



SAFETY TALK

LEADER GUIDE 2022

SAFETY TALK PROCESS:

Although delayed by the COVID-19 Omicron variant, Safety Talks are starting again every Monday. They are intended to assist you in leading discussions about safety and wellness with your team. This initiative is being led by the Employee Wellness and Safety Team in collaboration with the Quality and Risk Team.

WHAT YOU NEED TO KNOW:

- Safety Talks are brief discussions on a safety related topic that help to reinforce choosing safety first for employees and patients. They are part of an effective safety management system and align with Health PEI's strategic plan goal of fostering a culture of quality, safety, wellness and security for all.
- Weekly Safety Talks can be reviewed during a team huddle/meeting or at any time. Consider meeting right at the area where the work is being performed and using equipment, if applicable.
- Ideally, Safety Talks should be completed face-to-face and led by a supervisor, manager or designate. This allows for discussion of questions and any additional safety or wellness concerns. Your department may even choose to have safety champions to lead safety talks.
- For employees that are unable to attend Safety Talk huddles, the supervisor/manager should ensure that all employees have access to the weekly Safety Talk. Keeping a binder of all completed Safety Talks for staff to regular review is recommended.
- Discussion questions are included in the Safety Talks to help generate a deeper understanding of how the topic impacts the safety and wellness of both employee and patients. These questions also promote brainstorming ideas for improvement.
- The second page of the Safety Talk is also intended to be a worksheet to document attendance, comments/concerns, ideas for improvement and follow up. There is space to record the date, topic, presenter's name and for participants to sign to indicate they have participated and/or reviewed the safety talk.
- A FAQ document is attached and also available on the Staff Resource Centre website at: <https://src.healthpei.ca/safety-talks> to help answer any questions you may have.

GOALS OF SAFETY TALKS:

- To promote a positive culture of workplace safety and wellness for all through regular education
- To increase safety for employees and patients
- To develop department champions/leaders for Safety Talks
- To increase communication of concerns between front-line employees and management
- To enhance communication on wellness and safety issues and any related corrective action

QUESTIONS?

If you have questions or require additional information, please contact a member of the Wellness and Safety Team or email healthpeih@ihis.org.