

4.16 Slips, Trips and Falls Policy

Intent

The employer has adopted this policy to provide information for the prevention of injuries caused by slips, trips, and falls thereby ensuring a safe environment for employees and guests.

Scope

This policy applies to all employees always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to slips, trips and falls. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

Guidelines

Employees are requested to adhere to the following workplace practices to avoid slip, trip, and fall hazards:

- Avoid the accumulation of clutter and waste.
- Ensure the proper storage of material and equipment.
- Clean up spills as soon as possible.
- Avoid placing extension cords, conduits, cables, and hoses across walking surfaces.
- Secure loose and unsecured floor mats, carpets, and coverings.
- Report damaged or missing flooring and ceiling materials to maintenance.
- Report stairs and ramps with loose or missing handrails to maintenance.
- Report areas with inadequate lighting to maintenance.
- Report slippery, wet or icy walking surfaces to management, housekeeping, or maintenance.
- Report any unsafe uneven walking surfaces to management or maintenance.
- Be aware of surface changes such as carpet to tile or level to sloped.
- Be aware of surface protrusions or depressions such as thresholds, cover plates, and gratings.
- Always wear appropriate footwear.
- Carry items in a manner that maintains clear sight-lines.
- Avoid rushing to complete work.
- Ensure adequate lighting.
- Avoid cutting through areas not designated or intended as walkways.
- Avoid horseplay and running in the workplace.
- Always pay attention to your surroundings.

Management must:

- Conduct detailed inspections of the work area on a regular basis.
- Investigate all slip, trip, and fall hazard reports.
- Investigate all incident reports involving falls.
- Provide training.