Profit Organizations (Minnesota Safety Council, American Red Cross, American Cancer Society, American Lung Association, etc.)
- State Departments (Minnesota Department of Health, Minnesota Department of Public Safety, etc.)
Registration
Volunteers
Food, Door Prizes, Giveaways
Evaluation and Follow Up

- Excellent
- Very good
- Good
- Average
- Poor

[Checkmark on Excellent]
Minnesota Safety Council Resources

- Free downloadable fact sheets and brochures
  http://www.minnesotasafetycouncil.org/family
  - Topics include: defensive driving/seat belts, child car seats, bicycle safety, pedestrian safety, home safety, sports safety, fall prevention, fire and burn prevention, poison prevention, water safety, seasonal topics and more.
- Staff support at member health and safety fairs
- Educational games – Fatal Vision Goggles, Distract-A-Match, Helmet Fit Demo, Booster Seat Demo Station, Quiz Board
- Employee-only pricing on safety products like carbon monoxide alarms, first aid kits, vehicle emergency kits, bike helmets, and more!
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Resources
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Resource

Bauer Welding
Employee-Only Pricing

Prices include tax and shipping.

Shake N Shine Flashlight • $10.00
Weather Radio • $42.00
Carbon Monoxide Alarm • $38.00
Vehicle Emergency Kit • $24.00

Name

Telephone

Sale Ends September 30, 2011

Please forward payment along with this order form to Sheryl Neuman by Friday, September 30th. Contact Sheryl at 763-235-6154 with any questions.
Minnesota Safety Council Resources

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