SAMPLE

Employer’s name and logo

**Slips, trips and falls risk management worksheet**

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| Problem area or activity |

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

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| Identify the problems and assess the risk  |

Identify the key risk factors involved by utilising the checklist below. It is not uncommonly, for a number of risk factors to be present at one time.

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| **Floor surface & condition safety checklist** |
| **check** | **yes** | **no** | **n/a** |
| Floor covering – too much/ little friction |[ ] [ ] [ ]
| Change in floor type or friction level (e.g., wet -> dry, carpet – tiles) |[ ] [ ] [ ]
| Variation in height levels |[ ] [ ] [ ]
| Floors in poor repair/ broken surfaces |[ ] [ ] [ ]
| Gaps between surfaces (eg loading docks) |[ ] [ ] [ ]
| Unstable surfaces |[ ] [ ] [ ]
| Inclined surfaces |[ ] [ ] [ ]
| Other: |[ ] [ ] [ ]

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| **Floor contamination safety checklist** |
| **check** | **yes** | **no** | **n/a** |
| Oil (needs separate cleaning procedure) |[ ] [ ] [ ]
| Water (consider drainage, water pathways) |[ ] [ ] [ ]
| Leaves |[ ] [ ] [ ]
| Paper |[ ] [ ] [ ]
| Ice (eg freezer/ cool rooms) |[ ] [ ] [ ]
| Sticky substances (eg chemicals, food products) |[ ] [ ] [ ]
| Other: |[ ] [ ] [ ]

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| **Cleaning/spill containment safety checklist** |
| **check** | **yes** | **no** | **n/a** |
| Inappropriate/ inadequate clean up procedures for types of spills (including chemical selection for spills) |[ ] [ ] [ ]
| No training of staff in cleaning procedures/ spill management |[ ] [ ] [ ]
| No drainage or inappropriate location of drainage |[ ] [ ] [ ]
| Inadequate or no containment for spills (esp haz substances) |[ ] [ ] [ ]
| Signs not available/ used or used inappropriately (left out for long periods) |[ ] [ ] [ ]
| Long/ short term exposure to chemicals causing build-up/ deterioration of surface |[ ] [ ] [ ]
| Other: |[ ] [ ] [ ]

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| **Housekeeping/obstacles safety checklist** |
| **check**  | **yes** | **no** | **n/a** |
| Carpets & unsecured mats (poor repair) |[ ] [ ] [ ]
| Cords & cables |[ ] [ ] [ ]
| Boxes and other walk way obstructions |[ ] [ ] [ ]
| Growths on floor (eg mould, weeds in pavers) |[ ] [ ] [ ]
| Inappropriate matting (eg cardboard on floor) |[ ] [ ] [ ]
| Process waste |[ ] [ ] [ ]
| Other: |[ ] [ ] [ ]

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| **Ability to see floor and lighting safety checklist** |
| **check** | **yes** | **no** | **n/a** |
| Inadequate walkway delineation/ markings |[ ] [ ] [ ]
| Overall illumination/ lighting levels |[ ] [ ] [ ]
| Sharp changes/ variation in lighting levels |[ ] [ ] [ ]
| Safety signage not used/ available |[ ] [ ] [ ]
| Vision obstructions (eg pushing high trolleys, walking while carrying, moving while wearing welding masks) |[ ] [ ] [ ]
| Poorly defined nosing or treads on steps |[ ] [ ] [ ]
| Individual’s visual abilities |[ ] [ ] [ ]
| Other: |[ ] [ ] [ ]

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| **Space & design safety checklist** |
| **check** | **yes** | **no** | **n/a** |
| Insufficient/confined space for tasks being completed (potential obstructions in walkways) |[ ] [ ] [ ]
| Inappropriate positioning of tasks (eg wet tasks completed in walkways) |[ ] [ ] [ ]
| Poor design of buildings/ floor surfaces in context of tasks, environment and potential contamination |[ ] [ ] [ ]
| Small or missing landings |[ ] [ ] [ ]
| Other: |[ ] [ ] [ ]

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|  **Stairs & stepladders safety checklist** |
| **check** | **yes** | **no** | **n/a** |
| Stepladder and safety step design inappropriate for type of work/ work tasks |[ ] [ ] [ ]
| Difficult steps associated with work (eg trucks) |[ ] [ ] [ ]
| Step design issues –risings & goings height, depth, consistency, handrails, nosing/treads |[ ] [ ] [ ]
| Ramps are steep or slippery |[ ] [ ] [ ]
| There are small inconspicuous steps or missing landings |[ ] [ ] [ ]
| Other: |[ ] [ ] [ ]

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| **Work activities, pace & processes safety checklist** |
| **check** | **yes** | **no** | **n/a** |
| Changing directions when walking |[ ] [ ] [ ]
| Potential leaks/ floor contaminants from work tasks |[ ] [ ] [ ]
| Equipment maintenance |[ ] [ ] [ ]
| Manual handling requirements of tasks |[ ] [ ] [ ]
| Work pressures, workload and required pace of work |[ ] [ ] [ ]
| Use of PPE |[ ] [ ] [ ]
| Potential muscle fatigue |[ ] [ ] [ ]
| Competing physical & cognitive tasks |[ ] [ ] [ ]
| Extreme postures (compromised balance) |[ ] [ ] [ ]
| Work systems (eg timing of work) |[ ] [ ] [ ]
| Safety climate of organisation |[ ] [ ] [ ]
| Time constraints and peak demands |[ ] [ ] [ ]
| Noise/ acoustic stimuli from work processes (distraction) |[ ] [ ] [ ]
| Other: |[ ] [ ] [ ]

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| **Footwear & clothing safety checklist** |
| **check** | **yes** | **no** | **n/a** |
| High/ Low friction soles |[ ] [ ] [ ]
| Poor foot support (lateral, heel, ill fitting) |[ ] [ ]   |
| Inappropriate for work tasks |[ ] [ ] [ ]
| Clothing catches (trousers beneath shoe) |[ ] [ ] [ ]
| Restricted clothing (hampers movement) |[ ] [ ] [ ]
| Other:  |[ ] [ ] [ ]

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| **Individual factors safety checklist** |
| **check** | **yes** | **no** | **n/a** |
| Physical limitations |[ ] [ ] [ ]
| Influence of substances eg drugs and alcohol |[ ] [ ] [ ]
| Other: |[ ] [ ] [ ]

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| 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).*

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| Can you eliminate the risks? | →Yes- How? |       |
| No↓ |  |  |
| 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: Click here to enter a date.

Review the controls

Reviewed by: Click here to enter a date. Date of review : Click here to enter a date.

[ ]  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?

Slips, trips and falls risk management tool

**Instructions**

• 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 provides ideas for controls.

• Further information can be sought from other publications such as Australian Standards and the Building Code of Australia.

| Risk factors | High riskVery likely to cause injury | Moderate riskSome risk of injuryShort term controls | Low – controlled riskLess likely to result in injury – possible controls |
| --- | --- | --- | --- |
| Internal floor surface and condition | * 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).
 | * Sudden changes in floor surfaces (e.g. from tiles to carpet).
* Coating and tapes partially worn away.
* Minor changes in level.
* Isolated low step.
 | * 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.
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| External ground surface and condition, including workplace access and egress | * 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).
 | * Minor changes in level.
* Tree roots encroaching on path.
* Muddy areas.
* Wet grass.
 | * 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.
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| Floor Contamination | * 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.
 | * Condensation on cold room floors.
* Machinery not regularly maintained for leaks.
* Growth over outside pathways (e.g. moss and lichens).
* Leaf litter.
 | * 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.
 |
| Cleaning and Spill containment | * 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.
 | * Workers walking on recently cleaned but wet floor.
 | * 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.
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| Cleanliness | * Untidy work areas (tools on floor, waste or materials accumulating on floor; storeroom with raw materials, rubbish, waste overflowing).
* Accidental spills left unattended.
 | * Debris, old leaves on pathways.
 | * Hazardous warning signs and procedure for immediate spills management and clean up.
* Provide enough waste bins and locate them close to work area.
 |
| Housekeeping/ obstacles | * 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).
 | * Pedestrian walkways not well defined (e.g. open areas used for work processes and pedestrian access).
* Unsuitable matting such as flattened cardboard boxes.
 | * 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.
 |
| Environment / lighting | * 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).
 | * 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).
 | * 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.
 |
| Stairs and ramps | * 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.
 | * 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.
 | * 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.
 |
| Activities (tasks) | * 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).
 | * Carrying a load that prevents workers from gripping a handrail or breaking a fall.
* Handling unstable and unbalanced loads.
 | * 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.
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| Footwear | * Unsuitable footwear worn for the task.
* Shoes are not slip resistant.
 | * Tread pattern worn.
* Tread clogged with contaminants (e.g. mud, dirt or grease).
 | * Suitable footwear policy in place (for selection and usage).
* Wearing of suitable footwear is monitored.
 |