



A.D.S. Contracting

31 Bigwin Road, Hamilton, Ontario, L8W 3R3

info@adscontracting.com

P. 905 297 8218

F. 905 297 8220

Slips, Trips, & Falls

POLICY STATEMENT

A.D.S. Contracting is committed to providing a healthy and safe working environment for all staff. Recognizing that Slips, Trips, and Falls are a significant concern in our workplace, we will demonstrate our commitment to minimizing incidents by providing financial, physical, and human resources to ensure that slips, trips, and falls are recognized and suitable control strategies are put in place. The success of this program will rely on the full cooperation of all levels of workplace parties (employer, supervisors, and staff).

Purpose

The purpose of this policy is to provide information and guidance on the management of slip, trip, and fall risks within A.D.S. Contracting. This policy supports the Health and Safety Policy by detailing particular arrangements for the management of factors leading to slips, trips, and falls. Slips and trips resulting in falls are a common cause of injuries to both employees and customers. These accidents can be cut dramatically through planning and pro-active management together with good housekeeping.

The purpose of this policy is to enable the company to ensure that it provides a safe working environment free from slip, trip, and fall hazards by:

- a) Ensuring that all potential slip and trip hazards in the workplace are identified
- b) Controlling adequately any risk to a person's safety to the lowest level reasonably practicable
- c) Where necessary the appropriate risk assessments and risk reduction methods are in place

General

The company's Health and Safety policy clearly details the general duties and responsibilities for all levels of the work place for all Health and Safety activities and as manual handling is categorized as Health and Safety activity, this policy will only state specific responsibilities.

This policy therefore needs to be read in conjunction with the health and safety policy.

Supervisors

- Ensuring that the Company's Slips, Trips, and Falls Policy is implemented within their area of control
- Ensuring risk assessments encompass the risk of slips, trips, and falls within their areas and that staff for whom they are responsible are aware of these risks
- Ensuring staff awareness of this policy and their responsibilities and also ensuring that staff receive training appropriate to the risks involved
- An ongoing commitment to staff training, carrying out risk assessments, identifying areas at greatest risk and eliminating or controlling these risks
- Accepting reports from employees on all slips, trips, and falls incidents to give assurance that these risks appropriately controlled
- Ensuring that all Area premises, or any site where staff are employed, are maintained to a standard that is safe and not likely to cause harm, injury or illness to anyone, staff or visitors, who may use such buildings at any point in the course of their work
- Ensuring that all relevant training is identified and provided as required and is carried out to a sufficiently high standard
- Maintaining comprehensive records of attendance and course content for all manual handling training carried out within the company
- Ensuring that good housekeeping is maintained at all times and that unsafe acts or conditions are challenged and rectified

Employees

All employees (including non executives, directors and volunteers) of A.D.S. Contracting must have due regard for the responsibilities placed upon them by the Health and Safety Coordinator.

Everyone within must:

- Become familiar with and conform to the Company's Slips, Trips, and Falls Policy along with any associated policies and procedures
- Report any damage or defects to premises, equipment, or vehicles immediately to the supervisor and complete the appropriate paperwork
- Follow all the safe systems of work and information, training, instruction, and supervision received
- Report any slips, trips, and falls hazards they may identify while carrying out their duties
- Follow the A.D.S. Contracting' procedure for the reporting of accidents, incidents, and injuries arising from slips, trips, and falls hazards
- Ensure that clothing and footwear does not contribute to the risk of injury from slips, trips, and falls hazards
- Declaring of any medical condition or disability that is liable to effect involve risk to them or others when carrying out their tasks as soon as they become aware of it.

Employees should also take steps to reduce the risks, such as keeping all areas tidy and removing any obvious trip or slip hazards.

Definitions

Slips:

A sliding motion where the foot (shoe) loses traction with the floor surface resulting in a loss of balance.

Trip:

Involves a loss of balance when the natural movement of the foot is interfered with momentarily.

Fall:

A drop in height of the human body.

Look for slip, trip, and fall hazards in the following:

- Floors
- Walkways
- Outdoor surfaces
- Ramps
- Stairs
- Ladders, scaffolds, work platforms.
- Vehicles or machinery

Types of injuries that can occur:

- Bruises
- Cuts, loss of blood
- Broken bones
- Musculoskeletal injuries
- Back injuries
- Concussion
- Fatality

Contributing Risk Factors:

- **People**
 - Action or inaction of others
 - Insufficient training
- **Equipment**
 - Inappropriate ladders
 - Inadequate protective footwear
- **Material**
 - Improper storage
 - Worn work surfaces/floors
- **Environment**
 - Poor housekeeping
 - Climate factors (rain, snow, heat, cold, etc.)
- **Process**
 - Work flow disorganized
 - Inadequate preventative maintenance program
 - Lack of procedures

Controls for risk factors:

- **People**
 - Train on proper use of equipment
 - Provide PPE
- **Equipment**
 - Maintain equipment
 - Fall arrest system
 - Floor mats
- **Material**
 - Regular inspection and repair of equipment
 - Slip-resistant floor covering
- **Environment**
 - Good housekeeping
 - Warning signs, visual cues
 - Improve lighting
- **Process**
 - Examine the work flow and layout
 - Eliminate or reduce use of stairs or climbing
 - Provide written policies and procedures

COMMUNICATION

A payroll staffer will communicate the development of the A.D.S. Contracting Slips, Trips, and Fall's policy. Safety meetings will be scheduled in house at the shop for all necessary training.

TRAINING

A safety meeting will be conducted by the owner for all employees which will provide all the necessary training required to enforce this policy.

EVALUATION

The effectiveness of the Slips, Trips, and Fall's policy will be evaluated at the final annual safety meeting. Evaluation will be based on the Slips, Trips, and Fall's policy file which will consist of discussions held with workers which will yield a full review.

ACKNOWLEDGE SUCCESS AND MAKE IMPROVEMENTS

The success of the program will be acknowledged at the annual year end safety meeting in a payroll and/or monthly newsletter. All necessary improvements will be developed at the yearend safety meeting and will be implemented as soon as possible.

A.D.S.Contracting Inc.

Angelo Agostino - President

October 11, 2011