**Safety Talks Checklist**

**Background:**

Safety is part of everyone’s responsibilities in the City of Nanaimo. One of the best ways we can make safety part of our routine in an office culture is to incorporate monthly safety talks into our requirements. The following checklist outlines some very important topics which could be covered in staff meetings.

Please ensure to send proof of that safety meeting to the OH&S Department (Meeting Minutes or Sign in Sheet).

If you have any questions regarding any of these topics, or would like some reference or training material, please feel free to contact the OH&S Department. There are also many other topics available upon request.

* **What is a near miss and how do we report it?**
* **Identifying first aid persons, where they are located, how to contact them in the event of emergency.**
* **Emergency evacuation persons, exits and procedures.**
* **Location of fires extinguishers, AED’s, eyewash stations.**
* **Location of first aid rooms and equipment.**
* **Location of OHS information and what employee’s can find there: intranet, black boxes, bulletin boards.**
* **What employee’s can do if they have a safety concern.**
* **When to report an OHS incident.**
* **What is COR?**
* **Each employee’s responsibilities.**
* **Potential OHS hazards for departments.**
* **Location-specific or occupation-specific hazards and the appropriate response or controls to mitigate the risk.**
* **Good office Ergonomics and reduction of Repetitive Strain Injuries and Musculoskeletal Injuries**