

FAQ and “How To Do”

What is a Safety Talk?

A Safety Talk is a two to five minute “talk” on a safety related topic. It’s a quick safety “huddle”.

Who gives the Safety Talk?

The manager, supervisor or someone who is knowledgeable on the subject matter can lead the Safety Talk. Consider having a TLR trainer present on topics related to the TLR program or asking maintenance to speak about regular checks on equipment.

Who attends the Safety Talk?

Everyone should attend: support staff, care-giving staff, managers, supervisors and even senior leadership. Safety is everyone’s responsibility.

Why hold Safety Talks?

Safety Talks are one way to remind workers and reinforce choosing safety first. They are part of an effective safety management system. Safety Talk topics can be chosen based on the identified need and repeated at various times throughout the day, week, month or year.

When are Safety Talks held?

Safety Talks should take place at the beginning of the work schedule to heighten safety awareness throughout the shift/work day. Consider posting the Safety Talk in a visible place and make reference to the topic throughout the shift. “Catch” and acknowledge people working safe and making safe choices - a positive reinforcement.

Where are Safety Talks held?

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

How often are Safety Talks held?

SASWH’s Safety Management System indicates Safety Talks are held weekly. You can choose to hold Safety Talks more frequent to further assist with promoting safety in your workplace.

Do I need to keep a record of the Safety Talk?

Yes...if it isn’t documented, it didn’t happen. SASWH has created a template that you can use or you can create your own. Record the date, topic, duration, presenter’s name; the manager/supervisor also attends the Safety Talk and signs the Record. Participants sign-in to indicate they were present. Saskatchewan Labour Relations and Workplace Safety’s occupational health officers may ask to see your records of Safety Talks, and retaining them in a Safety Talk binder is one way to maintain these records.

Is a Safety Talk simply theory or is it participatory?

Delivering a Safety Talk and having people participate may assist with retention of the information. Always have a discussion period at the end of the Safety Talk; encourage input, questions and include problem-solving. Record comments, positive and not positive, right on the Safety Talk Record.

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

Have the concern documented according to your facility/site process. Take the identified concern(s) to the appropriate level (e.g., occupational health committee). Seek solutions and communicate results.

Questions: contact SASWH at 306.545.5595 or email info@saswh.ca

Be Accountable: Choose safety - work safe - and go home injury free!