



SAFETY TALK

FREQUENTLY ASKED QUESTIONS

What is a Safety Talk?

A Safety Talk is a brief “talk” or discussion on a safety related topic. Safety Talks will also highlight national days and weeks with wellness and safety related themes. Watch for events and activities that you and your team can participate in!

How do I access Safety Talks?

The provincial Safety Talks will be emailed out weekly on Mondays throughout the remainder of 2022. They are intended to guide regular team discussion around safety. You may choose to utilize Safety Talks more frequently to further assist with promoting safety in your workplace or to discuss a topic that needs to be addressed.

Why utilize Safety Talks?

Safety Talks are a way to reinforce choosing safety first for employees and patients. They are part of an effective safety management system. Health PEI supports a culture of quality, safety and security for all.

Where are Safety Talks utilized?

You can hold Safety Talks anywhere - in a staff room, hallway, meeting room, etc. Consider meeting right at the area where the work is being performed and using equipment if applicable (e.g., at a bed side, desk, laundry area).

How is a Safety Talk conducted?

Ideally, Safety Talks should be utilized in person during a huddle with staff and led by a supervisor, manager or designate. Delivery of Safety Talks allows for discussion of questions and any additional safety concerns. For employees that are unable to attend a scheduled Safety Talk, the supervisor or manager should ensure that all employees have access to the discussed Safety Talk and develop a department work standard to sign off that the Safety Talk was reviewed.

Who leads the Safety Talk?

If it is during a huddle or meeting, whoever is leading the event may be the right person to lead the discussion for a Safety Talk; however, a designate(s) can be determined within the department to encourage engagement and champions for safety. Your department can have multiple champions who rotate the role of leading the Safety Talk.

Safety is everyone's responsibility!

Who attends the Safety Talk?

Everyone should attend: all staff – from front line to senior leadership. Safety is everyone’s responsibility. Determine with your team the best approach to reach all team members.

Do we need to answer all of the discussion questions?

The questions are designed to generate discussion amongst teams. Answering all the questions will generate a deeper understanding of how the topic impacts employee and patient safety, and allows opportunity to brainstorm ideas for improvement.

What do I do if there are concerns raised during the Safety Talk?

Document the concerns on page two of the Safety Talk under “Employee Concerns & Ideas for Improvement.” Take the identified concern(s) to the appropriate level (e.g., Manager, OHS Safety Officer, Occupational Health & Safety Committee). Seek solutions and communicate results with your team. Remember to submit a PSMS incident report as appropriate.

Where do the topics for Safety Talks come from?

Topics are collaborated on by the Wellness and Safety Team and the Quality & Risk Team. Ideas can come from incident reporting, critical incidents, injury report findings, dangerous occurrences, patterns and trends, etc.

What is the purpose of page two of the Safety Talk?

- Page two is to be a worksheet to document attendance, comments/concerns, ideas for improvement and follow up.
- Record the date, topic, duration, and presenter’s name.
- Participants sign to indicate they have participated and/or reviewed the Safety Talk.
- Retaining them in a Safety Talk binder is one way to maintain these records and to have them accessible for staff who may have missed the safety talk.

Can I use a different Safety Talk than what is featured for the week?

The provincial Safety Talks should be discussed with your team every week. However, you may choose to have additional Safety Talks with your team at any time based on their hazards and trends in their area. All Safety Talks for the year will be added to the Staff Resource Centre at: <https://src.healthpei.ca/safety-talks>



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>