

System:	Employee Injury Prevention	Process:	Conversations around the Visual Display
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Purpose: *To have a daily conversation with employees and have a clear and shared understanding of the current health and safety risks, key updates and acknowledgments that have occurred in the last week or are expected to occur in the next week as well as any shared learning from risks that have been resolved.*

Results:

- Have a daily visual tracker of what types of employee injuries are occurring in the area/unit

Definitions:

Risk –Something that increases the possibility of an incident occurring. Something that has either happened already or has a potential for occurring.

Consultation – Requires a deliberate discussion with an expert of peer professional in order to seek advice.

Roles & Expectations:

- *Facilitator* – Starts the huddle by setting out objectives and rules; ensures that the huddle keeps moving and is focused, and summarizes what actions need to be taken after the huddle
- *Recorder* – Records on flip chart all identified risks, updates and actions.
- *Observer/Coach* – Observes the overall functionality of the huddle, including: take time, risk identification, problem-solving during the huddle and blaming. Coaches individuals after the huddle.

An up to date visual display of injuries will be maintained for each unit and department at SBH. The visual display will outline areas of the hospital where incidents are occurring, the most injured body part for each incident as well as unit/department specific information regarding injury trends, opportunities for improvement and tips for staff safety.

Ground Rules or Key Assumptions:

- Start on time
- One speaker at a time
- No problem-solving during the huddle
- No blaming
- Be prepared
- Full attention given (i.e. no checking phones)

Supporting Tools:

- Body Map
- Area/Unit map
- Cause(s) Graph
- Incident tracker

Step #	Description	Key Points / Images	Who	When
1.	Gather together	Every shift change, meet in the NAME OF LOCATION.	Manager Supervisor All staff	Every Shift Change

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2.	Introduction/ Ground Rules	Facilitator opens huddle by briefly explaining the objective of the huddle.	Facilitator	
3.	Follow up	Review any follow up on identified risks and corrective actions identified during the last huddle.	Facilitator, any staff	
4.	Review identified risks occurring since the last huddle	<p>Review any new incidents, hazards and risks which have occurred since the last huddle:</p> <p>If uncomfortable reviewing info regarding a specific incident, remind staff about the hazard which caused the incident.</p> <p>i.e.) slip, trip, fall incident remind staff to be aware of surroundings, assess the risks.</p>	Facilitator	After follow up
5.	Round Table	<p>Q1: Ask staff: Do you have any concerns related to potential risk today?</p> <p>Q2: Ask Staff: Do you have the PPE you need to prevent injuries?</p> <p>Q3: Ask staff: Have you identified any new safety risks?</p>	Facilitator & All staff in attendance	After Corrective action review
6.	Recognitions	Ask: Are there any recognition for working safely?	Facilitator & all staff in attendance	After round table
7.	Huddle Closes	Facilitator announces that the huddle has concluded.	Facilitator	After recognitions

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8.	Document risks/ updates and actions	Post huddle, the Recorder will update: The Action log will be sent to the Manager of the department.	Recorder	Within one hour of huddle
9.	Process Insights	Gather insight of what is going well, not going well and what can be improved and any key learning.	All employees	Weekly