

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Slips, Trips and Falls	Code: HS013
		Date of Issue: Oct 2008
		Revised:
		Reviewed: May 2010
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PURPOSE:

This policy applies to all employees, volunteers, board members and visitors.

Avenue II is committed to providing a safe and healthy working environment. Avenue II will demonstrate its commitment to preventing slips, trips and falls by providing financial, physical and human resources to ensure all staff understand and are aware of the risks associated with slips, trips and falls in the workplace. In the interest of working safely, everyone in the workplace is required to follow all health and safety procedures related to slips, trips and falls.

GOALS:

- Eliminate slip, trips and fall injuries.
- Increase hazard awareness in the workplace to eliminate slip and fall incidents and injuries.
- Outline safe work practices.

DEFINITIONS:

Slip:

A sliding motion where the foot (shoe) loses traction with the floor surface which will result in a loss of balance

Trip:

Involves a loss of balance when the natural movement of the foot is interfered with momentarily.

Fall:

A free and rapid descent by the force of gravity.

RESPONSIBILITIES:

All:

Preventing slips, trips and falls is the responsibility of everyone in the workplace.

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Employer Responsibilities:

- Employers are legally required to take every reasonable precaution to protect employees in the workplace, as well as inform staff about any potential job hazards. Supervisors/Managers are required to inform all employees about hazards on the job.

Supervisor/Manager Responsibilities

- Avenue II will orient and train all new employees and volunteers in the slips, trips and fall prevention practices.
- Managers and Supervisors will ensure that staff, including volunteers and students, receive information on potential hazards.
- All management staff will investigate all near misses, first aid and lost time injuries related to slips, trips and fall hazards.

Employee Responsibilities

- Staff are responsible for ensuring that their visitors (contractor, volunteer, guest, board member, and student) are aware of general safety rules of the slips, trips and fall prevention program.
- Staff are responsible for filling out near misses and incident reports regarding slips, trips and falls.
- Employees are required to follow the policies and procedures set out by the employer.

Joint Health and Safety Committee

- The Joint Health and Safety Committee will conduct monthly workplace inspections to verify that procedures already in place are being followed and will identify any further slips, trips and fall hazards. The Joint Health and Safety Committee shall make recommendations to the Executive Director.