

Your Slips, Trips and Falls Checklist

Slips, trips and falls represent a hazard with lots of potential for improving health and safety performance. Take these basic checklists to your next Joint Health & Safety Committee (JHSC) meeting, or to your supervisor, and start a conversation that might prevent an injury or save a life. A checklist is a great way to start the right people thinking about how to fulfill their obligations under the *Occupational Health and Safety Act*.

A. Falls from Heights	Yes	No	Follow-up
1. Do we have thorough safety procedures for all job tasks that require workers to work at a height greater than three metres?			
2. Does each procedure outline specific safety precautions to be taken to protect the worker from a fall? Do we instruct workers in these procedures and review them before a worker starts the task?			
3. Where there is a hazard of falling between levels or floors within a building or structure, do we provide a guardrail system as the primary means of fall protection? And is the guardrail system constructed to withstand all loads applied to it?			
4. If we are unable to install a guardrail system, do we provide adequate personal protection to protect the worker from a fall?			
5. Do we provide adequate protection when a guardrail system has to be removed temporarily to perform work? Have we : <ul style="list-style-type: none"> ▪ Provided an alternate means of fall protection that will not allow a worker to fall to the ground, onto another level or into an object below the work area; ▪ Ensured that the alternate means of fall protection is used by the workers; and, ▪ Posted a warning sign? 			
6. Have we covered trap doors and access holes when not in use?			

B. Working with Ladders	Yes	No	Follow-up
1. Have we ensured that our portable ladders have non-slip feet, are placed on firm footing, and have no broken or loose members or other faults?			
2. If it is necessary to work on a ladder for an extended period of time, without changing location, do we provide scaffolds or other work platforms to reduce the risk of falling?			

B. Working with Ladders	Yes	No	Follow-up
3. When a portable ladder exceeds six metres in length, and is not securely fastened or is likely to be endangered by traffic, do we make sure it is: <ul style="list-style-type: none"> ▪ Held in place by one or more workers while being used; and, ▪ Inclined so that the horizontal distance from the top support to the foot of the ladder is not less than one quarter and not more than one third of the length of the ladder? 			
4. Do we make sure that the ladder or rolling work platform is appropriate for the task, and that the worker is instructed in its proper use? And do we ensure that the feet of the ladders are equipped with non-slipping bases designed for the surface on which the ladders will be used, and that wheels on the platforms retract?			
5. Where a worker climbs a vertical structure on an access ladder fixed in position, do we install a safety cage on the ladder to protect the worker? In the absence of a safety cage, do we use other means of fall protection; for example, the three-point method of contact while climbing?			

C. Eliminating slips and trips on a level surface	Yes	No	Follow-up
1. Do we keep all aisles and walkways free of clutter and debris?			
2. Do we clean up oil spills and other slippery materials immediately, and post warning signs?			
3. Re areas that are slippery because of the continuous use of water or other slippery materials: do we place these areas off-limits as general traffic areas and restrict access to those workers who must perform their duties in that area? Do we install anti-slip flooring measures?			
4. Do we ensure that workers put tools away when they are no longer needed?			
5. Do we spread sand and/or salt on icy surfaces if work has to be done in the vicinity? And if the weather is particularly bad, do we consider putting the job off until conditions improve?			
6. Do we make sure workers wear safety footwear appropriate for the work being done, to prevent slipping and falling on walking surfaces?			

D. Taking extra care around vehicles and lifting devices	Yes	No	Follow-up
1. Do we educate workers about never jumping from a truck, lift truck or other self-propelled equipment? Have we been clear about the danger of catching clothing on pedals, levers, or other protruding parts; of stepping onto an uneven surface; and of injuring ankles, legs, or back?			
2. Have we instructed workers on the proper techniques for mounting and dismounting equipment? Have we required them to always use handrails, handholds, and steps to mount or dismount? Do our workers follow the three-point system: either two hands and one foot, or one hand and two feet, on the machine at all times?			
3. Do our workers understand that they are never to operate equipment from any position other than the operator's seat or control area?			
4. Do we ensure that vehicles and lifting devices are used only for the purposes for which they are designed, and that a skid on a fork lift is not a safe working platform?			
5. Does the equipment operator understand that passengers are never allowed to ride along, as they are much more likely to fall from a machine when it is moving?			
6. Do we keep the steps and platforms of our machinery clean and dry? Do we take the time to clean off mud, ice, snow, grease, and other debris that can accumulate on these surfaces?			

For more information:

For additional information that will help you strengthen your workplace health and safety, visit [OSSA](#) and click on "[Resources](#)," and find "Free Downloads" for a copy of "Don't Fall for Workplace Injuries: Awareness is the Best Strategy." [Check here for further information on the Ministry of Labour's blitz on slips, trips and falls.](#)

Don't walk this road alone. The Ontario Service Safety Alliance (OSSA) is your partner and WSIB-approved provider of health and safety solutions in achieving a common goal: helping you build a durable health and safety culture in your organization. Call OSSA at 1-888-478-6772 or email info@ossa.com.