

Manual of Administration

TOPIC: Health and Safety	SUBJECT: Prevention of Slips, Trips, and Falls	Code: HS152
		Date of Issue: March 2002
		Revised: May 2007
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PURPOSE: This policy will outline and provide information for employees to prevent injuries, accidents, and to practice Health and Safety measures through awareness.

EMPLOYEE RESPONSIBILITIES:

1. Be aware of the condition of working and walking areas to identify hazards which could cause slips, trips, and falls, i.e., icy sidewalks, wet floors.
2. Wear proper footwear at all times while working.
3. Fill out an Incident Report for all slips, trips, and falls, with or without injury. If an injury occurs, the employee must verbally report the injury as soon as possible to their Manager or to another Manager/Director of Support Services in their absence, as well as fill out an Incident Report.

Shoes and boots:

1. Staff must wear appropriate footwear that meets seasonal and environmental needs at all times.
2. All footwear must have soles and heels that are low and slip resistant.
3. Footwear worn while supporting must have a closed toe and back.
4. Clean indoor shoes with a closed toe and back are required to be worn while supporting in an individuals home. Closed toe and back slippers with rubber, slip resistant soles are appropriate for the home.
5. Support staff working in the office must have shoes available that are closed toe and heel in the event that they are redirected.
6. Home support workers and overnight staff will wear footwear while working until retiring for the evening. It is recommended that they wear footwear when responding in the night if possible.
7. When supporting in wet areas such as pool decks water shoes are required.

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PREVENTION:

1. Keep walkways clear of clutter and watch for issues that may in a fall such as loose tiles or area rugs.
2. Wipe ups wet spills immediately.
3. Never run in the workplace.
4. Always use a step stool or ladder to reach high places. Standing on a chair is strictly prohibited.
5. Use extra care going up and down stairs.
6. Immediately close any open drawers, cabinets, doors or closets after use.
7. Wear low heels.

How to fall as safely as possible:

1. Do not try to break the fall with your elbows or hands.
2. Protect your head with your arms if possible.
3. Try to roll your body and land on your buttocks or side.
4. Keep wrists, elbows and knees bent.

Seasonal Preventions:

1. Support people to keep sand and/or salt to use on ice or snow to keep the walkways clear.
2. Use extra caution during extremely slippery conditions and if necessary reschedule activities for when it will be safer.

3. Always wear proper footwear with appropriate tread dependent on conditions and seasons. Support individuals you are working with to wear proper footwear.