

# TOOLBOX TALK



## DISCUSSION TOPIC: STAFF SAFETY TIPS

As an Okanagan Indian Band employee, it's important to be mindful of your surroundings to help ensure the workforce is protected and workers get home safely each day. All employees should actively play a role in upholding an organizations workplace safety. A workplace consists of all the processes, protocols, and guidance put in place to help reduce risks on-site and reduce injuries and illness rates. All Okanagan Indian Band employees should be fully invested and committed to these workforce safety tips to help create a safer work environment. When the workforce shows a dedication to safety, different risks and hazards on-site can be quickly identified and corrective actions can be set.

### GENERAL SAFETY TIPS

- If you are working outside of normal business hours, ensure you're aware of your surroundings while entering and exiting the buildings
- When travelling in your role, ensure you are practicing defensive driving as you could encounter road hazards that could include livestock
- Practice locking your vehicle in parking lots and not leaving valuables in sight in your vehicle
- Always report unsafe conditions to your supervisor
- Report near miss's or incidents immediately by completing the OKIB near miss/incident reporting form
- Stay up to date with new procedures or protocols
- Have emergency contact information for your building readily available
- Ensure someone in the workplace has up to date First Aid
- Clear communication with co-worker or supervisor if working alone
- If you suspect a suspicious behaviour in your work area do not approach and contact the non emergency RCMP phone number: [\(250\) 546-3028](tel:2505463028).
- Understand your departments evacuation procedures

