



Safety Talk

Workplace Organization and Cleanliness



Safety

Keeping your workplace clean increases the safety of everyone. Be sure to keep exits, hallways, and stairways clear. Ensure emergency exits are clear of clutter. Reroute power cords to eliminate tripping hazards

Sanitation

Remove trash from work areas. Throw away food wrappers, tissues, and used cups. Avoid leaving food or crumbs at your desk to help with pest control. Keep your workspace organized by removing clutter.



Shared Areas

Be sure to wipe down surfaces, such as desks and tables. Sanitizing hard surfaces can help in infection control and keep the clutter away if you make it a daily habit.

Designated Break Areas

Take your breaks in designated areas, such as break rooms or picnic tables. Eating in these areas decrease clutter and garbage at your workstation. Having your workstation clean will also make a better first impression.



Breaks

In addition to break areas, don't forget to take your breaks. Ensure you are using your entitled time to take care of yourself, eat, walk, read, or however you spend your breaks!

DATE:

FACILITY:

SAFETY TALK LEAD BY:

DEPARTMENT:

DISCUSSION QUESTIONS:

DO YOU KNOW WHERE YOUR SAFETY EXITS ARE, AND ARE THEY CLEAR?

WHERE DO YOU LIKE TO TAKE YOUR BREAKS?

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>