



Office & Computer Supplies

HSSE

&

THE RETAIL ENVIRONMENT

“Our Journey”

01.21.2021

Printing

- +Business Cards
- +Flyers
- +Invitations
- +Brochures
- +Photocopying
- +Scanning
- +Wide Format
- Printing & Scanning

Kids Corner

Crayola
Maped

Janitorial

Lysol
Fabuloso

Ink & Toner

HP 35A
XEROX
610

Mission Statement

To identify the evolving needs of our customers in order to provide timely, relevant, high quality and continuously improved services. In doing so we shall conform to sound business practices, use appropriate technology and ensure employees' growth and development.

VALID UNTIL JANUARY 31ST 2018
TO BE CUT OUT OR PIC TAKEN BY MOBILE

COUPON
BUSINESS EXPO
5% OFF
RESTAURANT

“We are the office solution”

Safety Moment



HSSE TIP OF THE DAY

Covid-19 Basic Preventive Measures

Respiratory etiquette is to be strictly followed. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.

- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

WHO & CDC GUIDELINES

#stopthespread





Meet our Presenter 1:

Avia Maria Lindie, MBA
Chief Executive Officer

**Welcome
&
Introduction**



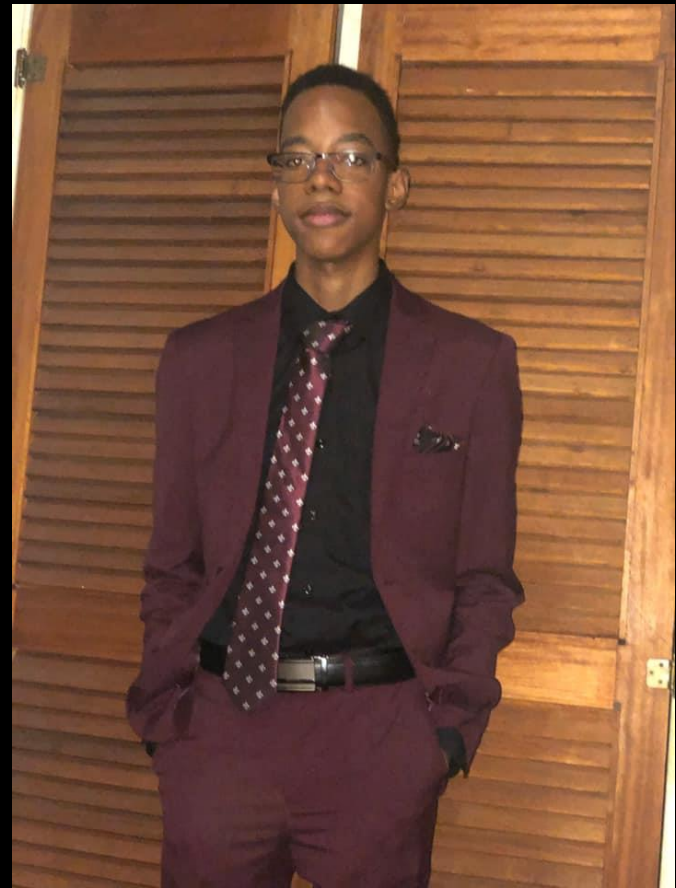
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“Safety is a personal way of life”



Source: @6abc August 25, 2019



Shammah S.J. Lindie
18 years later



Meet our Presenter 2:

Niande McKenzie, LLB, Dip. HRM, Dip. BM
SHRM/HSSE Coordinator

The Metro Journey!



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Where our journey begun

This presentation seeks to provide a bit of insight into Metro's HSSE journey and progress.

In July 2018, Metro Office & Computer Supplies officially commenced its HSSE journey with the enrollment of five of its team members for the 30 hour OSHA course offered by Nations School of Business & Management.



30-Hour General Industry

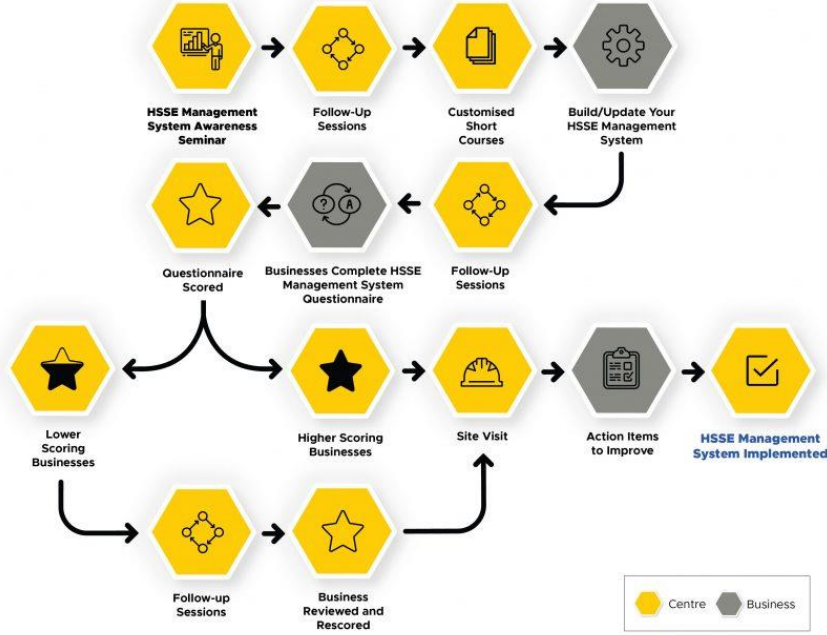
OSHA Training Sessions



Once monthly interactive sessions companywide



Our first encounter with the CLBD





Implementation and Action

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Incident Report Form

Use this form to report accidents, injuries, medical situations, or student behavior incidents. Incidents involving a crime or traffic incident should be reported directly to the Campus Public Safety office. If possible, the report should be completed within 24 hours of the event. Submit completed forms to the President's Office.

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT

Full Name		
Home Address		
Enrollment		
Phone Numbers	Home	Cell
		Work

INFORMATION ABOUT THE INCIDENT



SAFETY AT THE WORKPLACE





Latest Safety Developments





METRO

2021 and Beyond



“The greatest accomplishments in life are not achieved by individuals alone, but by proactive people pulling together for a common good.” -

John Murphy



Thank you!



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