



## MAINTENANCE OF EQUIPMENT & BUILDING SYSTEMS

### *A way to keep workers safe and systems reliable!*

Proper maintenance of equipment and building systems is essential to keeping workers safe and prevent incidents, injuries, or service disruptions. Equipment and building systems that are not functioning as intended can create serious safety risks, including electrical hazards, mechanical failures, and slip, trip, or fall hazards. Routine maintenance and timely repairs help ensure systems operate safely, securely, and effectively, while minimizing downtime and preventing unexpected failures.

#### Your Role as a Worker

- Report maintenance or safety issues promptly to your manager or supervisor
- Provide clear details about concern, including location and urgency.
- Your manager/supervisor will make the appropriate calls or follow established Facilities-maintenance processes to address the issue.

Timely reporting helps ensure concerns are logged, tracked, and addressed before they escalate.



#### If the issue is not Resolved

If a reported maintenance or safety concern is not addressed in a timely manner, workers may:

- Raise the issue with their Occupational Health & Safety Committee or Safety Representative

The concern can then be discussed at the next OHS Committee meeting to determine next steps and ensure appropriate follow up.

Workers have the right to raise safety concerns without fear of reprisal.

*Safety is everyone's responsibility!*

**DATE:** \_\_\_\_\_

**FACILITY:** \_\_\_\_\_

**SAFETY TALK LEAD BY:** \_\_\_\_\_

## DISCUSSION QUESTIONS:

## QUESTION 1: WHAT IS SOMETHING YOU REPORTED AND WAS FIXED?

**QUESTION 2: IS THERE SOMETHING THAT YOU NOTICED THAT YOU DIDN'T REPORT AND SHOULD HAVE?**

**QUESTION 3: WHO IS YOUR OHS COMMITTEE REP OR SAFETY REP OF YOUR WORKSITE?**

# EMPLOYEE CONCERNS & IDEAS FOR IMPROVEMENT:

## EMPLOYEES PRESENT:

## **FOLLOW UP ON CONCERNS:**

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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 [healthpeehr@ihis.org](mailto:healthpeehr@ihis.org).

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