

# Tool Box Talk

## Emergency Preparedness: Pandemic

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Research by the World Health Organization (WHO) indicates that pandemics have the potential to lead to high levels of illness, death, social disruption and economic loss. In the event of an influenza pandemic, businesses have the opportunity to play a key role in protecting their employees' health and safety, and that of their customers/clients. The first step is to ensure that protocols for responding to the threat of a pandemic are included in the business's emergency response plan.

### What Is a Pandemic

According to the Canadian Centre for Occupational Health and Safety (CCOHS), pandemic, typically refers to an influenza (the "flu") but it can refer to any widespread disease. Pandemics are usually a serious illness that causes a large percentage of the population to become ill because they have little or no immunity to the virus.

### Influenza Protection Measures

Protection Measure	Where Applicable
Hand hygiene, cough etiquette, ventilation	Everyone, all the time
Departmental BCP Policies related to pandemic influenza	Senior Management
Social distancing	Everyone, all the time (leverage technologies)
Protective barriers and HVAC	Physical security staff. To avoid close contact with the public and maintain a clean environment
Health related equipment. Temporary surgical masks, gloves, cleaning substances	Work place health and safety committees- for distribution to all employees
Respiratory masks, eye protection, gloves, gowns, aprons	Front line health care workers in close contact with patients and other high risk areas

BCP—Business Continuity Plan

HVAC—Heating, ventilation, and air conditioning

Source: [thehealthteam.ca](http://thehealthteam.ca)



### Business Continuity

In the event of a pandemic threat, business owners may want to consider the following:

- ✘ Identify a reliable source of information and communicate that information to employees on a regular basis
- ✘ Restrict workplace entry of people with influenza symptoms, for more information on signs and symptoms: [www.ccohs.ca/oshanswers/biol\\_hazards/influenza.html](http://www.ccohs.ca/oshanswers/biol_hazards/influenza.html)
- ✘ Post hygiene notices at entrances (ie: all employees must wash hands), handwashing stations and public areas
- ✘ Provide supplies for handwashing
- ✘ Clean surfaces that are touched frequently such as desks, phones, keyboards and countertops
- ✘ Increase social distance (move meetings online or to telephone where possible, avoid unnecessary travel, cancel or postpone non-essential meetings, gatherings or workshops. Leave a gap between shifts and introduce staggered lunch times)
- ✘ Use masks and protective barriers. Surgical masks and protect some staff, erecting plastic or glass barriers can provide useful protection for some people
- ✘ Ventilate workplaces
- ✘ Exposed workers should stay home
- ✘ Develop policies for staff who have been quarantined

NOTE: in Saskatchewan, pandemic notices are posted at:

[www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues](http://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues)

OTHER RESOURCES: the Government of Saskatchewan has developed a Pandemic Plan that is updated as required, [www.saskatchewan.ca](http://www.saskatchewan.ca). In addition to the resources cited here, [www.canada.ca/flu](http://www.canada.ca/flu) is maintained by the Government of Canada. The page contains links to the FluWatch surveillance system and pandemics.



# Tool Box Talk

## How To Use This Resource

When accidents and incidents happen on the jobsite, we are always quick to point the finger at lack of training, not following practices or procedures, or even improper supervision. The idea that the hazards and dangers associated with the job were not properly communicated to all of the workers is often missed.

Tool Box Talks can go by many names, and although formats may vary, these meetings all serve one purpose: to inform employees and contract workers. Tool Box Talks are short, informal, meetings between management and the workers on a jobsite. The goal of these meetings is to reinforce current safe job procedures, inform workers of new and/or relevant procedures, review recent safety violations/incidents, and ensure workers are up-to-date on the information required to complete their work safely.

Always use a Tool Box Talk form to record the meeting topic, date, who was in attendance, and any follow-up actions to be taken. Not only do these forms help with consistency of record keeping, but they also ensure that nothing is missed. At the end of the meeting have management sign off on the form.



One of the most important aspects of a Tool Box Talk is giving workers an opportunity to voice their concerns and ask questions. All employees have a right to participate in health and safety as it relates to their work and it is the supervisor or manager's responsibility to create an environment for them to do so. Once the meeting is over, and the form is filled out, it should be filed with other documented Tool Box Talks. Remember that Tool Box Talks are short and informal, they are not meant to be intimidating. Use the opportunity to have fun and stay on top of what is necessary to keep safety culture a strong part of the business.

**For a full listing of Tool Box Talk topics, visit: [www.scsaonline.ca/resources/tool-box-talks](http://www.scsaonline.ca/resources/tool-box-talks)**

**For a copy of the Tool Box Talk form, visit: [www.scsaonline.ca/pdf/Tool\\_Box\\_Meeting.pdf](http://www.scsaonline.ca/pdf/Tool_Box_Meeting.pdf)**

### ABOUT THE SASKATCHEWAN CONSTRUCTION SAFETY ASSOCIATION

*The Saskatchewan Construction Safety Association (SCSA) is an industry-funded, membership-based, non-profit organization that provides cost-effective, accessible safety training and advice to employers and employees in the construction industry throughout the province to reduce the human and financial losses associated with injuries. Registered March 20, 1995, the SCSA is, and has been since inception, committed to injury prevention. Serving almost 10,000 member companies with business offices in both Regina and Saskatoon, the major business units of the association are Advisory Services, Business Development, Corporate Services, Program Services and Training. The mission of the SCSA is constructing safety leadership in Saskatchewan and the vision is to create the safest construction environment in Canada.*