

LOSS PREVENTION



FIRST AID KITS

Having well-equipped first aid kits readily available in our store is essential for addressing minor injuries and medical emergencies.

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How to use Weekly Meeting Topic Guides

What are the Weekly Meeting Topic guides: One-page topic guides to help managers educate their sales team on sales growth topics and strategies.

Goal: BSPK morning meetings are designed for one simple purpose:
to modify behaviors in order to achieve a desired result.

Weekly Topic: The meeting is intended to be delivered daily for an entire week in order to ensure that all team members have fully absorbed the content before moving on to the next topic.

Sections: BSPK morning meetings are divided into 4 easy steps.

- Introduction
- Questions for the team
- Teach the topic
- Set the expectation.

Meeting time: A morning meeting should be no longer than 15-20 minutes.

Best practices:

- Review the content before morning meeting
- Deliver the meeting in your own voice without reading verbatim from the meeting notes
- Use guide as a reference but always make eye contact with your team
- After the meeting, be present on the sales floor and be prepared to provide in-the-moment coaching where needed

First Aid Kits

Step 1 Introduction

Good morning, team. Our focus for this week's meeting is an important aspect of workplace safety: first aid kits. Having well-equipped first aid kits readily available in our store is essential for addressing minor injuries and medical emergencies. Let's discuss the importance of first aid kits and how we can ensure they are properly maintained.

Step 2 Questions for the team

- Can you name some items that should be included in a basic first aid kit?
- What are some common injuries or medical emergencies that may occur in our store?
- Do you know where the first aid kits are located in our store?

Step 3 Teach the topic

First aid kits are designed to provide immediate medical assistance in the event of minor injuries or medical emergencies.

Here are some key points about first aid kits:

- **Essential items:** A basic first aid kit should include items such as bandages, sterile gauze pads, adhesive tape, antiseptic wipes, scissors, tweezers, gloves and a first aid manual.
- **Location:** First aid kits should be easily accessible and located in designated areas throughout the store.
- **Regular inspection:** It's important to regularly inspect first aid kits to ensure they are fully stocked and items are not expired. Management will post a list of essential first aid kit items near each first aid kit and we will complete a monthly audit of any supplies that need to be ordered. If you notice that something is running low, please advise a manager so that we can proactively place a re-order before we run out.
- **Follow policy:** If a staff member or customer sustains an injury, please be sure to reference our emergency flip chart for instructions on how to handle the situation. You should always notify a manager promptly for any injuries which occur in the store. If there is an immediate danger, call 9-1-1.

Are there any questions?

Step 4 Set the expectation (this is how you can say it)

Maintaining well-equipped first aid kits is crucial for ensuring the safety and well-being of everyone in our store. Here's how you can contribute. By staying prepared and informed, we can create a safer environment for ourselves, our colleagues, and our customers.

First Aid Kit Checklist



MONTHLY AUDIT

MAINTAINING A FIRST AID KIT THAT HAS BEEN STOCKED WITH THE RIGHT SUPPLIES IS CRUCIAL TO ENSURE WORKPLACE SAFETY. BASED ON OSHA GUIDANCE, THE FOLLOWING QUANTITIES ARE SUFFICIENT FOR A TEAM OF 2-3 PEOPLE. FOR LARGER TEAMS, PURCHASE ADDITIONAL FIRST AID KITS.

1. Gauze pads (at least 4 x 4 inches).
2. Two large gauze pads (at least 8 x 10 inches).
3. Box adhesive bandages (band-aids).
4. One package gauze roller bandage at least 2 inches wide.
5. Two triangular bandages.
6. Wound cleaning agent such as sealed moistened towelettes.
7. Scissors.
8. At least one blanket.
9. Tweezers.
10. Adhesive tape.
11. Latex gloves.
12. Resuscitation equipment such as resuscitation bag, airway, or pocket mask.
13. Two elastic wraps.
14. Splint.
15. Directions for requesting emergency assistance.

Source: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.266AppA>

SIGN OFF LOG

MANAGEMENT SHOULD COMPLETE A MONTHLY AUDIT OF EACH FIRST AID KIT IN THE STORE. PLACE A RE-ORDER FOR EXPIRED OR MISSING SUPPLIES. RETAIN A PHYSICAL COPY OF THIS CHECKLIST WITH EACH FIRST AID KIT.

Month	Audited By	Date of Re-order
January		
February		
March		
April		
May		
June		

Month	Audited By	Date of Re-order
July		
August		
September		
October		
November		
December		