



Risk in practice

Slips, trips and falls

Toolkit

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Toolkit

The toolkit is designed to assist businesses in establishing systems to prevent slip and trip accidents, and to develop documentation that can be used in the effective management of slip and trip claims.

**Guide to using the Risk in Practice
Slips Trips and Falls Toolkit
(Click on the relevant section below)**

The toolkit is intended as a template for a business to adapt to its own needs. The documents provide content to help develop management procedures and are not intended to be used without adaptation to the particular circumstances of a business, its premises and activities.

The process for using the toolkit is:

1. Policy

Take the slip and trip prevention policy and adapt this to your business. Consult stakeholders and issue the policy having decided on your key performance indicators.

2. Organizing

Use the toolbox talks to develop your staff training, particularly for those involved in regular cleaning activities. If contractors provide a cleaning service, their staff training should be reviewed in detail and competence checks sought.

3. Planning and implementing

Take the slip and trip risk assessment template and regularly inspect your workplace for hazards. Be sure to make a note if no hazards are spotted because evidence that you are monitoring the workplace is valuable for effective management of claims. Depending on what you identify during the inspection process, you will need to take the slip and trip risk assessment template and make amendments to ensure that the assessment is specific to your workplace. Ensure that the control measures identified by the risk assessment process are communicated to staff through the training program.

4. Measuring performance

Use the incident recording form, location plan and the accident investigation form to gather data on slip and trip incidents and what caused them. Take remedial steps to prevent any recurrence.

5. Audit and review

Once the management system is in place, use the audit form to check on its use in all areas of the business. The findings of the audit should be communicated to the health and safety committee and to the board. Use the audit to identify areas where the management approach could be improved to assist in slip and trip prevention.

Slips and trips

Prevention policy

1 Aim

This policy outlines the roles, responsibilities and arrangements for identifying, assessing and management of slip and trip hazards affecting employees of:

2 Policy statement

(Insert your business name here) recognizes that slips and trips are a common cause of accidents affecting employees and third parties interacting with our business.

(Insert business name here) is committed to the reduction of slip and trip accidents through:

- > The appropriate design, specification and maintenance of internal and external floor surfaces.
- > The use of workplace inspection and risk assessment to identify risks and unsafe working practices.
- > Identification of employees and non-employees interactive with the business who are more likely to be involved in a slip and trip accident and taking action to reduce the likelihood of accidents.
- > Audit processes to ensure that control measures are in place.
- > Detailed investigation of slip and trip incidents with actions taken to prevent recurrence.

3 Definitions

A slip is an incident in which a pedestrian's foot slides on a floor surface and causes them to lose their balance. This loss of balance can result in a fall.

A trip is an accidental stumble over an obstacle that puts the pedestrian off balance and can cause them to fall.

Slips and trips - Prevention policy

4 Roles and responsibilities

.....

(Insert person's name here) is responsible for health and safety and their duties include:

- > Developing policies that allow effective consultation with all workplace stakeholders.
- > Ensuring legal compliance.
- > Setting the appropriate performance standards in relation to slip and trip accident prevention.
- > Viewing audit results and accident statistics to enable reporting performance to the board.
- > Making arrangements for providing competent health and safety advice to all parts of the business.
- > Ensuring that accidents are investigated thoroughly, that investigation data is recorded and retained and that timely action is taken to remedy floor and equipment defects.

5 Head of facilities/building maintenance

The head of facilities

.....

(Insert person's name) is responsible for ensuring that all floor surfaces inside and outside our business facilities are maintained in a safe condition. Any new building or refurbished floor surface should be specified to have a coefficient of friction (CoF) greater than 0.36 (CoF) and a surface roughness of at least 30 µm (micrometre) Rz (mean roughness depth) when dry.

The slip resistance of the floor surface when contaminated with water or other likely substances in relation to the work activities present should also be considered.

Other responsibilities include:

- > The floor surface condition being monitored on a regular basis with the frequency of checks determined on a risk basis, i.e. likelihood of contamination, footfall, etc.
- > An annual audit of the business facilities being carried out and recorded. The audit will consider the potential for slip and trip accidents across both the internal and external floor surfaces at the premises occupied by the business.
- > A risk-based improvement plan for floor surfaces being developed as a result of the audit findings and actions to comply with the improvement plan carried out in a timely manner.
- > A winter maintenance programme being developed to include a process for monitoring expected weather conditions and gritting of pedestrian routes in external areas ready for busy pedestrian periods.
- > The management of contractors so as to prevent slip and trip incidents.
- > A review of cleaning techniques used by cleaning staff and the content of training provided to cleaning staff. The competence of third party cleaning staff should also be reviewed.
- > Liaising with the providers of floor coverings to obtain specifications and recommended floor-cleaning processes. These recommendations are then to be communicated to the persons responsible for managing cleaning processes.
- > Liaising with the purchasing team to ensure that appropriate cleaning chemicals are purchased for use in the business.

Slips and trips - Prevention policy

6 Director of operations

The operations director

(Insert person's name here) must support the effective delivery of the company's slip and trip prevention policy and ensure that appropriate arrangements are in place, including:

- > Ensuring that each part of the business is aware of the policy and complying with its requirements.
- > Ensuring that the performance standards for slip and trip prevention and the audit approach is applied in all areas of the business.
- > Ensuring that accidents are reported to the enforcing authority when appropriate and that accidents are adequately investigated.

7 Business unit managers

Each head of a business unit will ensure that:

- > Suitable and sufficient risk assessments for their part of the business are completed and the findings are communicated formally to employees.
- > Significant risks are identified and remedied as part of an improvement plan with appropriate timescales.
- > The section of the business for which they have management responsibilities is complying with the slip and trip prevention performance standards.

8 Senior managers

Responsibilities of senior managers include:

- > Development of risk assessments on slips and trips with key findings communicated to employees.
- > Local implementation of the slip and trip policy, taking all reasonably practicable steps to maintain the floor surfaces in good condition. Any repairs needed on floor surfaces and staircases should be reported to the facilities management team immediately and progress tracked until the repair is completed.
- > Thorough investigation of slip and trip incidents to identify the root cause of the incident.
- > Reporting of slip and trip accidents to the enforcing authorities whenever appropriate.
- > Ensuring that staff are aware of slip and trip prevention and obtaining signatory evidence of this.
- > Ensuring that staff are provided with appropriate instructions and briefings on slip and trip prevention, again with signature and date evidence recorded.

9 Health and safety manager

The health and safety manager and team will provide support and advice to the operational management to assist in the effective implementation of this policy.

- > The health and safety team will make regular checks on the work techniques used by cleaning staff ensuring, for example, the correct use of barriers, warning signs, etc.
- > The health and safety team will consult with the cleaning staff to ensure that work practices are in place to prevent shortcuts being taken.

Slips and trips - Prevention policy

10 All staff

Staff in any role in the business have the following responsibilities:

- > To inform the appropriate manager if a slip or trip hazard is noted in the workplace that cannot be remedied immediately.
- > To take immediate action to mitigate a slip or trip risk whenever appropriate, for example cleaning up spillages immediately.
- > Taking time to listen to briefings and instructions on slip and trip prevention and implementing the actions contained in the training material.
- > Preventing slip and trip hazards by managing electrical cables and not blocking aisles with materials, etc.
- > Wearing the correct footwear in the workplace at all times.

11 Risk assessments

Managers of an area must identify slip and trip hazards and the precautions needed to mitigate the risks of a slip or trip occurring. The slip and trip risk assessment template should be used as part of the process.

The control of contractors policy will detail the management arrangements that are in place to manage contractors including a review of risk assessments and method statements for preventing slips and trips incidents.

The risk assessments should cover such issues as:

- > Potential slip hazards from spillages and floor contamination, dust accumulations, ice, rain, wet leaves, polished floors and loose mats, defective floors, leaking equipment, etc.
- > The competence of third party cleaning staff.
- > The best time of day to clean floors in order to minimize foot traffic in the area being cleaned.
- > Potential trip hazards from trailing cables, worn floor surfaces, defective floor surfaces, protruding items from the floor, obstructions, poor lighting, etc.

12 Accident reporting and investigation

The company policy on reporting and investigation of accidents must be followed for slip and trip incidents. The investigation process must identify the root cause of the slip and trip accident and develop an action plan to prevent possible recurrence.

The control measures and the reviewed risk assessments must be communicated to employees (and evidence captured).

If the incident involved an employee, you need to contact your workers' compensation insurance provider and follow their prescribed protocol. Slip and trip near misses should also be reported to the health and safety team.

Slips and trips - Prevention policy

13 Training

Employees will be provided with training and instruction on preventing slips and trips. The training will include material on:

- > Appropriate floor cleaning techniques in relation to the floor surface and work environment.
- > What footwear to wear at work.
- > The spillage procedure for the workplace.
- > Reporting processes for structural defects.
- > The importance of reporting slip and trip accidents and near misses.
- > The accident investigation process for slips and trips.

14 Communication

Slip and trip control measures will be communicated to employees through:

- > Toolbox talks.
- > Campaigns using posters and flyers.
- > Team briefings.
- > Loss lessons from accident investigations.
- > Appropriate cleaning techniques communicated to cleaning staff.

15 Monitoring

The effectiveness of the policy will be monitored through accident statistics and follow-up action taken after a slip or trip accident. Particular attention will be given to the following:

- > The reports of slip and trip accident investigations will be analyzed by the health and safety management team.
- > Quarterly reports on slip and trip performance will be issued to the health and safety management committee meeting.
- > The annual audit will reveal whether adequate control measures are in place and statutory requirements are being met.
- > The techniques used by cleaning staff will be monitored on a regular basis to ensure that cleaners have been provided with adequate training and are being appropriately supervised.

Slips and trips - Prevention policy

16 Key performance indicators

Standard	Process of monitoring	Frequency	Responsibility
Policy review to ensure that roles and responsibilities are appropriate	Review	Biannually	Health and safety manager
Slip and trip prevention training delivered to staff	Audit of training records	Annual	Health and safety manager
Appropriate slip and trip risk assessments developed and action points implemented	Audit of risk assessments	Annual	Health and safety manager
Slip and trip incidents reported and investigated appropriately	Audit of accident investigations	Annual	Health and safety manager and operations director
Floor surfaces and stairs have sound surfaces and appropriate non-slip properties	Audit of floor surfaces	Annual	Head of facilities management
Slip and trip accident statistics to be reviewed at the health and safety management committee	Review of meeting minutes	Annual	Operations director
Review techniques used by cleaning staff and training provided to cleaners	Review method of safe working procedures and training records	Annual	Head of facilities management

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Slips and trips

Toolbox talk for employees

1 Introduction

Slips and trips are the most common cause of accidents across all UK sectors. These accidents are easily caused as you can slip whenever there is insufficient friction to allow your footwear to grip the floor surface. This can happen when there is the smallest amount of water or contamination on the floor. Anything that catches your foot can cause a trip so good standards of housekeeping are important. The consequences of a slip or trip can be bad enough but they get worse if you fall into machinery or equipment.

Common causes of slip and trip accidents include:

- > Water spills and other liquid contamination on floors.
- > Trailing electrical cables and objects left lying on the floor.
- > Loose floor coverings.
- > Uneven floor surfaces and steps.
- > Stairs in poor repair or with no handrail.
- > Poor lighting.
- > Snow and ice.

2 Preventing slips and trips

Some actions to take to help prevent slips and trips in your workplace:

- > Keep walkways, aisles and stairways clear of obstructions.
- > Reroute trailing cables or ensure they remain covered with floor cable covers.
- > Clean up spillages immediately.
- > Use a 'wet floor' sign to warn others while the spillage cleaning equipment is being retrieved.
- > Do not leave a floor wet after cleaning.
- > Report any defects in floor surfaces, steps or handrails.
- > Ensure that rugs and mats are lying flat.
- > Report areas where you feel that the level of lighting is insufficient.
- > Refrain from running in the workplace.
- > Do not carry objects in a manner that restricts your view.
- > Always follow the company guidance on footwear to ensure that your shoes have enough grip.
- > Report any defects that allow water to accumulate on the floor.
- > Report any defects that allow contaminants to leave machinery and equipment and cause a slip hazard on the floor.

Slips and trips - Toolbox talk for employees

3 Remember to take action

- > Arrange for a spillage to be cleaned up immediately. Don't walk past a spillage. Even if you have not caused it, ensure that it is cleaned up.
- > Make sure that obstacles are removed from walkways.
- > Wear the correct footwear for your work area.

4 Questions for toolbox talk attendees

- > Do you know how to report a slip or trip hazard that you spot in the workplace?
- > What do you think are the high-risk areas for slips and trips in your workplace?
- > How many of you have had a slip or trip accident at work and how did it happen?

5 Attendees

Toolbox talk attended by the following employees and/or contractors:

Name (please print)	Signature	Date
.....	<input type="text" value="/ /"/>
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Slips and trips

Toolbox talk for staff who clean floors

1 Introduction

Activities that involve floor cleaning are a significant cause of slip and trip accidents. Such incidents may involve cleaning staff or other people using the business premises. Many accidents result in broken bones and can have life-changing effects on the injured party. Most slips happen when the floor is wet or contaminated and most trips occur because a floor has become damaged or obstructed by an object or trailing cable.

Please note:

This toolbox talk is not intended to replace specific training on floor cleaning techniques relevant to the floor surface, work activities and cleaning equipment specific to your workplace.

2 Best practice techniques

Even the smallest spill can create a slip hazard. Please take the following action when a spill has occurred:

- > Clean up spills immediately and leave the floor dry.
- > Do not use a wet mop. Even if a mop is well wrung out it is impossible to leave a mopped floor completely dry. A wet mopped floor will therefore increase the area where a slip could occur.
- > Use a cleaning solution to remove greasy contamination.
- > Use absorbent material such as paper towels to soak up the spill.
- > Avoid using dirty dry mops or squeegees as they introduce additional contamination on to the floor surface.
- > Remember that people generally ignore 'wet floor' warning signs and these should not be relied upon to prevent slips on wet floors. Use signage while the spillage is being dealt with and remove the sign when the spillage is removed.

Slips and trips - Toolbox talk for staff who clean floors

2 Best practice techniques (continued)

When wet cleaning a floor, take the following steps:

- > Remove any dry contamination by sweeping the floor first.
- > Water alone will not clean a contaminated floor; use the appropriate detergent at the correct strength.
- > Prevent pedestrians walking on the floor being cleaned until it is completely dry.
- > Prevent access to the area being cleaned or use barriers but do not solely use warning signs to keep pedestrians off the wet floor.
- > Do use warning signs when cleaning is under way but remove the signs as soon as the floor is dry and the cleaning process has finished.
- > Ensure that the instructions provided by the cleaning chemical provider are followed.
- > Thoroughly clean the equipment you have used to remove contamination, making it ready for the next cleaning session.

At the end of the day, when cleaning a busy work area with a smooth floor surface, consider the following:

- > Wet mop the area and apply a cleaning solution in the correct concentration. Leave the solution for a few minutes to react with the dirt on the floor.
- > Scrub the floor with a brush.
- > Soak up the water with a dry mop or push the water to a drain with a squeegee.
- > Mop the floor again and then use a dry mop or squeegee to dry off the floor. The floor will then need to be given time to dry completely before it can be walked on.

When using a mechanical cleaning technique, remember the following:

- > Mechanical cleaners can often leave water on the floor so additional floor drying may be required.
- > Ensure that those who use mechanical cleaners have been trained to do so.
- > The equipment must be maintained to enable it to clean effectively.

It is important to prevent pedestrians walking on a smooth, wet floor surface. There are a number of ways to achieve this objective.

For example:

- > Clean during hours when the business is shut.
- > Use physical barriers to block off the area where cleaning is being undertaken.
- > Clean in a sequence that provides a demarcated dry path.
- > Cones can provide a warning but will not stop pedestrians walking on a wet floor.

Prevent trip hazards by:

- > Ensuring that cables and leads associated with cleaning equipment are correctly managed.
- > Reporting any mats or rugs with curling edges to your manager.
- > Reporting any defective floor surfaces to your manager.
- > Reporting any defective lighting to your manager.

Slips and trips can easily happen and they often result in serious injury. Look after yourself, your work colleagues and others by following the information provided in this training session.

Slips and trips - Toolbox talk for staff who clean floors

3 Attendees

Toolbox talk attended by the following employees and/or contractors:

Name (please print)	Signature	Date
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Slips and trips

Risk assessment - Template

Note: The control measures in this template document are examples only. Please ensure that control measures relevant to your work activities and work area are included in this risk assessment.

1 Assessment details

Work area

Risk assessor's name

Date of assessment / / Date to be reviewed / /

2 Control measures (S x L = R)

Hazard	Consequences	People at risk	Current control measure	S	L	R	Further actions required	Responsible person and timescale

Suggested quantification of Risk: Severity (S) x Likelihood (L) = Risk (R)

S = The potential effect of the injury, the severity, that could occur with the control measures in place:	L = The likelihood of the incident occurring:	R = Risk
1 = Trivial/Negligible 2 = Minor Injury 3 = Major Injury 4 = Fatality	1 = Extremely Remote 2 = Possible 3 = Probable 4 = Likely to happen	1 to 4 = risk is generally acceptable 6 to 8 = risk is generally unacceptable 9 to 16 = risk is unacceptable

Slips and trips - Risk assessment - Template

2 Control measures (S x L = R)

Hazard	Consequences	People at risk	Current control measure	S	L	R	Further actions required	Responsible person and timescale

Suggested quantification of Risk: Severity (S) x Likelihood (L) = Risk (R)

S = The potential effect of the injury, the severity, that could occur with the control measures in place:

- 1 = Trivial/Negligible
- 2 = Minor Injury
- 3 = Major Injury
- 4 = Fatality

L = The likelihood of the incident occurring:

- 1 = Extremely Remote
- 2 = Possible
- 3 = Probable
- 4 = Likely to happen

R = Risk

- 1 to 4 = risk is generally acceptable
- 6 to 8 = risk is generally unacceptable
- 9 to 16 = risk is unacceptable

Slips and trips - Risk assessment - Template

2 Control measures (S x L = R)

Hazard	Consequences	People at risk	Current control measure	S	L	R	Further actions required	Responsible person and timescale

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Slips and trips - Risk assessment - Template

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Hazard	Consequences	People at risk	Current control measure	S	L	R	Further actions required	Responsible person and timescale

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Slips and trips - Risk assessment - Template

2 Control measures (S x L = R)

Hazard	Consequences	People at risk	Current control measure	S	L	R	Further actions required	Responsible person and timescale

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Slips and trips

Information gathering

Your risk assessments and development of safe working practices should be informed in part by the history of slip and trip incidents in your workplace. Use the form below to keep a record of slip and trip incidents and where they occur. You can then develop your risk assessments and safe working procedures relevant to your workplace.

It is also important to gather the views of employees on areas they consider to have the most hazards. Don't forget to review sickness records and check for incidents that have not been reported.

1 Slip and trip incident record

Location

Department

Reference number	Date of accident	Process/activity involved and cause of incident	Slip	Trip	Near miss	Number of days off work
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Slips and trips - Information gathering

2 Slip and trip location plan

Use this form to draw a plan of your workplace or a department and then mark slip and trip incident locations. This will give you an idea of slip and trip hot spots. Use the reference number from the incident record when you plot it on the plan. Include your thoughts on what control measures are needed to prevent a recurrence and these can be added to your risk assessment. This mapping process has been used to good effect by a number of businesses.

Name

Date

/ /

Diagram of workplace/department

Reference number

Recommended control measure to prevent recurrence

.....

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Slips and trips

Accident Investigation form

Your risk assessments and development of safe working practices should be informed in part by the history of slip and trip incidents in your workplace. Use the form below to keep a record of slip and trip incidents and where they occur. You can then develop your risk assessments and safe working procedures relevant to your workplace.

It is also important to gather the views of employees on areas they consider to have the most hazards. Don't forget to review sickness records and check for incidents that have not been reported.

1 General details

Name of injured person

.....

Date of birth

Male

Female

Non-binary

Address

.....

Customer or member of the public

Employee

Contractor

Employer

Department/role

.....

Nature of injury, near miss or damage (please list details below)

.....

First aid given

Yes

No

Hospital attended

Yes

No

Slips and trips - Accident Investigation form

2 Witnesses

Please list below the names, addresses, and contact telephone numbers of witnesses.

Name Telephone

Address	Statement taken	Yes	No
---------------	-----------------	-----	----

Name Telephone

Address	Statement taken	Yes	No
1. The company has a clear vision and mission statement.			
2. The company has a strong leadership team.			
3. The company has a clear understanding of its target market.			
4. The company has a strong financial position.			
5. The company has a clear understanding of its competitive advantage.			
6. The company has a strong customer base.			
7. The company has a clear understanding of its industry trends.			
8. The company has a strong management team.			
9. The company has a clear understanding of its market opportunities.			
10. The company has a strong financial performance.			

Name Telephone

Address	Statement taken	Yes	No
1. The company has a clear vision and mission statement.			
2. The company has a strong leadership team.			
3. The company has a clear understanding of its target market.			
4. The company has a strong financial position.			
5. The company has a clear strategy for growth.			
6. The company has a strong customer base.			
7. The company has a clear understanding of its competitors.			
8. The company has a strong brand identity.			
9. The company has a clear understanding of its industry trends.			
10. The company has a strong track record of success.			

Name Telephone

Address	Statement taken	Yes	No
1. The company has a clear vision and mission statement.			
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4. The company has a strong financial foundation.			
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10. The company has a strong financial performance.			

Name Telephone

Address	Statement taken	Yes	No
---------------	-----------------	-----	----

Name Telephone

Address	Statement taken	Yes	No
1. The company has a clear vision and mission statement.			
2. The company has a strong leadership team.			
3. The company has a clear understanding of its target market.			
4. The company has a strong financial position.			
5. The company has a strong reputation in the industry.			
6. The company has a strong customer base.			
7. The company has a strong product portfolio.			
8. The company has a strong marketing strategy.			
9. The company has a strong operational efficiency.			
10. The company has a strong innovation culture.			

Name Telephone

Address	Statement taken	Yes	No
1. The company has a clear vision and mission statement.			
2. The company has a strong leadership team.			
3. The company has a clear understanding of its target market.			
4. The company has a strong financial position.			
5. The company has a clear strategy for growth.			
6. The company has a strong customer base.			
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10. The company has a strong track record of success.			

Name Telephone

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5. The company has a clear strategy for growth.			
6. The company has a strong brand identity.			
7. The company has a clear understanding of its competitive advantage.			
8. The company has a strong customer base.			
9. The company has a clear understanding of its industry trends.			
10. The company has a strong management team.			

Name Telephone

Address	Statement taken	Yes	No
1. The company has a clear vision and mission statement.			
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5. The company has a clear understanding of its competitive advantage.			
6. The company has a strong customer base.			
7. The company has a clear understanding of its industry trends.			
8. The company has a strong brand identity.			
9. The company has a clear understanding of its market opportunities.			
10. The company has a strong financial performance.			

Name Telephone

Address	Statement taken	Yes	No
---------------	-----------------	-----	----

Slips and trips - Accident Investigation form

3 Accident details

Date and time of accident

Location of accident

Task/activity involved in accident (Please list details below)

What was the condition and type of floor area where accident occurred?

.....

What type of footwear was the injured party wearing? What was the condition of the footwear?

.....

Was the floor being cleaned at the time of the accident?	Yes	No
--	-----	----

Was the floor surface left in a wet condition?	Yes	No
--	-----	----

Was the area of floor surface segregated from pedestrian walking routes?	Yes	No
--	-----	----

Were warning signs in use?	Yes	No
----------------------------	-----	----

Is there evidence of the workplace floor surface being inspected on a regular basis by a member of the management team?	Yes	No
---	-----	----

Does housekeeping appear to be of a good standard?	Yes	No
--	-----	----

Is there evidence of the cleaning staff being provided with adequate training on floor cleaning techniques, etc.?	Yes	No
---	-----	----

Were there any mats in the area?	Yes	No
If yes, what was their size and the condition of their edges?		

.....

Was there an adequate level of lighting in the area?	Yes	No
--	-----	----

Were there any obstacles in walkways?	Yes	No
---------------------------------------	-----	----

If relevant, were trailing cables routed appropriately or adequately covered?	Yes	No
---	-----	----

If relevant, describe the equipment being used for floor cleaning and its condition

.....

Were weather conditions involved in the accident? For example, did water ingress or salting/sanding procedures play a part?	Yes	No
---	-----	----

Has the injured person previously had a fall on the premises?	Yes	No
---	-----	----

Did you take photographs of the accident scene and any hazard or substance on the floor? (Use a tape measure to evidence scale). Attach photographs to this report or save electronic copies to a secure location.	Yes	No
--	-----	----

Check for CCTV footage of the incident? (Review and save a copy to a secure location).	Yes	No
---	-----	----

Slips and trips - Accident Investigation form

4 Investigator's conclusions

Corrective action needed (including responsible person). If no action is required state 'none'.

Description of action required

Date to be completed

By whom

.....

5 Review

Review of corrective actions required?

Yes

No

Name of person carrying out review

Signature

Date

.....

.....

Name of person carrying out review

Signature

Date

.....

.....

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Slips and trips

Prevention audit

1 Audit details

Site

Department or work area

Date

Auditor

2 Slip and trip prevention audit

Ref	Audit question	N/A	Recommendations	Score 1-4*	Action by	Completion date
2.1	Has a risk assessment been carried out? This should identify: <ul style="list-style-type: none"> > Suitability of floor type > Activities in relation to slip and trip potential > Contamination sources > Persons at risk > Consequences of slips and trips > Adequacy of control measures 			<input type="text" value="/"/>
2.2	Is the floor surface suitable for the workplace activities undertaken in the area?			<input type="text" value="/"/>

*Scoring suggestion

Score

- 1 Full compliance with standard
- 2 Good compliance but with some relatively minor exceptions
- 3 Some compliance but with some significant exceptions
- 4 Limited or no compliance with standard



Slips and trips - Prevention audit

2 Slip and trip prevention audit (continued)

Ref	Audit question	N/A	Recommendations	Score 1-4*	Action by	Completion date
2.3	Have you implemented the risk assessment findings and are the controls now adequate? For example, replacing floor surface, changing cleaning methods, fixing leaks, repairing potholes, etc.			<input type="text" value="/ /"/>
2.4	Have the risk assessment findings been incorporated into relevant safe working procedures?			<input type="text" value="/ /"/>
2.5	Have all relevant employees received up-to-date training in slip and trip prevention? Is this recorded?			<input type="text" value="/ /"/>
2.6	Have all relevant employees read and signed a safe working procedure document relating to slips and trips prevention?			<input type="text" value="/ /"/>

*Scoring suggestion

Score

- 1 Full compliance with standard
- 2 Good compliance but with some relatively minor exceptions
- 3 Some compliance but with some significant exceptions
- 4 Limited or no compliance with standard

Slips and trips - Prevention audit

2 Slip and trip prevention audit (continued)

Ref	Audit question	N/A	Recommendations	Score 1-4*	Action by	Completion date
2.7	Are suitable measures in place to prevent floor surface contamination?			<input type="text" value="/ /"/>
2.8	Are the persons responsible for cleaning the floor trained in the correct procedure?			<input type="text" value="/ /"/>
2.9	Is the cleaning procedure posted in the cleaning equipment storage area? Is training provided in appropriate language for cleaning staff? Are there records to demonstrate that it has been understood?			<input type="text" value="/ /"/>
2.10	Is there a recorded spillage procedure?			<input type="text" value="/ /"/>

*Scoring suggestion

Score

- 1 Full compliance with standard
- 2 Good compliance but with some relatively minor exceptions
- 3 Some compliance but with some significant exceptions
- 4 Limited or no compliance with standard

Slips and trips - Prevention audit

2 Slip and trip prevention audit (continued)

Ref	Audit question	N/A	Recommendations	Score 1-4*	Action by	Completion date
2.11	Have cleaning materials been assessed for their suitability for cleaning the contaminants and floor surfaces relevant to the site?			<input type="text" value="/ /"/>
2.12	Have the cleaning staff been provided with training on safe and effective use of cleaning chemicals?			<input type="text" value="/ /"/>
2.13	Is the cleaning equipment clean and in good condition? Are cleaning staff provided with training on the effective use of cleaning equipment?			<input type="text" value="/ /"/>
2.14	Is a record kept of cleaning and maintenance work?			<input type="text" value="/ /"/>

*Scoring suggestion

Score

- 1 Full compliance with standard
- 2 Good compliance but with some relatively minor exceptions
- 3 Some compliance but with some significant exceptions
- 4 Limited or no compliance with standard

Slips and trips - Prevention audit

2 Slip and trip prevention audit (continued)

Ref	Audit question	N/A	Recommendations	Score 1-4*	Action by	Completion date
2.15	Are individual supervisors named as responsible for ensuring that the floor surface is maintained and kept clean and free from trip hazards?			<input type="text" value="/ /"/>
2.16	Has footwear been assessed for suitability for the floor surface and likely contaminants?			<input type="text" value="/ /"/>
2.17	Is there a procedure in place for correct footwear issued and inspected?			<input type="text" value="/ /"/>
2.18	Are instructions issued and signed by employees for cleaning footwear and reporting defects?			<input type="text" value="/ /"/>

*Scoring suggestion

Score

- 1 Full compliance with standard
- 2 Good compliance but with some relatively minor exceptions
- 3 Some compliance but with some significant exceptions
- 4 Limited or no compliance with standard

Slips and trips - Prevention audit

2 Slip and trip prevention audit (continued)

Ref	Audit question	N/A	Recommendations	Score 1-4*	Action by	Completion date
2.19	Is adequate lighting provided inside the workplace and outside the building?			<input type="text" value="/ /"/>
2.20	Is the floor surface in good condition? Has an inspection taken place to check for cracks, raised floor coverings, holes, uneven surfaces, etc.?			<input type="text" value="/ /"/>
2.21	Is there a documented hazard and near miss reporting system? Are slip and trip investigations good quality? Are lessons learned from investigations put into action and communicated to relevant persons?			<input type="text" value="/ /"/>
2.22	Are walkways suitably organized and free from obstruction?			<input type="text" value="/ /"/>

*Scoring suggestion

Score

- 1 Full compliance with standard
- 2 Good compliance but with some relatively minor exceptions
- 3 Some compliance but with some significant exceptions
- 4 Limited or no compliance with standard

Slips and trips - Prevention audit

2 Slip and trip prevention audit (continued)

Ref	Audit question	N/A	Recommendations	Score 1-4*	Action by	Completion date
-----	----------------	-----	-----------------	------------	-----------	-----------------

2.23	Are wet activities suitably segregated?					<input type="text" value="/ /"/>
------	---	--	--	--	--	----------------------------------

2.24	Are cables prevented from trailing across traffic routes? Are electrical sockets suitably located to prevent trailing cables?					<input type="text" value="/ /"/>
------	---	--	--	--	--	----------------------------------

2.25	Is housekeeping to a satisfactory standard?					<input type="text" value="/ /"/>
------	---	--	--	--	--	----------------------------------

2.26	Are stairways in accordance with building regulations? Are risers and treads of consistent dimensions? Are nosings in good condition and of a different colour to treads and risers?					<input type="text" value="/ /"/>
------	--	--	--	--	--	----------------------------------

*Scoring suggestion

Score

- 1 Full compliance with standard
- 2 Good compliance but with some relatively minor exceptions
- 3 Some compliance but with some significant exceptions
- 4 Limited or no compliance with standard

Slips and trips - Prevention audit

2 Slip and trip prevention audit (continued)

Ref	Audit question	N/A	Recommendations	Score 1-4*	Action by	Completion date
-----	----------------	-----	-----------------	------------	-----------	-----------------

2.27	Do site safety rules include instructions on slip and trip hazards?					<input type="text" value="/ /"/>
------	---	--	--	--	--	----------------------------------

2.28	Are contractors/visitors to site issued with site safety rules?					<input type="text" value="/ /"/>
------	---	--	--	--	--	----------------------------------

2.29	Is all work at height assessed for slip and trip hazards?					<input type="text" value="/ /"/>
------	---	--	--	--	--	----------------------------------

2.30	Are all ladders and stepladders assessed for suitability for use on certain floor surfaces? Are they subject to regular condition checks?					<input type="text" value="/ /"/>
------	--	--	--	--	--	----------------------------------

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Slips and trips

What does good look like?

Guidance for assessors and inspectors

These aspects of slip and trip management may be implemented in your risk assessment process and assist in the development of your inspection and audit regimes:

- > Food waste and fine powders are cleaned up off the floor quickly.
- > Leaks from equipment are repaired quickly.
- > The roof structure is well maintained and does not allow ingress of water.
- > Equipment is placed on drip trays where necessary.
- > Floor surfaces have adequate slip resistance.
- > Mats at entrances are large enough to soak water and snow off pedestrians' shoes.
- > Mats do not have curling edges.
- > Systems of work reduce the amount of spillage.
- > The cleaning regime matches that recommended by the floor surface manufacturer.
- > Cleaning staff are trained on floor cleaning techniques, and training material is delivered in the first language of non-English-speaking cleaning staff.
- > Cleaning activities are well supervised.
- > Physical barriers are used to stop pedestrians walking on wet floors.
- > Sections of the floor are cleaned in a manner that gives a dry path for pedestrians to use.
- > Cleaning is carried out at quiet times.
- > Cleaners are consulted on what makes a practical and effective training regime.
- > Wet vacuuming or absorbent material is used to clear up spillages.
- > Floors are dry mopped, and pedestrians are kept off the floor surface until it is dry.
- > The flooring in areas where slips are most likely to occur has a low slip potential.
- > Staff are provided with appropriate footwear. The footwear chosen has suitable slip resistance for the floor surface.
- > Adequate drainage is provided in outside areas.
- > There is a management system for monitoring weather conditions and applying salt/sand to key walkways.
- > Leaves are cleaned from walkways in autumn months.
- > Lighting on external paths is to a good standard and well maintained.
- > Alternative access points are arranged when construction work is being undertaken on-site.
- > Internal areas are well lit.
- > There is a formal system for reporting slip and trip hazards.
- > There is a near miss reporting process for slip and trip incidents.
- > Changes in floor level of greater than 10mm are identified and remedied.
- > Wooden decking is treated to prevent the build-up of algae.
- > Trailing cables are rerouted or covered appropriately. Electrical sockets are located to prevent trailing cables.
- > Changes in floor level are highlighted.
- > Floor sockets are flush with the floor surface.
- > Entrance porches are large enough to prevent the ingress of rainwater.
- > Drain covers are flush with the floor surface.
- > Sinks are specified with an overflow drain.
- > Kitchen floors have good drainage.
- > Kitchen work surfaces have an edge lip to prevent spills.
- > In kitchen areas, trolleys are used to move heavy pots.
- > In kitchens, deep fat fryers have metal covers to prevent oil splashes.
- > Deep fat fryers have integrated waste oil drainage systems to avoid the need to carry containers of used oil.
- > Cooking areas have good ventilation levels to remove airborne grease.
- > Bathroom facilities have slip-resistant floor surfaces.
- > Ramps have delineated changes in floor level and adequate slip resistance with well-maintained handrails.
- > Stairs have consistent dimensions.
- > Stairs are well lit and have nosings of a different colour to treads or risers.
- > Handrails are of a diameter that allows pedestrians to get a good grip if they stumble.

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