

FEBRUARY SAFETY SEGMENTS: COMMUNICATING SAFETY



Communicating about safety is challenging in any workplace, especially in a healthcare facility. Your challenge as a safety leader is conveying important information the workers need to do their job safely.

PSYCHOLOGICAL HEALTH AND SAFETY FACTOR: RECOGNITION AND REWARD

DIRECTIONS

Be sure to encourage discussion by being open to all answers and opinions from participants. Watch the 4-minute video with the group about [The National Standard - Recognition and Reward](#). Read out the definition and facilitate the discussion by following the guide below:

SAFETY SEGMENT DISCUSSION

Recognition & Reward is present in a work environment where there is appropriate acknowledgment and appreciation of employees' efforts in a fair and timely manner. This includes appropriate and regular financial compensation, employee or team celebrations, recognition of years served, and milestones reached.

Questions to ask after watching the video:

1. Why is "Recognition and Reward" important?
2. What happens when employees don't receive appropriate recognition and reward?
3. Think of a time when you were recognized or appreciated. How did this make you feel?
4. What are some different ways that people can be rewarded or recognized in a workplace?
5. What are some strategies to help YOUR workplace with Recognition and Reward?
6. What are some different ways that YOU can recognize and reward your colleagues, supervisors, or staff?

Go the extra mile!

You can prepare for this topic, get more resources and read more [here](#).



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EFFECTIVE SAFETY TALKS

DIRECTIONS

Start out the discussion by setting the expectations for creating a safe space and being respectful of everyone's feedback. Watch the 5-minute video, [CCSA Safety Byte: How to give an effective safety talk in 5-minutes!](#). After everyone is done, use the guiding questions below to facilitate a group discussion.

SAFETY SEGMENT DISCUSSION

Tips and Tools:

1. It is important to emphasize that there should be documentation of the safety talk when they do it with their teams. Remember, "No record means it did not happen!" Download the [CCSA Safety Talk Record Form](#) to use as a template.
2. Print out the [CCSA Safety Talk Template](#) as a guide to prepare for any safety talk.
3. Check out the [sample safety talk topics](#) for continuing care.

Guiding Question:

1. Can you think of the top 3 safety topics for our facility/departments we need to focus on and why?



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POST-INCIDENT DEBRIEFING FOR LEADERS

The aim of conducting a post-incident debrief is to provide an opportunity for workers to communicate their experiences so that gaps can be identified and lessons learned. Subsequently, policies, plans, training, resources, and mitigation strategies can be reviewed and modified to address these gaps and utilize these lessons learned, thereby improving the organization's ability to respond to similar incidents in the future.

DIRECTIONS

Print out and distribute the [WCB Critical incidents: Management and stress debriefing employer fact sheet](#). Start by discussing the importance of debriefing after a critical incident above. Facilitate the discussion by following the guide below.

SAFETY SEGMENT DISCUSSION

Tips and Tools:

- If you have a Post-Incident Debriefing Policy and Procedure, include it in the discussion.
- You can also use the [PEARLS Healthcare Debriefing Tool](#) as an excellent discussion point or even a template for conducting debriefs.

Guiding Questions:

1. What is your responsibility in conducting a post-incident debrief?
2. Have we had an incident in the past year that would have required a post-incident debrief? Did we do a debrief? If yes, what could we have done better? If not, then what do we need to do to ensure this will be done for the next incident?

Go the extra mile!

1. You can prepare for this topic, get more resources, and learn more by reading the [Incident Debriefing Guide for Continuing Care](#).



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Communicating about safety is everybody's responsibility. The internal responsibility system (IRS) states that workers, supervisors, employers, and other worksite parties, each have their part in ensuring that everybody is knowledgeable and aware of how to do their jobs safely. Reporting safety concerns and hazards effectively is one way to communicate safety in the workplace.

REPORTING SAFETY CONCERNS EFFECTIVELY

DIRECTIONS

Start out the discussion by setting the expectations for creating a safe space and being respectful of everyone's feedback. Print out or share an electronic copy of the [CCSA Reporting Safety Concerns Effectively PDF](#). Give each staff member 5 minutes to read. After everyone is done, use the guiding questions to facilitate a group discussion

SAFETY SEGMENT DISCUSSION

Guiding Questions:

- What is our policy and procedure for reporting safety concerns and hazards?
- What is the importance of reporting in a timely manner?
- What do you think are the barriers to reporting in our organization? How do we address them?
- What can supervisors do to encourage the reporting of safety concerns and hazards?



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The provincial and municipal government, education, and health services sector have the highest disabling injury claim rate and lost-time injury claim rate among all sectors in 2020. (3.00 per 100 person-years). Understanding the data and the trends helps in planning out strategies to prevent future incidents and injuries.

ALTERNATE RESOURCE: KNOW THE NUMBERS: INDUSTRY STATISTICS AND TRENDS

DIRECTIONS

Print out or share an electronic copy of the [Workplace Injury Statistics Infographic](#) for the provincial & municipal government, education & health sector overview 2020. Review the infographic with staff and use the guiding questions to facilitate a group discussion.

SAFETY SEGMENT DISCUSSION

Guiding Questions:

- What are the key points from the infographic?
- What are the 3 most common types of injuries in our industry? In our facility?
- Can you think of strategies to prevent these injuries?
- Why is it important to know the numbers?

Alternate / Supporting Activity:

- Go to <https://continuingcaresafety.ca/injury-statistics-and-reports/>
- Click on the Industry Synopsis Reports tab and choose
- Review the latest report and discuss it with the group to increase awareness

