

Slips, Trips and Falls Risk Management Tool

Instructions

- Write down the identified work area or activity on the following slips, trips and falls management worksheet.
- The following information is based on a traffic light approach with guidance on what is high risk (red), moderate risk (amber) and low or controlled risk (green). This can help assess the risks for specific situations. The guidance in green also provides ideas for controls.
- For a safe workplace you should answer YES to the risk assessment questions listed in the far right column. Identify the key risk factors involved. Commonly a number of risk factors are present. Write down the risks on the following worksheet.
- Further information can be sought from other publications such as Australian Standards and the Building Code of Australia.

Risk factors	High risk Very likely to cause injury	Moderate risk Some risk of injury Short term controls	Low – controlled risk Less likely to result in injury – possible controls	Risk assessment questions YES/NO
Internal floor surface and condition	<ul style="list-style-type: none"> - Slip resistance of flooring too low or patchy for expected use, and type and amount of contaminants. - Aged flooring with reduced slip resistance. - Uneven floor surfaces (e.g. worn floor coverings, broken tiles, missing or damaged grates or covers). - Poorly maintained access ways (e.g. loose carpet tiles). - Uneven floor heights (e.g. height difference between loading dock and floor of truck, gap between loading dock and truck). - Unmarked edges (e.g. end of loading dock). - Slippery metal surfaces (e.g. loading dock plates, walkways, grates or covers). - - 	<ul style="list-style-type: none"> - Sudden changes in floor surfaces (e.g. from tiles to carpet). - Coating and tapes partially worn away. - Minor changes in level. - Isolated low step. 	<ul style="list-style-type: none"> - Textured floors and slip-resistant surfaces are appropriate for the work performed. - Existing floors treated to improve slip resistance (e.g. acid etching, sandblasting, grinding and grooving). - Flooring is level and unbroken. - Welded joins in flooring. - Minimum sudden changes in floor surface texture. - Changes in floor level highlighted with high visibility edging. 	<ul style="list-style-type: none"> - Does the floor surface have enough slip resistance to protect against slipping with expected contaminants? - Are tripping hazards eliminated?
External ground surface and condition, including workplace access and egress	<ul style="list-style-type: none"> - Uneven ground surfaces or pathways (e.g. uneven or loose paving; footpaths and garden edging poorly maintained; pot holes; cracked and uneven concrete or bitumen; missing or damaged grates or covers). - Surfaces that are slippery when wet (e.g. tiles, smooth concrete, grates or covers). - Slippery surfaces (e.g. metal grates or covers). - 	<ul style="list-style-type: none"> - Minor changes in level. - Tree roots encroaching on path. - Muddy areas. - Wet grass. 	<ul style="list-style-type: none"> - Clear and level path. - Access ways that are slip resistant in the wet or sheltered from rain. - Ground surfaces and pathways maintained in good condition. - Grates or covers are in good condition with nonslip surfaces. - Short cuts across grassed or muddy areas discouraged. - 	<ul style="list-style-type: none"> - Are paths for access and egress to the workplace clear, slip resistant in bad weather and without trip hazards?

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Contaminants	<ul style="list-style-type: none"> - Inadequately drained floor surfaces in wet areas (e.g. toilet/bathrooms, kitchens, food preparation area). - Areas that may have fluid or other contaminants on the floor (e.g. food preparation areas, particularly around sinks, deep fryers, urns; supermarket delicatessens; wherever food and drink consumed). - Areas where leaks are common (e.g. oil stains in undercover concrete car-park). - Oil, water and other fluid leaks from machinery, work processes or stored containers. - Ice on cold room floors. - Dry contaminants (e.g. powders, granules, swarf) allowed to build up on floor. - Dry litter (e.g. cardboard, plastic wrapping) left on the floor. - Wet surfaces near external doors where traffic and weather brings in rain water. - Moisture and fluids spills on external pathways. - 	<ul style="list-style-type: none"> - Condensation on cold room floors. - Machinery not regularly maintained for leaks. - Growth over outside pathways (e.g. moss and lichens). - Leaf litter. 	<ul style="list-style-type: none"> - Adequate drainage with graduated floor to drainage points. - Deep profile tiles to drain fluids. - Ensure efficient drainage of outdoor ground surfaces. - Good design of cold rooms, machinery and processes to eliminate or minimise leak or spread of contaminants. - Slip-resistant and absorbent flooring or door mats at entrances should be secured or large enough to remain in place. - Cover at building entry to reduce rainwater entering. - Umbrellas left at entrances in containers. - Proactive maintenance programs to detect and repair signs of leaks. - Keep outdoor surfaces free of leaves, mud, clippings, paper and gravel and remove moss or slime with a chlorine-based solution. 	<ul style="list-style-type: none"> - Are water and other contaminants well contained to minimise its spread onto or paths?
Cleaning procedures	<ul style="list-style-type: none"> - Contaminants still present after cleaning. - Wet cleaning or polishing of floors during working hours. - Build up of floor polish on the floor. - Detergent residue on the floor. 	<ul style="list-style-type: none"> - Workers walking on recently cleaned but wet floor. 	<ul style="list-style-type: none"> - Isolated cleaning area from pedestrians (e.g. cleaning of floor surfaces outside working hours or exclude pedestrians from area till floors are dry). - Suitable cleaning to remove residue. - Staff trained in cleaning procedures. - Signage to remove or caution workers during cleaning of floors. - Cleaning program in place to prevent build up of cleaning product or residue. - 	<ul style="list-style-type: none"> - Is the cleaning practice effective in removing contaminants and not create a slip - Can cleaning be undertaken with or minimal pedestrian traffic in the area? - Is it dry before pedestrians can on it?
Cleanliness	<ul style="list-style-type: none"> - Untidy work areas (tools on floor, waste or materials accumulating on floor; storeroom with raw materials, rubbish, waste overflowing). - Accidental spills left unattended. 	<ul style="list-style-type: none"> - Debris, old leaves on pathways. 	<ul style="list-style-type: none"> - Hazardous warning signs and procedure for immediate spills management and clean up. - Provide enough waste bins and locate them close to work area. - 	<ul style="list-style-type: none"> - Are clean up procedures effective in promptly managing spills and keeping floors and paths from waste material?
Housekeeping/obstacles	<ul style="list-style-type: none"> - Storage of equipment and goods in aisles and walkways. - Low obstacles where people need to walk (trailing extension cords; empty pallets; bolts or other items protruding from floor). 	<ul style="list-style-type: none"> - Pedestrian walkways not well defined (e.g. open areas used for work processes and pedestrian access). - Unsuitable matting such as flattened cardboard boxes. 	<ul style="list-style-type: none"> - Clear and unobstructed aisles and walkways with trip hazards removed. - Highlight fixed obstacles (e.g. marked in bright yellow). - Adequate storage areas for goods, trolleys and equipment. - Power outlets positioned to avoid running cords across the floor. 	<ul style="list-style-type: none"> - Are the walkways through the workplace and the floors near where people work kept clear and tidy?

Risk factors	High risk Very likely to cause injury	Moderate risk Some risk of injury Short term controls	Low – controlled risk Less likely to result in injury – possible controls	Risk assessment questions YES/NO
Environment / lighting	<ul style="list-style-type: none"> - Limited vision on stairs, at changes of floor surfaces or floor levels, on ramps and walkways. - Glare on walkways. - Poorly lit work areas and walk ways. - Sudden changes in lighting levels between areas (e.g. between outdoors and a dimly lit stairwell, or between outdoors and loading bay; distracting shadows on steps, stairs and walking surfaces). 	<ul style="list-style-type: none"> - - Low level or obstructed lighting and shadows around hazards (e.g. objects in walkways, uneven flooring). - Increased risk when working in cold or heat (e.g. cold rooms or freezers, humid conditions such as smoke house). 	<ul style="list-style-type: none"> - Adequate lighting for the work area and work tasks. - Clearly marked aisles. - Appropriate lighting and visual cues on hazard areas such as changes in floor surface level. - Adequate lighting for access ways including night time use. - Provide graduated lighting between areas. - Replace, repair or clean lights before levels become too low for safe work. 	<ul style="list-style-type: none"> - Is the lighting adequate to clearly see the path of travel and slip and trip hazards? - Are distractions in the area minimised?
Stairs and ramps	<ul style="list-style-type: none"> - Inappropriately designed steps and stairs (eg stairs with inadequate foot space; variable step heights in staircase; steps with excessive radius on nosing). - Ramps that are too steep or with slippery surface. - Small or missing landings where doors open directly onto stairs. - Step edge and tread not obvious. 	<ul style="list-style-type: none"> - No or inadequate hand rails. - Poor condition of steps and stairs. - Isolated low steps particularly at doorways and cold room entrances. - Speed humps that encroach on pedestrian walkways. - Only use steep stairways for secondary access, and ensure they have sturdy handrails on both sides. 	<ul style="list-style-type: none"> - Ramps and stairs designed to relevant standards. - Ramp surface made slip resistant with foot grips or textured surface. - Sturdy handrails or guard rails on all platforms, steps or stairs. - Non-slip stair tread. - Clearly marked and non-slip step edges. - Adequate rails on ramp to prevent trolleys running off the edge. - Eliminate isolated low steps if practice. - Ensure isolated low steps are highlighted. - Non-slip treads. - Highlight the start and finish of ramps. - Covers to eliminate weather conditions. 	<ul style="list-style-type: none"> - Are the stairs and ramps appropriately designed and maintained in good condition?
Activities (tasks)	<ul style="list-style-type: none"> - Heavy trolleys used on steep ramps. - Trolleys used on ramps without edge protection. - Rushing, running and performing manual tasks on floors with contaminates. - Pressured work schedules creating speed and sudden changes in direction of movement. - Limited vision for pushing and carrying loads (e.g. tall trolley or large loads). 	<ul style="list-style-type: none"> - Carrying a load that prevents workers from gripping a handrail or breaking a fall. - Handling unstable and unbalanced loads. 	<ul style="list-style-type: none"> - Good vision of path of travel. - Use lifts where possible. - Minimise carrying loads on stairs. - Use suitable trolleys on stairs or provide ramps. - Suitable footwear is worn. - Work is organised so that the need to rush or run is avoided. 	<ul style="list-style-type: none"> - Do the work tasks allow the person to adequately maintain their balance and enable them to save themselves from a slip or trip? - Do tasks allow workers to have an adequate vision of their path?
Footwear	<ul style="list-style-type: none"> - Unsuitable footwear worn for the task. - Shoes are not slip resistant. 	<ul style="list-style-type: none"> - Tread pattern worn. - Tread clogged with contaminants (e.g. mud, dirt or grease). 	<ul style="list-style-type: none"> - Suitable footwear policy in place (for selection and usage). - Wearing of suitable footwear is monitored. 	<ul style="list-style-type: none"> - Is footwear suited to the purpose of the work? - Is footwear maintained? - Can it provide good grip on the floor during work duties?
Other	-	-	-	<ul style="list-style-type: none"> - Are other potential sources of slip, trip and fall risks managed?

Slips, Trips and Falls Risk Management Worksheet

Problem area or activity

Work Area:	Assessed by:
Activity:	Position/Job Title:
Details:	Date:
	Workers consulted:

Identify the problems and assess the risk

What are the risks? Refer to slips, trips and falls risk management tool for guidance on assessing risks (red and amber columns).

- Floors (internal or external) _____
- Cleaning procedures _____
- Stairs and ramp _____
- Footwear _____
- Contaminants and obstacles _____
- Activity _____
- Environment/lighting _____
- Other _____

Find the solution

Step 1 - Decide on how to fix the problem

* Refer to the slips, trips and falls risk management tool for guidance on controlling risks (green column).

Can you eliminate the risks?

No ▼

▶ Yes- How?

Can you redesign the environment, activity, work process or equipment?

For example:

- Apply floor treatments to increase slip resistance.
- Improve lighting.
- Stop leaks from equipment or pipes.
- Provide adequate drainage to prevent pooling of contaminants.
- Clearly mark edges of steps and changes in floor height.

▶ Yes- How?

▶ No

Can administrative controls also be used to minimise risks?

For example:

- Implement spillage management procedures.
- Implement suitable footwear policy.
- Carry out cleaning out of operational hours.
- Provide training on slips, trips and falls.

How?

Step 2 - Implement controls

* Refer to the slips, trips and falls risk management tool for guidance on controlling risks (green column).

Person responsible for putting the controls in place: _____

By when: _____

Review the controls

Reviewed by: / / Date of review : / /

- Have workers been consulted?
- Have the controls implemented, reduced the risk?
- Have any other risks been created by the controls?
- Can further controls be implemented to minimise the risk?

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