

Policy

Directive: compliance is mandatory

Prevention of Slips, Trips & Falls

Objective file number:

Policy developed by: Workforce Health

Approved at Portfolio Executive on:

Next review due: 31 December 2018

Summary This Policy directs the identification of hazards and associated risks in the workplace, ensuring a robust and coordinated system for the implementation of mechanisms required for the prevention of slips, trips & falls.

Keywords Worksite Safety Inspections, Hazard, Work Health & Safety, Slips, Trips & Falls, WHS, Hazard Identification, Risk Treatment Plans, Safe Work Procedures, Due Diligence

Policy history Is this a new policy? **Y**
Does this policy amend or update an existing policy? **N**
Does this policy replace an existing policy? **N**
If so, which policies?

Applies to All SA Health Portfolio
All Department for Health and Ageing Divisions
All Health Networks
CALHN, SALHN, NALHN, WCHN, CHSALHN, SAAS

Staff impact All workers, including employees, occupiers, volunteers, contractors, labour hire workers and students that may be required to meet their “duty of care” to minimise hazards and risks associated with slips, trips & falls.

PDS reference D0308

Version control and change history

Version	Date from	Date to	Amendment
1.0	January 2013	31 December 2018	Original version

Policy Directive

Prevention of Slips, Trips & Falls

Work Health & Safety (WHS)



**Government
of South Australia**

SA Health

Document ID:	CP022/01/07/2012
Program/Lead::	Program 4 Manager WHS Operations
Replaces:	New
Approval date:	January 2013
Review date:	31 December 2018

Procedures / Documents Supporting this Policy	Document ID:
Policy Gap Analysis Tool	FOR273/01/08/2012

INFORMAL COPY WHEN PRINTED OR DOWNLOADED. Please refer to the SA Health Intranet for the latest version

Prevention of Slips, Trips & Falls

1. Rationale

SA Health is committed to provide a comprehensive and co-ordinated risk management approach to the identification of hazards and associated risks in the workplace, including the implementation of mechanisms required for the prevention of slips, trips and falls.

Health and safety risks associated with slips, trips and falls will be managed as is reasonably practicable by eliminating and / or minimising the risk.

2. Scope

This policy applies to all SA Health workers, including: employees, occupiers, volunteers, contractors, labour hire workers and students.

Note: This policy does not include:

- o The high risk category of Falls from Heights
- o Consumers- please refer to the SA Health Falls and Fall Injury Prevention and Management Policy Directive.

3. Policy Statement

In accordance with CP001 Policy Directive – OHSW&IM, SA Health will:

- > Establish a systematic approach to
 - o manage the prevention of hazards and risks associated with slips, trips & falls
 - o identify hazards (e.g. worksite safety inspections, review of hazard / incident data)
 - o complete risk assessments of these hazards
 - o implement, maintain and review risk controls (e.g. footwear)
 - o develop safe work procedures when needs are identified (e.g. changing systems, new tasks / activities, spill management program).
- > Provide a safe working environment to minimise risk associated with slips , trips and falls (e.g. including workflows and organisation)
- > Provide resources for the preventative strategies related to slips, trips and falls
- > Consider, at the design stage of facilities (developing / redeveloping) risk control measures which assist in minimising slips, trips and falls (e.g. floor, stair, lighting, drainage, signage and storage design)
- > Develop and promote awareness for all workers in the prevention of slips, trips and falls, including topics such as housekeeping, cleaning and 'safety' awareness
- > Facilitate consultation, coordination and cooperation among other Persons conducting business or undertakings (PCBU's), on SA Health sites to meet the *Duty of Care* in minimising hazards and risks associated with slips, trips and falls.

4. Responsibilities

In accordance with CP003 Policy Directive – Roles, Responsibilities & Governance (WHS), the following outlines the role of key stakeholders in the context of this Policy Directive:

Chief Executive

Will take 'reasonably practicable' steps to:

- > Exercise *Due Diligence* to ensure compliance with the intent of this Policy Directive
- > Establish awareness and accountability for the implementation of the CP022 Policy Directive – **Prevention of Slips, Trips & Falls**.

Chief Executive Officers / Chief Operating Officers (LHN / Health Service)

Will take 'reasonably practicable' steps to:

- > Exercise *Due Diligence* to ensure compliance with the intent of this Policy Directive
- > Provide financial and physical resources associated for the implementation of this policy
- > Demonstrate an understanding of, and commitment to, systematic hazard and risk management processes for the prevention of slips, trips and falls in all aspects of corporate governance
- > Implement, monitor and improve hazard identification and risk management processes incorporating the prevention of slips, trips and falls
- > Monitor the effectiveness of existing slips, trips and falls risk control measures, strategies and treatments
- > Monitor the effectiveness of established awareness programs for the prevention of slips, trips and falls and strategically assess the performance
- > Provide resources to ensure workers are provided with information, instruction and training enabling them to meet their roles and responsibilities for the implementation of this policy.

Executive Directors LHN / Health Service / Clusters / General / Site Managers, Clinical / Medical / Nursing / Allied Health Directors / Business Units

Will take 'reasonably practicable' steps to:

- > Exercise *Due Diligence* to ensure compliance with the intent of this Policy Directive
- > Provide financial and physical resources associated for the implementation of this policy
- > Demonstrate an understanding of, and commitment to the systematic hazard identification and risk management of the prevention of slips, trips and falls
- > Ensure the allocation and use of worker and financial resources to effectively manage the hazard identification and risk management program with relevance to the preventative strategies of slips, trips and falls
- > Monitor progress and contribute to the achievement of key performance indicators (KPIs) for hazard and risk management and regularly report outcomes related to slips, trips and falls.

General / Site / Line Managers

> Will take 'reasonably practicable' steps to:

- > Where relevant, exercise *Due Diligence* to ensure compliance with the intent of this Policy Directive (refer FS003 Fact Sheet – **WHS Glossary** for definition of a SA Health 'Officer').
- > Ensure that this policy is implemented for workers

- > Provide workers with adequate direction and support, within appropriate delegations of authority, to fulfil their responsibilities for the prevention of slips, trips and falls
- > Ensure the implementation of the hazard identification, risk assessment and risk control measure processes, that includes documentation as required for the prevention of slips, trips and falls
- > Monitor hazard identification and risk management processes for the prevention of slips, trips and falls
- > Evaluate the effectiveness of existing risk controls, strategies and treatments and regularly report on outcomes and incidents related to slips, trips and falls
- > Ensure the effective implementation of the operational aspects of the hazard identification and risk management program and awareness campaigns relative to slips, trips and falls prevention
- > Ensure that consultation takes place with workers and Health & Safety Representatives (HSRs) during the hazard identification and risk management process for slips, trips and falls
- > Ensure systems are in place for the review of risk treatment plans and control options to ensure their effectiveness, reporting on outcomes and KPIs
- > Ensure that safe work procedures are developed, implemented, reviewed and monitored for effectiveness, when potential hazards are identified, for example:
 - o when facilities are designed, redesigned, redeveloped, renovated
 - o when task / activities and modes of work change.
- > Ensure workers follow safe work procedures
- > Follow procedures for work health and safety assessment when purchasing new materials, substances or plant / equipment required for the prevention of slips, trips and falls (e.g. pre purchase WHS assessments)
- > Ensure plant and equipment is resourced, provided, maintained and safe to use when required For example:
 - o equipment for Manual Tasks.
- > Inform, instruct and train workers in safe work procedures / practices related to the prevention of slips, trips and falls (e.g. the prevention of slips , trips and falls awareness campaigns)
- > Complete worksite safety inspections as directed by SA Health, or local worksite safety inspection processes for slips, trips and falls (e.g. include on site and off site workplaces)
- > Take corrective action to control identified slips, trips and fall hazards and recommend risk control strategies to line management where resources are required beyond their delegated authority.
- > Ensure HSRs are informed of relevant hazards and risks in work activities related to slips, trips and falls (e.g. community / home visits).

Workers

Will take 'reasonably practicable' steps to:

- > Use and care for equipment provided for the prevention of slips, trips and falls
- > Obey any reasonable instruction given in relation to the prevention of slips, trips and falls including attendance at mandatory training and promoting awareness campaigns

- > Report all hazards, unsafe working practices or working conditions to supervisors before the end of the shift / working day
- > Assist supervisors with the risk assessment and risk control measure process for the prevention of slips, trips and falls.

Director, Workforce Health

Will take 'reasonably practicable' steps to:

- > Establish and promote awareness related to the prevention of slips, trips and falls.

Workforce Health Professionals

Will take 'reasonably practicable' steps to:

- > Facilitate the implementation of this policy
- > Monitor compliance with this policy and report on outcomes
- > Provide information about hazard identification, risk management, and outcomes relative to slips, trips and falls to executives, managers, workers and key stakeholders.

Health & Safety Representatives (HSR)

Will take 'reasonably practicable' steps to:

- > Ensure that slip, trips and falls risks are brought to the attention of managers to facilitate intervention in the prevention of slips, trips and falls
- > Assist and work with management and workers to implement the hazard identification and risk management program which incorporates the prevention of slips, trips and falls.

5. Definitions

Refer to [FS003 Fact Sheet – WHS Glossary](#) for further definitions and clarification of any terms used throughout this policy and related appendices.

6. References

- > Work Health and Safety Act 2012 (SA)
- > Work Health and Safety Act 2012 (SA): Code of Practice – Managing the Risk of Falls at Workplaces
- > SA Health Policy Directive – Falls and Fall Injury Prevention and Management
- > SA Health Policy Guideline – Falls and Fall Injury Prevention Guideline

7. Evaluation Criteria

Compliance with this policy will be monitored via the following criteria:

- > A hazard identification and risk management process is established for the prevention of slips, trips and falls
- > A work safety inspection process incorporated to identify hazards and risks related to slips, trips and falls
- > Work health and safety requirements related to the prevention of slips, trips and falls are incorporated into the SA Health procurement process for pre-purchase trial of plant, equipment, chemicals and products (e.g. flooring material and coverings).

8. Approval

Name: David Swan

Position: Chair, SA Health Portfolio Executive

Date: February 2013

9. Version Tracking

Version 01 Effective February 2013

END OF POLICY