



*This **sample procedure** should be customized to fit the needs of your organization. Refer to your internal program and determine what you need for your requirements. Once you have done that, simply add or delete from this procedure to integrate it into your internal processes, such as internal audits and health and safety objectives.*

This procedure is not meant to be used as-is.

(Organization Name) Slip, Trip and Fall Prevention Policy and Procedure

Date of Issue:		Scheduled Review Date:	
Written By:		Date of Issue:	
Reviewed By:		Date of Review:	
Approved By:		Date of Approval:	

Policy

Commitment Statement

(Name of organization) is committed to providing a safe and healthy working environment for all employees, contractors, volunteers, clients, visitors, and others. (Name of organization) recognizes the significant hazards related to slips, trips, and falls (STF) in the workplace and the responsibility to take every precaution reasonable in the circumstances to protect employees and others outlined in the Occupational Health and Safety Act (OHSA) and Regulations. Our organization will demonstrate its commitment by providing financial and human resources for the development, implementation, and maintenance of a sustainable STF prevention program that will ensure STF risk factors are recognized and effectively controlled.

The organization is committed to reviewing, evaluating, and improving the program annually in consultation with the Joint Health and Safety Committee (JHSC). All workplace parties are required to comply with the outlined policy and procedures. Non-compliance will be taken seriously and may result in progressive discipline as outlined in the organization's progressive discipline policy and procedure.

Goals

- Increase STF awareness.
- Decrease the risk of workplace STF.
- Promote and support the health and safety of all employees, clients and others visiting, working and volunteering in the organization.
- Provide equipment, resources, effective training and maintain records.

- Recognize STF prevention as a corporate priority strategy in reducing STF injuries and associated injury costs; and improving productivity, quality of work-life, and quality of care and services.

Objectives

- Educate all management and employees regarding STF hazards and prevention.
- Promote and facilitate employee and management participation in STF prevention.
- Recognize STF hazards both proactively and reactively.
- Assess and prioritize STF hazards.
- Control STF risks through consideration of the hierarchy of controls.
- Evaluate the effectiveness of applied STF controls.
- Implement a continuous quality improvement process that includes employee and management participation.
- Control STF risks through consideration of the hierarchy of controls (refer to Figure 1 below and [Appendix A - Applying Hierarchy of Controls](#)).

Type of Control	Definition	Example
Elimination	Physically remove the hazard.	Remove and properly dispose of products stored in the workplace but no longer used.
Substitution	Replace the hazard.	Using a new, larger granule product instead of a fine powder to reduce dust while ensuring the new product doesn't create any new hazards.
Engineering Controls	Isolate/separate people from the hazard.	Installing a plexiglass barrier to enclose a booth, putting guards around moving machinery, using ventilation systems, guardrails, etc.
Administrative Controls	Change the way people work.	Safe work procedures, training or signage.
Personal Protective Equipment	Anything the employee wears to protect them.	Hard hat, safety boots, gloves, apron, eye protection, ear plugs, etc.

Figure 1: Hierarchy of Controls

Scope

This policy applies to all management, employees and others working in the facility.

Definitions

Slip – A loss of balance caused by too little friction or traction between the footwear and the walking surface.

Trip – A loss of balance caused by a collision of the foot/leg with an object.

Fall – To descend freely due to the force of gravity, at ground level or from a height (e.g., a ladder or step stool).

Hazard – A source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

Risk – The chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to a situation regarding property and equipment loss.

Roles and Responsibilities of Workplace Parties

Employer

- Provide resources to develop, implement, maintain, and continually improve the STF prevention program.
- Approve the policy and procedures, and annually review the program in consultation with the JHSC.
- Provide employee-related health and safety reports to the JHSC.
- Enforce the policy, procedures, and program.
- Provide resources for training, necessary equipment, and other workplace interventions.
- Ensure employees and management receive training and maintain records.
- Take every reasonable precaution in the circumstances for the protection of employees.

Supervisors

- Participate in STF hazard recognition, assessment and control including implementation of corrective actions, and control evaluation processes in the areas under their authority.
- Enforce STF prevention policies and procedures including those related to safe footwear through regular monitoring strategies such as management workplace inspections, auditing of employee safe practices, performance management, etc.
- Encourage employees to report hazards and STF symptoms proactively and to report accidents and incidents to the supervisor immediately.
- Respond promptly to employee reports.
- Conduct STF hazard, accident, and incident investigations, and implement corrective actions.

- Seek assistance and/or internal/external consultation when solutions and controls are not promptly identified.
- Communicate solutions and controls to employees in a timely manner.
- Provide employee-related health and safety reports to the JHSC.
- Ensure all new and existing staff receive STF prevention training.
- Maintain training records with employee signatures, scope and length of training and instructor name.
- Encourage employee participation in hazard identification, equipment trials and brainstorming control solutions.
- Purchase appropriate and adequate amount of equipment considering safety and reduction of STF risk factors.
- Maintain equipment purchased.
- Ensure contractors and other persons working or volunteering for them are aware and are compliant with the policy and procedures.
- Take every reasonable precaution for the protection of the employee and client.

Employees

- Participate in STF hazard recognition, selection and evaluation of effective controls as required.
- Comply with the Occupational Health and Safety Act and Regulations pertaining to slips trips and falls, and the organization's STF and footwear policy and procedures at all times.
- Attend regular STF prevention training as established by the organization.
- Use and care for equipment provided by the employer correctly.
- Report any STF concerns, hazards, incidents, or accidents to the supervisor immediately.
- Cooperate with STF hazard, accident and incident investigations as required.

Joint Health and Safety Committee

- Review incident/accident data related to STF.
- Inspect the workplace for STF hazard as part of the monthly workplace inspection process.
- Make recommendations in writing to management.

Procedures

Workplace Inspections

- Supervisors and managers will conduct proactive department workplace inspections and incorporate the recognition of STF hazards in the workplace inspection process and checklists.
- Relevant STF hazards identified on management inspections shall be made available to the JHSC.
- The JHSC shall conduct its own proactive workplace inspections and incorporate the recognition of STF hazards in the workplace inspection process and checklists.
- The JHSC shall make recommendations to management as required.

- Management will ensure corrective actions to eliminate or control identified hazards are implemented.

Footwear

- The employer and/or supervisors/managers will conduct an STF risk assessment of workplace activities and workplace conditions in the areas under their authority to determine the appropriate protective footwear that will protect employees from injury (e.g., slip-resistant footwear for wet, icy and/ or slippery areas, foot protection – covered heel and toe, steel toes, etc., well-fitting footwear that provides support and reduces the risk of STF, etc.).
- The employer, supervisor/manager will establish corporate and/or department-specific footwear policies and safe work practices; communicate and train employees in the standard, and enforce the policy and procedures.
- Employees will comply with the footwear policy.

Communication and Training

- Mandatory orientation training will be provided to all new employees.
- Ongoing training for existing employees will be provided with periodic refresher training.
- Records of training will be documented and maintained by administration and/or supervisors.
- Training matrix options include but are not limited to:
 - STF hazard awareness including definitions, STF hazard recognition.
 - Policies and procedures with emphasis on roles and responsibilities STF hazards, accident and incidents reporting, and footwear.
 - Department-specific STF hazard and prevention.
 - Training records will include topic and scope of training, length of training, date, trainer, employee signature or computer-generated reporting record.

Reporting and Investigation of Hazards, Accident, and Incidents

- All employees are required to report STF hazards, accidents, and incidents promptly to their supervisor for follow-up, investigation to determine root cause of the event, and implementation of appropriate corrective action.
- The hazard, accident or incident will be reported on the appropriate reporting and investigation forms.
- Supervisors will ensure that the reports and investigation documents are completed within the required reporting timelines and submitted to the appropriate internal parties and if required external authorities.
- Summary of STF hazards, accidents and incidents are to be provided to the JHSC and others as required.

STF Risk Assessment

- Workplace parties that identify STF hazards can conduct a simple risk assessment if it is clear as to the root cause of the hazard and the workplace parties agree on the identified controls to be implemented.
- Where appropriate, employees are empowered to assess and implement obvious corrective actions to prevent STF that is within their authority and ability (e.g., clean up simple spills of non-hazardous materials such as water or drinks immediately, erect slip hazard signage if appropriate, etc.).
- Requesting assistance from occupational health and safety or other internal experts with knowledge of the hazard is encouraged to assist in brainstorming control solutions.
- The supervisor will ensure the controls are evaluated for effectiveness and this will include feedback from employees.
- If identified STF hazards are more complex, more in-depth risk assessments may be required, which should be conducted by a trained internal or external individual with expertise.
- Supervisors and managers may send a request for an STF assessment to the management person responsible for H&S in the organization (e.g., human resources or occupational health and safety manager), who will then co-ordinate the in-depth assessment.
- The supervisor will notify the JHSC worker member of the assessment and communicate any action plans to employees.
- Copies of the report will be shared with the workplace parties (e.g., supervisor, affected employees and JHSC).
- The supervisor will determine the feasibility of the controls and corrective actions in consultation with the workplace parties and JHSC.
- Controls will be implemented by the supervisor considering employee input.
- The supervisor will ensure the controls are evaluated for effectiveness, including by means of feedback from employees.

Safe Job Task Design

- The prevention of STF shall be considered in the design or re-design of job tasks.
- The supervisor will ensure that the job tasks have been evaluated for STF risk factors and that general safety and appropriate controls are in place to protect employees, clients and others performing activities for the organization.
- A job task analysis and/or physical demands description (PDD) may be recommended to assist the manager in developing a safe job design.

Building Design and Renovations

- Managers coordinating renovations or re-design of the workplace will ensure STF prevention considerations (slip-resistant flooring, ramps, railings, steps, etc.) are proactively integrated into the design, and ensure legislation, codes and standards are met to prevent STF injuries.
- Supervisor, employees, and end-users should be consulted in the design phase, as needed.
- Changes in elevation are to be eliminated or marked appropriately.

Equipment Design

- STF prevention considerations are to be integrated into the modification, re-design or installation equipment and machines.

Purchasing of Work Surfaces, Equipment and Products

- Purchasing Services will consider STF hazards and other safety features when purchasing cleaning products, cleaning equipment including dispensing systems, STF prevention products such as signage, mats and drains, as well as work surfaces and flooring.
- Where appropriate, purchasing will consult vendors and suppliers and arrange unit-specific trials with supervisors and employees.
- Equipment will be evaluated based on pre-established criteria (meets required standards, maintenance requirements, ease of use, storage requirements, cost, vendor training, safety features, supervisor, and employee feedback, etc.).
- See corporate policy and procedures regarding the processes for approval to purchase minor equipment and capital budget requests.

Preventive Maintenance

- Environmental services will oversee the equipment and facility preventive maintenance program (e.g., general cleaning and maintenance of floors, lighting, parking lot and exterior premises).
- Work surfaces shall be kept free of defects and of refuse, snow or ice that may endanger employees, clients, or others on the premises.
- Supervisors/managers may also implement additional, department-specific preventive cleaning and maintenance.
- All equipment will be maintained in safe operating condition.
- Orders for and completion of preventive maintenance programs will be carried out as recommended by the manufacturers.
- Complete and accurate documentation of preventive maintenance will be maintained as per preventive maintenance policy and procedure.

Spills Clean-up

- Spills or wet floor surfaces must be cleaned up immediately.
- Employees are empowered to immediately clean up small, non-hazardous spills such as water, coffee, or food or report the hazard for clean-up.
- Where there is a delay in cleaning up spills or wet floor surfaces, a conspicuous hazard warning sign must be erected.
- Where spills are very large, and/or of a hazardous nature, they must be reported promptly to the appropriate internal party for clean-up (e.g., supervisor, housekeeping, environmental services, etc.) and the appropriate safety measures shall be taken in accordance to spill clean-up policies and procedures.
- Emergency spill procedures shall be followed for emergency spills.
- For legislated requirements refer to your sector specific regulation for more details.

General Measures

- Keep obstructions and trip hazards clear of work areas, hallways and walkways and store materials in appropriate areas.
- Steps tools and/or ladders are to be used as needed and employees are not permitted to stand on chairs or boxes.
- Ladders shall be used, cared for and stored as per manufacture guidelines and inspected before use (also refer to the corporate ladder safety policy and procedure).
- Maintain a clear view of your path when walking or when pushing wheeled equipment.
- Lighting shall meet building the minimal-light requirements as set out in the Ontario Building Code, with brightness levels and glare being minimized or eliminated.
- Wet areas are to be assessed by supervisors to determine the appropriateness of implementing absorbent mats or drainage mats, slip-resistant surfaces, a cleaning schedule, spill guards, railings, dyke systems, etc.
- Scaffolds shall be erected and used in accordance with the legislative standards (also refer to the corporate scaffold safety procedures).
- Falls-arrest-system policies and procedures shall be followed for work that is more than 3 m above floor/ground level (also refer to the corporate fall arrest safety procedures).

Program Evaluation and Quality Improvement

- The STF policies and procedures will be evaluated annually in consultation with the JHSC.
- Qualitative and quantitative program indicators will be identified and evaluated (hazard/incident/ accident data, STF hazard inspections, STF assessments, STF training compliance and evaluations, employee survey, etc.).
- Any recommendations for program enhancements will be provided to senior management for consideration.
- Senior management will ensure implementation of approved program revisions.
- Any changes to the program will be documented and communicated to workplace parties in a timely manner.

Changes Tracking	
Details of Changes	Date Changed

Appendix A: Applying Hierarchy of Controls

Hierarchy Of Controls	Yes/No	Explanation
ELIMINATION Physically remove the hazard.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
SUBSTITUTION Replace the hazard.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ENGINEERING CONTROLS Isolate/separate people from the hazard	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ADMINISTRATIVE CONTROLS Change the way people work.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PERSONAL PROTECTIVE EQUIPMENT Anything the employee wears to protect them.	<input type="checkbox"/> Yes <input type="checkbox"/> No	