

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Slips, Trips and Falls	Code: HS013
		Date of Issue: October 2008
		Revised: January 2016
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PURPOSE:

This policy applies to all employees, volunteers, board members, students, and visitors.

Avenue II is committed to ensure all staff understand and are aware of the risks associated with slips, trips and falls in the workplace

GOALS:

- Eliminate slip, trips and fall injuries.
- Increase hazard awareness in the workplace to eliminate slip and fall incidents and injuries.
- Outline safe work practices.

DEFINITIONS:

Slip:

A sliding motion where the foot (shoe) loses traction with the floor surface which will result in a loss of balance

Trip:

Involves a loss of balance when the natural movement of the foot is interfered with momentarily.

Fall:

A free and rapid descent by the force of gravity.

RESPONSIBILITIES:

Employer Responsibilities

- Employers are legally required to take every reasonable precaution to protect employees in the workplace, as well as inform staff about any potential job hazards.

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Management Responsibilities

- Avenue II will orient and train all new employees, volunteers and students in the slips, trips and fall prevention practices and potential hazards.

Employee Responsibilities

- Identify and correct hazards where possible.
- Report accidents and near misses involving slips trips and falls on an Employee Incident Report.

Joint Health and Safety Committee

- The Joint Health and Safety Representatives and/or Joint Health and Safety Committee will conduct monthly workplace inspections to verify that procedures already in place are being followed and will identify any further slips, trips and fall hazards. The Joint Health and Safety Committee shall make recommendations to the Executive Director based the review of inspections and recommendations of Health and Safety Representatives.