



Toolbox Talks

Breaks



All employees are entitled to take breaks during their shifts. Breaks help to reduce physical and mental fatigue, improve focus, and prevent accidents. Employees should take breaks at regular intervals throughout the day.

Bathroom breaks are a necessity, and you should not feel pressured to delay or skip a bathroom break because that can lead to discomfort and health issues.

- Maintain proper hygiene during bathroom breaks at work. Wash your hands after using the restroom facilities. Keep the restroom facilities clean for others.
- Ensure that bathroom breaks are taken in a timely manner to avoid interruptions during critical tasks. However, do not rush. Take the necessary time to properly attend to your needs and maintain hygiene.
- Report any concerns about inadequate restroom facilities, spills, slippery floors, malfunctions, damage, or unsanitary conditions.

Meal breaks provide an opportunity to refuel and recharge. Follow the company policies regarding meal breaks and also be courteous to others.

- Wash your hands before eating and also after your meal break before returning to work.
- When using the microwave, cover your food to prevent splatters. Wipe the microwave out after you use it.
- Clean up after yourself in the break area to maintain a clean and sanitary environment for everyone. Throw your trash away.

Rest breaks are vital to maintaining productivity, focus, and overall well-being throughout the workday.

- During your rest break, take a moment to stretch, stand up, or walk around. This helps reduce muscle stiffness, improves circulation, and prevents the negative effects of prolonged sitting.
- If your work involves staring at a screen, take the opportunity during your break to rest your eyes. Look away from the screen and focus on something at a distance to reduce eye strain.
- If you notice any unsafe conditions in break areas, report them immediately.
- Before you leave for a break, secure your workspace. If you are using machinery or equipment, ensure it is properly shut down before leaving.
- If necessary, inform your co-workers that you are stepping away, so they are aware of your absence, especially if your work involves shared responsibilities or requires constant coverage.
- Manage your time effectively throughout the workday and while you are on breaks. Do not leave the worksite during a break if you know you cannot return on time.
- After a break, take a moment to refocus and ensure you are mentally and physically prepared to resume your tasks safely.
- Breaks should be taken in approved areas only. During break time do not disrupt or distract others who are working. Do not eat or drink in nondesignated areas.

