



Health PEI
OCCUPATIONAL HEALTH,
SAFETY, & WELLNESS



SAFETY TALK

ASK HR HELP DESK

Did you know the Ask HR Help Desk has been in place for almost a full year? There have been **over 2,000 inquiries** by email and phone from employees across the province.



What can we do to help?

The Ask HR Help Desk is a single point of contact between HR and all employees. It is an excellent way to bring resolution to concerns and/or questions. Common questions might be related to:

- Health benefits
- Employment Verification Letter
- Retirement
- Payroll Errors
- Leave Questions
- Where to Bring Concerns?

How to Reach the Ask HR Help Desk

- ⇒ Ask HR Help Desk is available Monday through Friday from **8am—4pm** for all staff
- ⇒ Telephone Number: **1-800-372-3529**
- ⇒ Email address: **askhr@ihis.org**

Our Help Desk team is looking forward to supporting staff and ensuring requests are addressed in a timely manner by the most appropriate resource.

Safety is everyone's responsibility!

DATE: _____
FACILITY: _____

SAFETY TALK LEAD BY: _____
DEPARTMENT: _____

DISCUSSION QUESTIONS:

WHEN SHOULD WE CONTACT THE ASK HR TEAM?

HOW CAN WE ENSURE STAFF HAVE THE ASK HR HELP DESK CONTACT INFORMATION?

EMPLOYEE CONCERNS & IDEAS FOR IMPROVEMENT:

EMPLOYEES PRESENT:

FOLLOW UP ON CONCERNS:

If you have any feedback on the Safety Talks program or a suggestion for a Safety Talk, please contact a member of the Wellness & Safety Team or email healthpeihr@ihis.org.

Safety Talks can be found on the Staff Resource Centre at: <https://src.healthpei.ca/safety-talks>