

## **Fort Smith Service Centre (ECE, GNWT) Plan for Staying Safe**

Staff of 9 in the Sweetgrass Building, 1<sup>st</sup> Floor in Fort Smith

1. We regularly hold and will continue to hold Occupational Health and Safety Meetings with another Department who shares office spaces in our building.
2. “Safety” is a regularly occurring item/section on our monthly staff meeting agenda.
3. We are always on the lookout that our whole space is a ‘no-trip’ zone. If any piece of carpeting starts to unravel, we are all on it and have it down to be replaced. In the past couple of years we switched from carpeting to lino (which has also helped with cutting down on static electricity). We found it necessary to put a large rubber mat near the entrance after the flooring was installed to eliminate down on slips.
4. Staff regularly share in the responsibility of reminding other staff to keep filing drawers closed and cupboard doors shut so others don’t run into them.
5. We’ve invited Public Health to the office in the past to:
  - a. Give flu shots
  - b. Come in and do a small info session on protecting ourselves during the H1N1 epidemic when we work with our many clients
  - c. Wellness centre came in and gave a presentation on how to de-escalate and recognize someone who is under the influence of drugs
  - d. Public Health came in and talked on how to cut down the spread of infectious diseases in the office (for example, we keep Styrofoam cups for the general public when they come in and ask for a drink to cut down the risk of Hep C being shared from a drinking cup that has a crack or isn’t being bleached)
6. It’s not only the building owner’s responsibility to check that fire extinguishers are up to date, but all staff. If something has been overlooked as ‘regular maintenance’...we are all aware of what to keep an eye out for.
7. We have a lot of files, promo items etc for storage in the storage room and have an office awareness that these boxes are always stored lower or on the floor to avoid an accident of pulling a heavy box on oneself.
8. Even though there is a janitorial contract to clean the building daily, we keep disinfectant wipes on hand to regularly wipe down door handles, keyboards and phones used by the general public to cut down on the spread of infections for both staff and clients.
9. Staff have been trained in Verbal Judo and Non Violent Crisis Intervention and Winter Driving Safety as well as all try to be aware of keeping their First Aid up to date.

**10. We have had a long walk-bar instead in the front of the building after seeing many senior clients nearly slip on the fall into the building (it can get icy near the front). This has been a big help to those that need the extra support.**

**Thank you,  
ECE Office Staff (Fort Smith)**