



SAFETY TALK

Theft Prevention at Work

Theft of belongings can happen anywhere and at any time, even at work. Ensuring your vehicle, personal belongings and work items are secure when not being used is the best way to ensure they are safe.

Theft Prevention Tips

- **Lock Doors and Cabinets**—always lock offices, storage rooms, filing cabinets when left unattended
- **Secure Personal Belongings**—keep wallets, phones, and bags in locked drawers or lockers
- **Lock Your Vehicle**— always lock your vehicle anytime you are not in it and keep valuable personal items **out of sight; do not leave Health PEI devices, files, etc. in your vehicle**
- **Be Aware of Your Surroundings**—be aware of who is in your work area and outside your building. Are they allowed to be in the area?
Report any suspicious behaviour to your supervisor/ manager.



Reporting a Stolen Device

If a Health PEI device is stolen, report it immediately to:

- Supervisor/Manager
- Police
- ITSS (via the Service Centre)
- Access to Information and Privacy Team by completing a privacy breach form on the Provincial Safety Management System (PSMS) within 24 hours. Helpful privacy resource can be found on the Staff Resource Centre [here](#).

Safety is everyone's responsibility!

DATE: _____
FACILITY: _____

SAFETY TALK LEAD BY: _____
DEPARTMENT: _____

DISCUSSION QUESTIONS:

DO I NEED TO KEEP MY PERSONAL BELONGINGS SAFE AND SECURE AT WORK?

WHAT ARE SOME THINGS I CAN DO TO KEEP THEM SAFE?

SHOULD I LOCK MY VEHICLE IF I AM JUST RUNNING INTO WORK FOR 10 MINUTES?

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>