



Safety Huddles Tip Sheet

What are Safety Huddles?

A Safety Huddle is a venue to discuss issues at a regularly scheduled time. Safety Huddles are frequent but short briefings (10 – 15 minutes) to help teams stay informed, review work, make plans and move ahead rapidly. Safety Huddles are not staff meetings.

Purpose/Benefits of using Safety Huddles

- They provide an incentive for a routine meeting - weekly or every two weeks.
- Increase communication and awareness between unit leaders and front-line staff.
- They keep momentum going, as teams are able to meet more frequently and stay on top of issues.
- They keep everyone in the loop which fosters communication, trust and respectful relationships.
- They create the opportunity for everyone to hear critical information about safety issues at the same time.

How to introduce the Safety Huddles Model

- Discuss the Safety Huddle concept within the facility and explain that Safety Huddles are a way to address issues or share needed information to all workers.
- Agree on the time and the place that the Safety Huddles will occur.
- Bring the team together in the place that is most convenient for the team members who have the least time available for meetings.
- Have a clear set of objectives for every Safety Huddle.
- Limit the duration of the Safety Huddle to 15 minutes or less.
- Review the objectives of the Safety Huddle for that day, review the work done since the last one, act on the new information, and plan next steps.

Who calls for a Safety Huddle?

- Anyone can call for a safety huddle at any time.
- Anyone can suggest topics for discussion.
- Include and involve all disciplines.
- Everyone has a voice.
- Nurse Manager/Unit Leader.

How do you structure a Safety Huddle conversation?

- Be clear about the issue or situation that will be the focus for the Safety Huddle.
- Safety Huddles should include all staff members who may be involved and impacted by the issue being discussed.
- Keep it short, keep it focused.
- If other issues or concerns are raised, make a list and decide on another time to review them.
- Be inclusive of all health care workers
- Include a process for follow-up on specific situations
- Foster the development of additional skills in listening and problem solving

What could be discussed at a Safety Huddle?

Safety huddle should allow for a discussion among staff members about issues that may affect their safety and how to reduce the risk associated with the delivery of care to persons being supported. Safety issues raised may include:

- Changes to a patient/ resident / client cognitive functions or behaviours
- Equipment/device issues (maintenance, availability, etc.)
- Environmental concerns (clutter in rooms, etc.)
- Staffing complement (numbers, experience levels, etc.)

Sample Safety Huddle Template:

Facility:	
Location / Unit:	
Date:	
Number of Staff Present:	
Facilitator of Safety Huddle:	
Issue: (e.g. Task, Environment, Material/Equipment)	
Other related factors (e.g. human behaviour, organizational factors, design, procedures, training)	
Communication:	
Follow-up action:	