

System:	Employee Injury Prevention	Process:	Use of a 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)

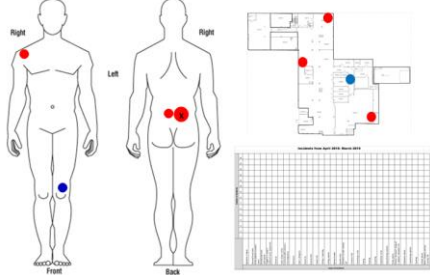
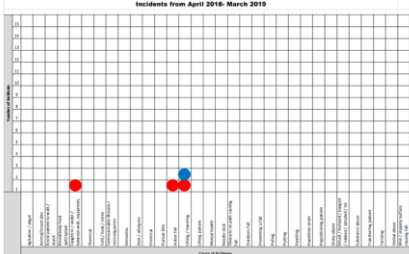
Supporting Tools:

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

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Step #	Description	Key Points / Images	Reasons Why	Who	Time
	<p>An injury prevention display will be posted in a highly visible location in your unit/department. The display will consist of the following:</p> <ul style="list-style-type: none"> - An A3 sized body map diagram - A letter sized map of your department/unit - A letter sized cause of illness/injury chart 			Manager or their designate	Each fiscal year
	<p>Once the display has been set up, following the notification of a work related incident, managers will update the visual display of injuries. Colour coded dots will be utilized:</p> <ul style="list-style-type: none"> - Red dots will be utilized to identify injured staff from your unit/department - Blue dots will be utilized to identify injured staff from other departments/units who are injured in your area 		<p>Departments/units will order and keep stock of the following items from Grand and Toy in order to populate their display:</p> <ul style="list-style-type: none"> - Red dots item id #: 14001-0 - Blue dots item id # 14003-0 	Manager or their designate	As needed

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	<p>Display will be populated with the colour coded dot to highlight the following:</p> <ul style="list-style-type: none"> - Location of the incident - Most affected body part - The cause of injury/illness - If time loss occurred as a result of the incident <p>It will be identified by an X through all dots associated with the incident</p>			Manager or their designate	After an incident
	<p>Run Chart will be populated to highlight the following:</p> <ul style="list-style-type: none"> - Number of occurrences - Tracking of different causes of injuries 			Manager or their designate	After an incident
	<p>On a daily basis all unit/department managers will review with staff, their visual display of injuries to determine if there are any trends occurring in their area/unit.</p>	<p><i>If no injuries occurred over the last 24 hours/weekend, celebrate that no one was injured.</i></p> <p>If an injury had occurred, review the following:</p> <ul style="list-style-type: none"> - Location of the incident - Most affected body part - The cause of injury - If time loss occurred as a result of the incident <p>Ask staff what could be done to prevent/mitigate the injury</p> <p>What standards are out there</p>	<p>Safety conversations may be integrated with shift to shift huddles or the areas management system improvement huddles</p>	Manager or their designate	Daily

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Step #	Description	Key Points / Images	Reasons Why	Who	Time
	Data collected based on incidents occurring in the area of concern will be reviewed and compared to determine if any trends exist.			Manager and HR	As needed
	The display will be populated in this way for each fiscal year. April 1 of each year a new copy of each of the display elements will be posted: <ul style="list-style-type: none"> - Location map - Body map diagram - Injury/illness cause chart 			Manager or their designate	Annually on April 1 st
	All display items can be kept for reference and comparison from previous years.			Manager and HR	Annually on April 1 st