

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Prevention of Slips, Trips and Falls	<b>Code:</b> HS152
		<b>Date of Issue:</b> March 2002
		<b>Revised:</b> October 2011
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**PURPOSE:** This policy will outline and provide information for employees to prevent injuries, accidents, and to practice Health and Safety measures through awareness.

### **EMPLOYEE RESPONSIBILITIES:**

1. Be aware of the condition of working and walking areas to identify hazards which could cause slips, trips, and falls, i.e., icy sidewalks, wet floors.
2. Wear proper footwear at all times while working. For proper footwear requirements refer to policy HS 151 Prevention of Slips, Trips and Falls – Proper Footwear.
3. Fill out an Employee Injury/Near Miss Report for all slips, trips, and falls, with or without injury. If an injury occurs, the employee must verbally report the injury as soon as possible to their Manager or to another Manager/Director of Support Services/General Manager in their absence, as well as fill out an Injury/Near Miss Report.

### **PREVENTION:**

1. Keep walkways clear of clutter and watch for issues that may result in a fall such as loose tiles, area rugs, electrical cords.
2. Wipe up all spills immediately.
3. Never run in the workplace.
4. Always use a step stool or ladder to reach high places. Standing on furniture (including chairs) is strictly prohibited.
5. Use extra care going up and down stairs.
6. Immediately close any open drawers, cabinets, doors or closets after use.
7. Wear low heels (avoid small or spike heels).
8. Wear footwear appropriate to the season.
9. Work in a well lit area.

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### **How to fall as safely as possible:**

1. Do not try to break the fall with your elbows or hands.
2. Protect your head with your arms if possible.
3. Try to roll your body and land on your buttocks or side.
4. Keep wrists, elbows and knees bent.

### **Seasonal Preventions:**

1. Support Worker to ensure sand and/or salt is available to keep the walkways clear of ice and snow.
2. Use extra caution during extremely slippery conditions and if necessary reschedule activities for when it will be safer.
3. Always wear proper footwear with appropriate tread dependent on conditions and seasons. Support individuals you are working with to wear proper footwear.