

## Safety Rules

**For this Safety Talk, consider sharing the Safety Rules in place now, why they are in place and how they are enforced. If possible, have the Safety Rules with you to share/use as a handout.**

Safety Rules are a set of rules specific to the processes and procedures that we do. Normally the rules include requirements under Saskatchewan's occupational health and safety legislation, such as mandatory training and the use of personal protective equipment.

Safety Rules govern (direct) the conduct (behavior) and action of all workers. These rules must be enforced and action should be taken every time a rule is violated (not followed).

Safety Rules must be:

- enforceable and enforced: violations need to be dealt with promptly, appropriately and consistently
- explained to new workers during orientation: a handout of the Safety Rules could also be included in an orientation handout package
- posted in appropriate locations where it is easy to see: in staff areas, on/near the OH&S bulletin board
- followed by everyone

When Safety Rules are developed or reviewed, asking the following questions may help:

- Is there really a need to have a rule on the topic?
- Will the rule we're considering (or reviewing) meet the identified need?
- Is the new rule (or the existing rule) practical?
- Can the new rule (or existing rule) be consistently enforced - and will it be?

Safety Rules topics can include more than legislated requirements, such as:

- worker general orientation
- non-conformance/disciplinary procedure
- smoking, alcohol, horseplay

### **Review the Safety Rules in place in your facility.**

Some suggested topics for Safety Rules are:

- TLR client logo: ensure appropriate logo to identify the transferring, lifting or repositioning technique is current and posted at/near the client
- Safe patient handling equipment: ensure proper training, use, storage and visual checks are performed on equipment and slings/attachments (including proper training on use of equipment)
- Working alone: working alone policy must be complied with; lock doors; communication/check-in process/procedure
- Reporting of injuries/near misses: required to report all work-related injuries/near misses to the supervisor/manager (include existing process, form, etc.)
- Reporting unsafe conditions/concerns: required to report to supervisor/manager immediately; supervisor/manager to take corrective action immediately and report on those actions (include existing process, form, etc.)

### **Safety Talk Discussion**

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