**Administrative Procedure**

**Slips, Trips, and Fall Prevention Policy**

**Background**

(Insert Name) recognizes slips, trips, and falls among the highest potential for injury to all staff. Slips, trips, and falls can be a risk of injury to staff on same levels as well as working at heights.

Common injuries associated with slips, trips, and falls are sprains, strains, bruises, concussions, and fractures.

The (Insert name) is committed to:

* identifying factors that contribute to slips, trips, and falls in all workplaces
* taking reasonable precautions to prevent introduction of slip, trip and fall hazards into the workplaces and to eliminate/reduce slips, trips and fall hazards where they are identified
* educating and train staff on measures that will reduce the risks of slips, trips, and falls

**Application**

This policy applies to all (Insert name) (and employees/contractors) where employees/contractors may be exposed to slip, trip and fall hazards in the course of their work activities. It is understood that the (insert name) does not always control the work environment in which employees may be subjected to slip, trip and fall hazards. In such cases, efforts will be made to identify and implement appropriate measures (e.g., provision of supplies and/or equipment appropriate to the circumstances such as salt, sand, footwear or attachments; employee education and training) to minimize risk to the extent possible.

**Definitions**

Slip

A slide causing an individual to lose their balance. This can either be corrected or cause the individual to fall. Slips happen when there is too little friction or traction between the footwear and the walking surface. Common causes of slips are:

* Wet or oily surfaces
* Occasional spills
* Weather hazards
* Loose, unanchored rugs or mats
* Flooring or other walking surfaces that do not have the same degree of traction in all areas

Trip

A stumble, often over an obstacle, causing an individual to lose their balance. This can either be corrected or cause the individual to fall. Trips happen when the foot strikes or hits an object. Common causes of tripping are:

* Obstructed view
* Poor lighting
* Clutter in the path of travel
* Wrinkled carpeting
* Uncovered cables
* Bottom drawers not being closed
* Uneven walking surfaces

Fall

An event that results in an individual or a body part coming into contact with the ground or other surface that is lower than the individual. Falls can occur at same level (e.g., to the floor or ground on which the person was previously standing) or to a lower level (e.g., down a flight of stairs or through an opening). Falls often, although not always, result from slips or trips.

**Responsibilities**

Division heads will:

* Ensure that management/supervisory staff, workers, contractors and occupational health and safety committees/health and safety representatives are made aware of this policy
* Provide leadership and support to ensure the implementation of this policy
* Ensure procurement of products, equipment, etc., is consistent with divisional needs in prevention of slips, trips, and falls

Those with management/ supervisory responsibilities will:

* Ensure that the Slips, Trips and Falls Prevention Policy is brought to the attention of those employees who report to them (e.g., through safety talks, team meetings, tailgate sessions, lunch and learns, etc.)
* Ensure suitable and sufficient risk assessments are undertaken and reviewed for the risks of slips, trips and falls within their areas of responsibility (e.g., regularly and as circumstances change)
* Implement appropriate measures within their control to address slip, trip or fall hazards
* Refer actions that are outside of their direct control to others, to ensure that identified slip, trip or fall hazards can be addressed (e.g., through work orders, escalation to other levels of management, etc.)
* Ensure the workplace is regularly inspected for slip, trip and fall hazards
* Ensure prompt action is taken to address potential or identified hazards that may contribute to the occurrence of slips, trips, and falls (e.g., repair any damaged or broken surfaces, clean up spills, mitigate snow or ice on surfaces)
* Follow up on all incidents, accidents and near misses associated with slips, trips, and falls to investigate their cause and to identify any needed changes to preventative/control measures or procedures
* Keep records of key activities undertaken to minimize the likelihood of slips, trips and falls (e.g., cleaning/maintenance schedules, such as floor stripping)
* Complete Safety Footwear Needs Analysis, as necessary, to determine whether protective footwear is needed in the performance of jobs and/or tasks. Where a need for protective footwear is identified, provide the appropriate category of footwear, and arrange for footwear replacement, when required.
* Provide appropriate equipment, work procedures, personal protective equipment, and training to protect workers from risk of falling from heights (e.g., fall restraint/fall arrest systems, ladder safety)

Workers and Contractors will:

* Take actions to eliminate slip, trip and fall hazards if able to do so
* Be vigilant and ensure any slip, trip and fall hazards they are aware of are reported to their supervisors
* Organize areas of their work environment within their control so as not to introduce slip, trip and fall hazards (e.g., trailing cables, open drawers, poor housekeeping)
* Take time during tasks to visually inspect work areas and ensure any identified hazards are remedied.
* Take all necessary steps to control areas with hazards due to work by using proper signage and control.
* Where protective footwear is provided, ensure individuals wear the footwear and other personal protective equipment for the work environment(s) in which they work and advise supervisors when footwear is no longer in a state of good repair (e.g., worn treads) and needs replacement
* When protective footwear is not required, wear personal footwear appropriate to the job and tasks performed
* Exercise caution during wet, slippery conditions and in the use of steps and stairs, always use handrails.
* Follow any training and slip, trip, and fall safe working procedures appropriate footwear

**Occupational Health and Safety Committees/Health and Safety Representatives will:**

* Incorporate identification of slip, trip and fall hazards into their workplace inspection reports
* Review incident and accident reports to assess injury trends with respect to slips, trips, and falls
* Make recommendations for the development of, or improvements to, existing slip, trip, and fall prevention programs (e.g., safe work procedures, training, equipment, etc.) as needed

Tool Kit

Slips and Trips Hazard Checklist
Safety Talk - Tips for Safely Entering/Exiting Vehicles
Safety Talk - Winter Safety Tips
Ladder Safety Training
Safety Talk - Minimizing Slip and Fall Risks from Floor Cleaning/Inside facilities
Slip Trip & Fall Links
Slips, Trips, Falls Prevention Presentation

**Reference:** *The Saskatchewan Employment Act -* Sections 3-8, 3-9, 3-10

*The Saskatchewan Occupational Health and Safety Regulations, 2020* – 9-2, 16-5

*City of Toronto Slips, Trips, and Falls Prevention Policy*

*Information at www.safetynow.com*

*www.ccohs.ca*