

SSPR - Workplace Safety Discussion Guidelines

During SSPR Planning Meetings supervisors will review Department policies and procedures regarding workplace safety with employees. Supervisors will provide coaching or access to training as needed to ensure employees have the knowledge to assess mitigate workplace hazards.

Note: These guidelines are intended to reinforce existing department safety guidelines. They do not establish or supersede department safety policies or procedures.

Discussion Topics

No job is so important or so urgent that it can not be done safely.

Personal Safety

Review and discuss areas of personal safety in the workplace. Ensure the employee understands department expectations and opportunities including, but not limited to the following areas:

- Building Security/Access
- Office Ergonomics
- Proper Lifting Techniques
- Slip/Trip, Fall Hazards
- Location of first aid supplies/materials
- Reporting unsafe work conditions, practices, near misses, injuries, vehicle collisions and other incidents

Emergency Evacuations

Review any procedures or diagrams related to emergency evacuations. Ensure the employee understands their individual responsibilities.

Emergency Actions

Review and discuss situations that may require an employee to take emergency action. Be sure the employee has access to emergency contact information including, but not limited to:

- Building Services
- Building Security
- Department Chain of Command

Equipment Safety

Review and discuss the safe operation of any relevant equipment in the department. Provide coaching or training as needed to ensure employees are:

- Operating equipment safely
- Using protective equipment and/or devices as appropriate.