



Sample Slips, Trips and Falls Prevention Policy

Purpose

The purpose of this policy is to provide information and guidance on the management of slip, trip and fall risks within [company name]. This policy details particular measures for the management of factors leading to slips, trips and falls. Slips and trips resulting in falls are a common cause of injuries to both employees and clients within [company name]. Planning and pro-active management together with good housekeeping can dramatically reduce these accidents.

Scope of policy

This policy describes the procedures, which should be followed, and the factors which should be taken into account by all employees when dealing with aspects of slips, trips and falls in the workplace.

Responsibilities

Administrator

- Ensure the effective implementation of this policy.
- Allocate sufficient resources to enable the policy to be delivered.
- Monitor the overall effectiveness of the policy.

Managers

- Ensure hazards checklist is used to determine the risk of slips, trips or falls occurring involving employees.
- Monitor the effectiveness of existing controls and implement any further controls agreed as a result of assessment.
- Thoroughly investigate accidents and incidents involving slips, trips and falls and use any reports of near misses to determine and address potential risks.

Employees

- Cooperate with management by assisting in a workplace assessment, as appropriate, to determine the risk of slips, trips or falls.
- Comply with the control measures identified in the risk assessment.
- Report to management any concerns regarding slip, trip or fall hazards.
- Take care of your own health and safety and not place others at risk of slips, trips or falls by what they do or fail to do (i.e. by cleaning up spills immediately).
- Wear footwear, which is appropriate to their workplace and role.
- Participate in the slip, trip and fall monitoring process.

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Procedure

Planning - Management will introduce systems that will:

- Identify priorities and set targets for improvement;
- Remove risks or minimize them by using control methods.
- See Appendix A

Organization - Secure progressive improvement in reducing slips, trips and falls by:

- Involving and gaining the commitment of management and employees;
- Giving employee's responsibilities to ensure their reporting hazards;
- Recording measures and making details clear to everyone.

Control – Ensure health and safety by:

- Checking work processes;
- Implementation of hazard inspections on a regular basis.

Workplace risk assessments – Workplace/environment risk assessments should consider the potential hazards associated with slips, trips and falls (e.g. flooring, lighting, wires etc.) and identify the control measures required to eliminate, reduce or control such risk.

Recording – Slips, trips and falls must be reported and investigated according to the Accident/Incident Reporting Policy. To document, the accident/incident form must be used. Near misses associated with slip, trip and fall hazards must always be reported and investigated in the same manner so that management can address the cause(s) and reduce the likelihood of an accident happening.

Implementation plan: Training/awareness – Slips, trips and falls training is covered in the Health and Safety Training. Properly train employees, particularly in the correct use of any safety and equipment provided. Clearly state who is responsible for what; this will help to minimize risks.

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Appendix A - Managing the risks of slips, trips and falls

There are many simple measures that employees and management can take to reduce or eliminate slip, trip or fall risks.

- Spills of wet and dry substances - Clean up spills immediately. If a liquid is greasy, ensure a suitable cleaning agent is used.
- Untrained employees or lack of continuous training of employees - training
- No Risk assessments - Do risk assessments at regular intervals. Also, report incidents and put in place control measures.
- Trash - Keep areas clean, remove trash, and do not allow it to build-up.
- Slippery surfaces - Determine the cause and take care of accordingly with appropriate clean-up method.
- Poor lighting - Improve lighting levels and ensure more even lighting of all areas.
- Slopes - Improve visibility, provide handrails and use floor markings.
- Unsuitable footwear - Ensure employees choose suitable footwear, particularly with the correct type of sole.

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Appendix B - Slips, trips and falls - Likely causes

Slip, trip and fall accidents may have different causes, but they often have the same result. By looking at the contributing factors separately, it is possible to find out more accurately the cause of the slip or trip accident.

A. Slip hazards

- Spills and splashes of liquids and solids
- Wet floors (following cleaning)
- Unsuitable footwear
- Rain, sleet and snow and ice
- Change from a wet to dry surface (footwear still wet)
- Sloping surfaces

B. Trip hazards

- Loose floorboards/tiles
- Uneven outdoor surfaces
- Holes/cracks
- Changes in surface level-ramps, steps and stairs
- Wires across walking areas
- Obstructions
- Bumps, ridges and protruding nails etc.
- Low wall and floor fixtures-door catches, door steps

C. Fall hazards

- Over reaching
- Rushing down steps/stairs
- Ladders

D. Factors which increase risk

- Untrained employees
- Risk assessments not carried out regularly
- Poor or unsuitable lighting
- Moving goods/carrying/pushing or pulling a load
- Rushing around
- Distractions/fatigue
- Effects of alcohol
- Drugs and Medication