

SLIPS, TRIPS, and FALLS CHECKLIST

RETAIL INDUSTRY WORKPLACE:											
Location:			Date								
Persons doing assessment:											
Work area management rep:		Work area H&S rep:									
Others (employees, consultants):											
<p>This Checklist is designed to help employers meet their legal obligations to manage the risks of injury due to slips, trips and falls.</p> <p>How to use this worksheet</p> <p>Follow the worksheet step by step and refer to the guidance provided after each question on the worksheet to:</p> <ul style="list-style-type: none"> • assess the risks associated with slips, trips and falls under two metres – – • implement solutions to control the risks – <p>Consult with the relevant health and safety representatives and where possible, also involve the employees who do the tasks, when assessing the tasks and planning and introducing risk controls.</p> <p><i>In addition, arrange for regular workplace inspections and pay particular attention to:</i></p> <table> <tr> <td><i>Floors</i></td> <td><i>Stairs</i></td> </tr> <tr> <td><i>Lighting</i></td> <td><i>Tasks</i></td> </tr> <tr> <td><i>Personal protective equipment</i></td> <td><i>Housekeeping, cleanliness and cleaning methods</i></td> </tr> <tr> <td colspan="2"><i>Variations in conditions at different times of the day and during different seasons of the year</i></td> </tr> </table>				<i>Floors</i>	<i>Stairs</i>	<i>Lighting</i>	<i>Tasks</i>	<i>Personal protective equipment</i>	<i>Housekeeping, cleanliness and cleaning methods</i>	<i>Variations in conditions at different times of the day and during different seasons of the year</i>	
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<p>Keep a copy for your records!</p> <p>You should retain your risk assessment if it shows a risk of injury.</p>		<p>Control any risk!</p> <p>This worksheet provides general guidelines only. It is important, as far as practicable, to control any risk you find.</p>									

RISK ASSESSMENT		
<i>Tick yes if any of these risk factors are present:</i>		
SLIPS - COMMON HAZARDS	Examples	Yes
Inappropriate Floor Surfaces	Deep carpeted areas in high use trolley areas Expanded mesh flooring or steps in areas where persons in high heels may walk	<input type="checkbox"/>
Areas that may have fluid on the floor	Wet surfaces near external doors where traffic and weather brings in rain. Kitchen areas, particularly around sinks, fat fryers, urns; Supermarket delicatessen around sink or bain-marie; Wet/polish cleaning of floors during working hours.	<input type="checkbox"/>
Spills and contamination on floors	Customers spill drinks and food on floor in meals area; Oil spill while emptying fat fryers; Flour, dough and other ingredients spilt on floor in bakery; Inadequately cleaned or maintained floor or outdoor surfaces; Kitchen hands carrying foodstuffs and liquids across floors; Oil stains in undercover concrete car-park.	<input type="checkbox"/>
Inadequately drained floor surfaces in wet areas	Toilet areas; Kitchens, food preparation area.	<input type="checkbox"/>
Sudden changes in floor surfaces	Carpeted showroom to polished timber storeroom; Sheet vinyl counter to tiled kitchen; Concrete workshop to terrazzo office	<input type="checkbox"/>
Growth over floor surfaces	Moss on external pathways; Mould on bathroom or laundry floors	<input type="checkbox"/>
Comments (ie. when and where is it happening?)		
SLIPS - FOOTWEAR	Examples	Yes
Footwear is used to protect against crushing hazards without consideration of slip resistance.	Safety gumboots in meat processing area; Steel capped safety shoes in storeroom	<input type="checkbox"/>
Inappropriate footwear worn for the task?	High heel shoes worn on ladders; Leather soled shoes in freezer	<input type="checkbox"/>
Comments (ie. when and where is it happening?)		
SLIPS - RAMPS	Examples	Yes
Ramps that are too steep or with slippery surface	Persons walk up steep vinyl ramp to access rear level of shop; Smooth steel loading dock; Slippery timber external ramp; Painted concrete surfaces	<input type="checkbox"/>
Hand trolleys used on ramps	Heavy trolleys on steep ramps. Trolleys used on ramps without edge protection	<input type="checkbox"/>
Comments (ie. when and where is it happening?)		
TRIPS - COMMON HAZARDS	Examples	Yes
Internal floor surfaces?	Broken tiles, worn floor coverings; Uneven floor surfaces; Building extensions to work areas; Poorly maintained access routes.	<input type="checkbox"/>
External access or egress to the workplace	Uneven or loose paving; Footpaths and garden edging poorly maintained; Car parks in poor condition.	<input type="checkbox"/>
Storage of equipment in aisles and walkways	Cleaning equipment stored in storeroom aisle; Trolleys in front of back door.	<input type="checkbox"/>
Storage of goods in aisles and walkways	Stock placed on floor in storeroom aisle; Stock placed in front of exit doors	<input type="checkbox"/>
Storage of personal items on around workstation	Handbag briefcase placed on floor under desk	<input type="checkbox"/>
Low obstacles where employees need to walk	Empty pallets; Angle iron, coach bolts or other items protruding from floor; Extension cords	<input type="checkbox"/>
Untidy work areas	Workshop with tools, waste or materials on floor; Storeroom with raw materials, rubbish, waste overflowing; Bakery with poor clean up routines such as sweeping flour off benches onto floor.	<input type="checkbox"/>
Clothing catches on objects or surfaces	Shelving or racking has protrusions or trapping points.	<input type="checkbox"/>
Loading docks	Height difference between loading dock and floor of truck; Gap between loading dock and truck; Slippery metal dock plates; Edge of dock plates when unsupported become rough through impact to create a trip hazard, or sag to create a slip hazard.	<input type="checkbox"/>
Unsuitable matting	Flattened cardboard cartons used as floor matting; Mats with turned up edges; Unsecured mats at entrances; Loose floor mats.	<input type="checkbox"/>
Comments (ie. when and where is it happening?)		

TRIPS - STEPS AND STAIRS	Examples	Yes
Condition of steps and stairs	Steep or slippery steps and stairs.	<input type="checkbox"/>
Inappropriately designed steps and stairs	Stairs with inadequate foot space; Steps in staircase vary in height; Steps with excessive radius on nosing.	<input type="checkbox"/>
Climbing into or descending from vehicle cabins	Truck cabin; Forklift; Ride on mowers; Mobile cleaning equipment.	<input type="checkbox"/>
Steps and stairs that have poor lighting	Nosing or treads poorly defined visually.	<input type="checkbox"/>
Landings	Small or missing landings where doors open directly onto stairs	<input type="checkbox"/>
Isolated low steps	Isolated low steps particularly at doorways; Cold room entrances; Speed humps that encroach on pedestrian walkways; At loading docks.	<input type="checkbox"/>
Hand or guard rails	Lack of a sturdy handrail or guard rail on steps or stairs.	<input type="checkbox"/>
Carrying loads on stairs	Carrying a load that prevents an employee from gripping a handrail; Carrying a large load that prevents the employee seeing the steps beyond the load.	<input type="checkbox"/>
Moving trolleys etc. down stairs	Trolleys with handles that are too short and contribute to extreme postures; Moving large objects that prevent the employee seeing the steps; High force to move heavy objects on narrow or smooth treads.	<input type="checkbox"/>
Comments (ie. when and where is it happening?)		
TRIPS – TRAFFIC MANAGEMENT	Examples	Yes
Traffic management.	Employees exposed to risks when using aisles or walkways that pass near mobile plant, operating machinery, welding operations, loading docks etc.	<input type="checkbox"/>
Access	Insufficient headroom in aisles or walkways	<input type="checkbox"/>
Gratings or covers over floor openings	Missing or damaged grate or covers; Grates or covers that are not continuous with floor surface; Grates or covers that are smooth or slippery.	<input type="checkbox"/>
Comments (ie. when and where is it happening?)		
FALLS – COMMON HAZARDS	Examples	Yes
Inappropriate step-stools	Broken chairs; Overturned milk or other crates	<input type="checkbox"/>
Unsuitable chairs or seats	Damaged chairs or seats; Chairs with standard castors on vinyl floors; High stools used without foot ring or place to support feet; Unstable high stools or high chairs; Visitors chairs used for prolonged periods of keyboard work; Office chairs with less than five point base. Seated on crates or tables with central pedestal.	<input type="checkbox"/>
Step heights	Employees required to jump or step down to lower levels.	<input type="checkbox"/>
Comments (ie. when and where is it happening?)		

FALLS - LADDERS	Examples	Yes
Storage of stock, materials or displays	Stock, materials or displays stored or stacked to a height where ladders or steps are required	<input type="checkbox"/>
Unstable or inappropriate ladders/steps	Chair used as ladder; Straight ladder used on smooth surfaces; Straight ladder used to get stock from racking.	<input type="checkbox"/>
Ladder usage	Ladder rather than platform or order picker used to pick items from racking or to put away items into storage. Reaching too far to either side; Standing on the top rung of a ladder; Used on uneven floor surfaces; Rung ladder used without being secured; Rung ladder used at too shallow or too steep an angle.	<input type="checkbox"/>
Work at heights	On top of truck tarping a load; On roof installing advertising display	<input type="checkbox"/>
<i>Comments (ie. when and where is it happening?)</i>		
ENVIRONMENTAL FACTORS	Examples	Yes
Lighting	Poorly lit work areas and walk ways; Sudden changes in lighting levels occur between areas i.e. between outdoors and a dimly lit stairwell, or between outdoors and loading bay; Lighting that is badly directed lighting throwing distracting shadows on steps, stairs, walking surfaces etc Lighting that can make it difficult to see for the pedestrians or mobile equipment operators.	<input type="checkbox"/>
Other environmental factors	Working in cold room or freezer; Working in wet conditions in plant nursery; Working in humid conditions in smoke house	<input type="checkbox"/>
<i>Comments (ie. when and where is it happening?)</i>		

If you found any risk of an injury due to slip, trip or fall, you must control it.

RISK CONTROL

RISKS ASSESSED	POSSIBLE SOLUTIONS
<i>SLIPS - COMMON HAZARDS</i>	<ul style="list-style-type: none"> ✓ Treat surface of existing floors: acid etching, sandblasting, grinding, paint and sand and grooving. ✓ Use slip resistant floor surface in areas where ice, grease or dust create a slipping hazard ✓ An effective cleaning and maintenance program ✓ Hazardous warning signs and procedures for the immediate management of spills. ✓ Cleaning of floor surfaces outside working hours. OR if not practicable; ✓ Use an effective system to exclude personnel from floors that may be hazardous until dry after cleaning. ✓ Ensure efficient drainage of outdoor ground surfaces ✓ Abrasive materials can be applied to concrete, metal and wood surfaces to reduce slips and falls. ✓ A number of slip-resistant products can be purchased in strips and rolls. These are designed for easy application to stair treads, ramps and other hazardous walking or working surfaces ✓ Ensure suitable mats are present at entrances ✓ Install suitable drainage in floor surfaces ✓ Floor surfaces must be chosen to ensure non-slip conditions when employees move from one floor surface to another or treat floor surfaces to make the slip resistance of both surfaces similar ✓ Keep outdoor surfaces free of leaves, mud, clippings, paper and gravel and remove moss or slime with a chlorine-based solution.
<i>SLIPS - FOOTWEAR</i>	<ul style="list-style-type: none"> ✓ Ensure suitable footwear is chosen – refer to supplier's and manufacturer's specifications for selection of footwear for different surfaces and risk factors. (AS 2210 Safety Footwear). ✓ Ensure suitable footwear is worn when doing the task.
<i>SLIPS - RAMPS</i>	<ul style="list-style-type: none"> ✓ Ensure the slope of a ramp is no more than 1 in 8. If people in wheelchairs may have to use the ramp, the maximum slope should be 1 in 12 as per AS1657:1985 Fixed Platforms, Walkways, Stairways and Ladders ✓ Ramps should be made slip resistant with foot grips or textured surface. ✓ Loads carried or pushed/pulled on a ramp must not need such force as to increase the risk of slipping. ✓ Handrails, mid-rails and kick rails of at least 100mm high on both sides should be provided to prevent trolleys running off the edge.
<i>TRIPS – COMMON HAZARDS</i>	<ul style="list-style-type: none"> ✓ Regularly review and maintain uneven, damaged floor surfaces ✓ Regularly review and maintain external access areas ✓ Provide dedicated cleaning goods store ✓ Designate area outside pedestrian areas for storage of trolleys and equipment ✓ Provide adequate storage racks for goods ✓ Designate area outside pedestrian walkways for storage of inward goods ✓ Ensure aisles or passageways remain uncluttered at all times ✓ Provide locker for storage of personal items ✓ Check for and remove or establish barriers around low obstacles ✓ Keep work areas tidy ✓ Use appropriate cleaning procedures in place such as collecting flour waste from bench directly into rubbish bin ✓ Ensure items that may catch clothing are removed from aisles and passageways, or guarded ✓ Use dock levellers or bridge plates when transferring materials between dock and truck ✓ Ensure metal dock plates have grip surfaces to prevent slipping ✓ Ensure the edges of dock plates are smooth, and have no sag ✓ Flattened cardboard cartons must not be used as floor matting. ✓ Rubber-like mats are long wearing, slip resistant on the top and bottom sides. However, hard rubber or hard rubber like mats may be slippery when wet. ✓ Slip resistant door mats at entrances should be secured or large enough to remain in place

<p>TRIPS - STEPS AND STAIRS</p>	<ul style="list-style-type: none"> ✓ Use non-slip bull nose finish on steep or slippery steps and stairs. ✓ Only use steep stairways for secondary access, and ensure they have sturdy handrails on both sides ✓ Stairs should have adequate foot space, even step dimensions and suitable radius on nosing. (See AS1657:1985 Fixed Platforms, Walkways, Stairways and Ladders). ✓ Vehicle cabin steps and hand grips must have three points of contact for hands and feet at all times ✓ Hand grips should be designed to allow for all persons to use a power grip ✓ Paint a bright strip (highlight) on nosing that is poorly defined visually ✓ Where doors open onto stairs – a landing with sufficient space for the door to open fully without striking the employee should be provided. ✓ Eliminate isolated low steps if practicable ✓ Ensure isolated low steps are highlighted ✓ Ensure there are sturdy handrails or guard rails on all platforms, steps or stairs ✓ Where possible, loads should not be carried by hand on the stairs. If this is not possible, ensure the load is small and light enough to carry in one hand to the side of the body ✓ Use lifts where possible ✓ Use suitable trolleys on stairs or provide ramps
<p>TRIPS – TRAFFIC MANAGEMENT</p>	<ul style="list-style-type: none"> ✓ Ensure employees are not exposed to risks when using aisles or walkways that pass near moving or operating machinery, welding operations or similar operations ✓ Install barriers to separate pedestrians from mobile plant and vehicles ✓ Ensure permanent aisles and passageways (especially where mobile plant and equipment is used, and emergency exits) are appropriately marked and clear ✓ Ensure that there is safe clearance for walking in aisles where powered mechanical handling equipment is used ✓ Ensure that there is sufficient headroom for the entire length of any aisle or walkway ✓ Maintain damaged grates or covers ✓ Ensure floor gratings or covers over floor openings such as drains do not require employees to alter their walking pattern to step over them ✓ Treat the surface of grates or covers to improve slip resistance. (see Table 2)
<p>FALLS – COMMON HAZARDS</p>	<ul style="list-style-type: none"> ✓ Use a safety step to gain access to items at head or shoulder height ✓ Remove damaged chairs from workplace and replace or fix them ✓ Ensure that only chairs with glides or 'castors with brakes' are used on smooth, hard surfaces such as concrete, timber or vinyl ✓ Ensure that chairs with standard castors are only used on carpeted surfaces ✓ Ensure adjustable chairs with five star base are used for tasks requiring prolonged periods of keyboard work ✓ Ensure high stools are fitted with foot ring ✓ Ensure appropriate ladder, steps or stairs are used to climb or descend levels ✓ Use chairs for seating
<p>FALLS - LADDERS</p>	<ul style="list-style-type: none"> ✓ Ensure stock, materials or displays are not stacked above shoulder height ✓ Ensure ladders and steps are stable or secured when in use ✓ Ensure ladder or steps are well maintained with non-slip feet and treads in good condition ✓ Use platform ladder or order-picking forklift to manually get stock from racking ✓ Ladders are designed provide access to a work area. They are not designed to enable an employee to perform work while standing on a ladder rung. Forceful activity – bending and or twisting of the trunk, reaching, lifting, pushing or pulling while standing on a ladder is hazardous and should be performed on a work platform. ✓ An item should not be carried in the hands while the employee is using a ladder. ✓ Small items should be suspended in a tool belt. ✓ Large items should be placed into storage using a forklift or other mechanical lifting device ✓ Ensure ladders or steps are used correctly – a person's belt buckle should never extend beyond the side rails. ✓ Ensure the tops of ladders are tied to a secure structure to prevent slipping or sliding. ✓ A ladder should be long enough so that when it rests against the upper support, an employee's waist is not higher than the top rung of the ladder or above the rung at which the side rails are resting against the upper support. ie. The top 3 rungs of a straight ladder or the top 2 steps of a step ladder should not be used for the feet. ✓ Ensure ladders or steps are not stabilised with makeshift materials to even up floor surfaces. Instead, dig out level terrain for the ladder ✓ Employees working at high elevations should be protected from falling by a protective device. This can be a protective cage, a lifeline, lanyard, safety belt or harness. The system should provide maximum protection, but should also be reasonably comfortable and not restrict an employee's necessary work activity. (Victorian WorkCover Authority - Guidance Note on the Prevention of Falls in Construction Work, VWA code of Practice for Safe Work on Roofs, and AS/NZ 1891.1 Industrial Fall Arrest Systems and Devices).
<p>ENVIRONMENTAL FACTORS</p>	<ul style="list-style-type: none"> ✓ Lighting levels of approx. 80-240lux are recommended for general areas such as loading bays and areas requiring intermittent use (AS 1680.1-1990) ✓ Provide graduated lighting between areas ✓ Ensure vehicle stop and drivers acclimatise before entering an area where there are pedestrians ✓ Ensure pedestrians cannot enter areas of vehicle traffic if they have not acclimatized to the lighting levels ✓ Direct lighting so that does it not throw distracting shadows on steps, stairs or other walking surfaces ✓ Ensure lighting is not directed so that it makes it difficult for pedestrians and mobile equipment operators to see ✓ Check that employees are not exposed to environmental factors that may affect their behaviour or performance eg. heat, cold, chemicals or electricity

