

MONTHLY SAFETY NEWSLETTER

NIPISSING UNIVERSITY



EFFECTIVE COMMUNICATION

LEARN HOW TO HIT THE TARGET AS A GOOD A.R.C.H.E.R.

Communication is a common and pervasive impediment to workplace health and safety. The A.R.C.H.E.R. acronym helps you participate in effective and productive workplace communication:

A – Actively Listen

Participate in active listening in any conversation by paying full attention, allowing them to finish before asking clarifying questions, and engaging through body language and compassion.

R – Report

If you have had an incident or an injury, if you experienced a near miss, or if you witnessed unsafe behaviours or unaddressed hazards, report it via the Injury and Incident Reporting e-Form available on the Health and Safety website.

C – Clear and Concise

When sharing information, avoid jargon and complex language. Ensure that the message is easy to comprehend while also thorough enough not to be too vague.

H – Help Constructively

Everyone can work towards continuous self-improvement! You can assist in improving you and your co-workers' communication by providing and respectfully receiving constructive feedback.

E – Empathy

We all have different perspectives and experiences. Please try to be mindful of others' strengths and differences, and afford everyone equal respect and value. You may be surprised as to what others around you could contribute to your work!

R – Regularity

Communicate with others frequently and openly to ensure that everyone is informed and involved.

WORKER'S RIGHTS

KNOW

You have the right to know about health and safety matters in the workplace.

PARTICIPATE

You have the right to participate in conversations and decisions that could affect your health and safety in the workplace.

REFUSE

You have the right to refuse work that could affect your health and safety in the workplace.

