



# StreetWorks Toolkit

## Resources: *Safety*

In Classroom 101, our discussion focused on issues of personal safety. Most of this discussion focused on decisions that trainees make and strategies they create to keep themselves safe. In addition to personal safety, it is important for trainees to have discussions with their supervisors about the safety-related expectations of their agency.

### How to use this activity:

This activity is intended to be used to structure a discussion with your supervisor about safety. Plan to spend about an hour with your supervisor on this activity. If possible, read through the activity beforehand.

During the StreetWorks Toolkit training, trainees discuss aspects of personal safety in their work. Agency policies, norms, and expectations also impact staff safety. This activity encourages trainee and supervisor to consider policies and rules that govern safety in your agency on three levels: agency-wide policies, program or site-specific safety protocols, and safety protocols specific to the trainees role.

The following lists provide some examples of common policies and procedures that agencies may have in place regarding safety. Use these topics as a starting point to explore your agency's own policies. We encourage the supervisor to have discussions with their employee where the supervisor is clear regarding what is a "recommendation" and what is a "rule," so that workers have a clear idea where they have discretion in making decisions. Discuss any additional guidance around safety that might exist at your agency.

To the extent you feel comfortable, we invite you to share feedback or questions on these activities so that we can better fit these tools to your role and your community.

Feel free to reach out to [streetworkstraining@lssmn.org](mailto:streetworkstraining@lssmn.org) or [james.scott@lssmn.org](mailto:james.scott@lssmn.org) for questions or to reflect on this activity, and we encourage you to share any or all of your results with StreetWorks.

## Agency-Wide Policies

Start with a discussion of agency-wide policies that govern all employees but may not have been written with the trainee's specific role in mind. Some examples may include policies on:

- driving
- carrying weapons
- reporting injuries
- COVID-19 safety protocols
- other agency protocols

## Program and Site-Specific Policies

Continue the discussion with a focus on program- or site-specific protocols. Some examples may include policies on:

- when and where the worker is allowed to work (and not allowed to work)
- who a worker can and cannot work with
- emergency protocols
- critical incident protocols
- other program-specific safety protocols or rules

## Personal Safety

Finally, think about safety protocols specific to the trainee. If the trainee works in the field, they may have specific safety protocols to follow when working "off-site" or in situations where they may be alone and unable to contact others in the moment. New workers may have different safety expectations than veteran workers. Some examples may include policies on:

- communication and sharing schedules
- emergency contact information for the worker and their supervisor
- de-escalation interventions
- dress code, name tags, using business cards or identification

## Now what?

- The information you gather in this activity will form the basis of your discussion in Classroom 201, so be prepared to have your notes available during that phase of the training.
- Work with your supervisor to create an employee-specific safety plan that reflects your agency, program and the employee's specific role.
- Consider working with your supervisor to clarify some common safety-related rules and expectations. Is there an upcoming staff meeting or training time when you might share your insights with the rest of the team?