

# INSPECTOR AIDE MEMOIRE

## Overview of issues

27. To tackle slips and trips risks successfully, employers will need to consider most, if not all, of the factors listed in this aide memoire. The combination of measures used should reflect management control through the practical implementation of a good health and safety management system.

## Environmental factors

### Physical Design Features

NB consider suitability of outdoor walking surfaces when contaminated by rain, snow, ice.

- floor – condition; friction; suitability when contaminated; suitability for amount of traffic
- steps / stairs – condition; suitability when contaminated; uniformity of tread/rise
- handrails and guard rails
- slopes – steepness; suitability when contaminated, changes in slopes
- artificial lighting – location; dark zones, uniformity of illumination
- facilities for waste storage
- marking of access routes
- facilities for storage off access areas and walkways
- design for easy cleaning – drainage

### Direct Risks

Frequency of:

- contamination
- uncorrected spillages; poorly cleaned floors/steps etc
- unreported/ uncorrected defective walkways/steps etc
- accumulated stock/product waste on floors/gangways etc.

## Organisational factors

### Responsibility, Authority, Accountability

- clear responsibility for factors in the work area which could increase risk
- accepting responsibility and accountability for these factors
- permits-to-work (PTWs) addressing slip/trip/fall risks? eg area cleaned and dried after the job
- safety inspections/audits addressing slips/trips risks
- feedback from investigations etc. used by management for continuous improvement

### Procedures

- for speedily reporting and dealing with spillages, breakages, faults, light failure etc
- for maintenance and repair of floors and leaking plant
- for effective cleaning and good housekeeping
- commitment to using these procedures to report problems.

### Supervisors

- ensuring that spillages are cleaned up straight away
- correct any poor cleaning methods
- correct any poor behaviour (eg rushing)
- ensuring correct footwear is always used.

## Task-related Factors

- jobs planned to avoid carrying
- extent of lifting/pushing/turning/twisting/long strides
- extent job requiring movement around workplace
- a tendency to rush around
- presence of inevitable job-related floor contamination

## Individual factors

### Communication and Information

- willingness to report any unsafe conditions, unplanned events etc
- positive supervisor/management response to being informed of the above
- provision of information to the workforce on slip, trip incidents and their severity

### Safety Attitudes of the Workforce

- attitude to taking extra care with respect to improving own safety and improving the safety of others
- workforce commitment to reduce slips, trips and falls accidents
- management commitment to reduce slips, trips and falls accidents – evidence of them walking past and taking no action?
- willingness to abide by rules on anti-slip footwear at all times

### Observable Behaviours

- Correct footwear worn?
- Habitual use of handrail?
- Good housekeeping standards?
- Immediate cleaning-up of spillages?
- No rushing around?

## RISK CONTROL INDICATOR

<b>Assessment Scale</b>			
Each risk control indicator should be assessed against the following 1 – 4 scale. A score of 1 must satisfy all the appropriate criteria of the risk control indicator.			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Full compliance in areas that matter</b>	<b>Broad compliance in areas that matter</b>	<b>Some compliance in areas that matter</b>	<b>Limited or no compliance in areas that matter</b>

<b>SLIPS AND TRIPS</b>	
a) Floor contamination	Work activities and environmental controlled, process plant controlled and maintained to minimise floor contamination such as water, oil, powders, food. Spillages promptly and effectively cleaned-up. (Consider areas other than those where contamination is inevitable, eg some dye houses, swimming pools.)
b) Suitable floors & footwear	Floors and required footwear give appropriate slip-resistance for conditions. Use of drainage, anti-slip surfaces, mats and grids as necessary (eg areas prone to contamination.)
c) Prevention of trips	Floors even, free from holes; gangways well-marked, access routes kept free from trip hazards, eg trailing cables, tools; stairs well-constructed and fitted with handrails.