



Slips Trips and Falls

Effective date	17 June 2008
Date reviewed	1 June 2012
Review date	February 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011 WHS Regulation 2011 Part 4.2 How to Manage Work Health and Safety Risks Code of Practice Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice Managing the Risk of Falls at Workplaces Code of Practice
Pages	2

Policy

Under the Work Health and Safety Regulation 2011, the Parish has a duty to identify hazards which could lead to risks to health and safety for all workers. Slips, trips and falls are the second most common cause of workplace injuries. The Parish will apply risk management procedures to the risk of slips trips and falls. We will minimise slips, trips and falls in the workplace by:

- repairing floors / carpets as soon as possible after a hazard is identified;
- providing handrails for stairs and access points;
- keeping internal pathways clear;
- not running cables across accessways;
- cleaning spills promptly;
- signposting known dangers;
- maintaining grounds to minimise uneven surfaces;
- liaising with contractors to minimise risk of objects falling from heights;
- requiring workers to wear appropriate footwear;
- ensuring workers have sufficient time for tasks so as not to need to rush;
- providing non-slip surfaces on any ramps;
- providing additional protection in wet weather, such as umbrella receptacles and non-slip matting;
- providing other controls as appropriate.



Record Keeping

The Parish will retain records to demonstrate:

- hazards have been identified;
- risks have been assessed;
- what control measures were implemented and when;
- Safe Work Method Statements developed;
- who was involved in consultation;
- training and instruction provided and to whom.

Records will be retained for at least 5 years.