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| Safe Operating Procedure | | |
| Slips Trips and Falls | | |
| Date created: | | Date amended: |
| Applicable to these Jobs or Occupations:  All | | |
| Personal Protective Equipment required:  Non-slip footwear | | |
| Additional precautions:   * Housekeeping safe procedures * Slips trips and falls on the same level can be caused by any number of hazards including: * Spills of wet and dry substances, Miscellaneous debris such as boxes, Electrical cables for plugs and machinery, Damaged or turned up carpets or rugs, Poor lighting, Slippery surfaces such as in the Kitchen or Bar area, Changes of surface material such as carpet to floor or from dry to wet | | |
| Steps | | |
| 1 | Ensure all pathways are clear of debris, clutter and obstacles that may cause slip trip and fall hazards. This is a continuous need and must be performed on a regular basis and vigilance is required by all employees. Keep walkways and floors free of boxes, extension cords and litter. | |
| 2 | Inspect work areas for slip, trip and fall hazards regularly and report any deficiencies to your Manager. | |
| 3 | Clean all spills immediately. If it can’t be cleaned immediately “flag” the area with a chair, table or some other means to identify the hazard until you can clean the area. | |
| 4 | Where possible organize the work area to avoid putting material on the floor or in the path | |
| 5 | Always wear appropriate non slip footwear as required. Make sure footwear is in good condition and not damaged in such a way that can cause tripping | |
| 6 | Take your time and watch where you are going. Walk don’t run | |
| 7 | Identify yourself when you are turning a corner or approaching a co-worker from behind while carrying trays or materials | |
| 8 | Do not engage in horseplay, pranks, feats of strength and boisterous conduct | |
| 9 | Carry small loads close to your body and below chest level so you can see around the object being carried. | |
| 10 | Close cabinets, drawers and doors as soon as you are finished using them. | |
| 11 | Slow down and take small careful steps on uneven or slippery surfaces or when moving from one surface type to another for example: carpet to tile flooring | |
| 12 | Hold the hand rail when walking up and down stairs. | |
| 13 | Take extra care when you see a wet floor sign or where an area has been flagged due to material that has been spilled or broken. | |
| 14 | Immediately move anything that is stored on or near stairways | |
| 15 | Ensure lighting is adequate. Notify your Manager is light bulbs are burnt out or not working properly | |
| 16 | Straighten carpets that bulge or have become bunched to prevent tripping hazards. | |