



COMMUNICATING ISSUES

TOOLBOX TALK SERIES – INJURY PREVENTION

Week 3 and Week 4 – May 2022

Safety is everyone's job. Therefore, we must all watch out for each other. Do you know how and when to bring up an issue with a co-worker or supervisor?



What's the problem here?

When Should I Speak Up?

- When you see someone working unsafe.
- When you do not have proper training or knowledge to do a task at hand.
- When you don't have the right tools or personnel to complete the task correctly.
- When safeguards are not implemented.
- When a hazard is present that could injure you or others.

How to Communicate Issues?

- Take the time to have conversations that need to be had to correct the situation.
- Involve the right personnel in discussions.
- If someone is working unsafe – STOP – and have a respectful conversation about it. If you do not feel comfortable approaching them, approach a supervisor.
- Follow up conversations if necessary to ensure the situation is resolved and measures are being taken to prevent reoccurrences.
- If necessary, ensure others outside of the immediate work group are informed of the issue and/or corrective actions of the situation that occurred.

