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### Toolbox Talks

Looking to raise awareness of slips, trips, and falls in your workplace? Use this document to talk about the following:

- Footwear, use, care, and maintenance
- Housekeeping: standards and expectations
- Slipping – tripping – falling

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## Guide to Safe Work Slips, Trips, and Falls



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## Sources

The following website links and document titles were consulted in the development of this guide. Please refer to them for more information. All links were verified at time of publication.

### **Canadian Centre for Occupational Health and Safety (CCOHS):**

We gratefully acknowledge the CCOHS contribution of the material on housekeeping.

[www.ccohs.ca/oshanswers/safety\\_haz/falls.html](http://www.ccohs.ca/oshanswers/safety_haz/falls.html)

[www.ccohs.ca/oshanswers/hsprograms/house.html](http://www.ccohs.ca/oshanswers/hsprograms/house.html)

[www.ccohs.ca/oshanswers/prevention/ppe/belts.html](http://www.ccohs.ca/oshanswers/prevention/ppe/belts.html)

### **Center for Disease Control and Prevention—National Institute for Occupational Safety and Health (NIOSH):**

[www.cdc.gov/niosh/injury/traumafall.html](http://www.cdc.gov/niosh/injury/traumafall.html)

### **U.S. Department of Labor—Occupational Safety & Health Administration (OSHA):**

[www.osha.gov/SLTC/fallprotection/recognition.html](http://www.osha.gov/SLTC/fallprotection/recognition.html)

[www.osha.gov/SLTC/etools/construction/falls/fallarrest.html](http://www.osha.gov/SLTC/etools/construction/falls/fallarrest.html)

[www.osha.gov/SLTC/etools/construction/falls/guardrails.html](http://www.osha.gov/SLTC/etools/construction/falls/guardrails.html)

[www.osha.gov/Publications/Const\\_Res\\_Man/1926sub-m-overview.html](http://www.osha.gov/Publications/Const_Res_Man/1926sub-m-overview.html)

[www.osha.gov/SLTC/smallbusiness/sec15.html](http://www.osha.gov/SLTC/smallbusiness/sec15.html)

[www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9715](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9715)

## Additional Resources

### **Health and Safety Executive, UK:**

[www.hse.gov.uk/pubns/indg225.pdf](http://www.hse.gov.uk/pubns/indg225.pdf)

### **Agricultural and Biological Engineering Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida:**

[edis.ifas.ufl.edu/AS042](http://edis.ifas.ufl.edu/AS042)

**International Society for Fall Protection:** [www.isfp.org/](http://www.isfp.org/)

### **Department of Agricultural Engineering, University of Missouri:**

[muextension.missouri.edu/xplor/agguides/agengin/g01932.htm](http://muextension.missouri.edu/xplor/agguides/agengin/g01932.htm)

### **Canadian Association of Geophysical Contractors:**

[www.cagc.ca/dpf/bestpractices\\_stepterrain.pdf](http://www.cagc.ca/dpf/bestpractices_stepterrain.pdf)

**Canadian Standards Association:** [www.csa.ca](http://www.csa.ca)

### **Enform (formerly Canadian Petroleum Safety Council):**

[www.psc.ca/safety\\_info/safety\\_alerts/2001/sa01\\_47.htm](http://www.psc.ca/safety_info/safety_alerts/2001/sa01_47.htm)

[www.psc.ca/safety\\_info/safety\\_alerts/2000/sa00\\_01.htm](http://www.psc.ca/safety_info/safety_alerts/2000/sa00_01.htm)

[www.psc.ca/safety\\_info/safety\\_alerts/2005/sa05\\_52.htm](http://www.psc.ca/safety_info/safety_alerts/2005/sa05_52.htm)

## 1 Slips, Trips, or Falls—What are the differences?

### What are slips and trips?

Slips and trips result from some kind of unexpected change in the contact between your feet and the surface you are walking on.

Slips happen when you don't have enough traction between your feet and the surface. With slips, your feet go out from under you.

Trips occur when your foot hits something and you lose your balance.



With trips, you fall in the direction of your momentum. The illustrations on this page show the differences between slips, trips, and falls.



### What are falls?

Technically, slips and trips are ways that you fall—they account for about 60 percent of falls. There are so many types of falls that we put them in their own categories.

In this document, when we talk about falls, we mean all the other ways you fall that aren't slips or trips. For example, you may lose your balance on stairs and fall down them. Or you may **fall off a ladder (12)** or platform, or from a piece of machinery. About 40 percent of falls occur from a height (rather than from the same level). We divide them into **falls from low elevations (8)** and **falls from high elevations (8)**.



## 1 Slips, Trips, or Falls—What are the differences?

## 2 Injuries from Slips, Trips, and Falls

Bumps and bruises, sprains and strains, tears and broken bones—these are all injuries you can get from slips, trips, and falls. But some more serious injuries can occur as well, such as head injuries and impalement.

You may have heard that elderly people have died from injuries from falling, but healthy young workers have also died or sustained life-altering disabilities. This can happen from common slips, trips, and falls, or due to complicated worksite hazards.

### Unusual Possibility of Injury

Worksite hazards that substantially increase the risk of injury from a fall are defined as having an "unusual possibility of injury." This means you're working in a location where your injury would be worse than if you were injured on a solid, flat surface. For example, blunt or sharp objects, exposed corners, rutted dirt, and other such hazards could do extra harm to you if you fell on or against them.

So, take a good look at your work environment and walking surfaces. Are they wet, bumpy, or sloped where you need to walk? If you fall, are there objects you may bump against or come into contact with, or even get impaled on? In these cases, many jurisdictions lower the height where you must use fall protection systems.

Government regulations and corporate policies are implemented to ensure a safe working environment to protect you. But rules on paper can't keep you safe if you don't follow them. Remember that you are responsible for your safety and health. Always be aware of your surroundings so that you can take the necessary care and attention, and practice **good housekeeping (15)**.



### 3 Causes of Slips

The illustration below shows a number of slipping hazards you may come across on the job, or even in your personal life. Can you find four of them?



**Slipping Hazards:** Nail, metal fillings, water, foam

Slips happen when you don't have enough traction or friction between your **boots (13)** and what you're walking on. Surfaces can vary, so expect a slippery or loose surface only a few strides away.

#### Slippery Stuff

Watch for substances on surfaces that can make them slippery such as

- ✘ Frost or snow
- ✘ Visible or black ice
- ✘ Freshly waxed flooring
- ✘ Oil or spills of any kind
- ✘ Water or wetness, such as wet mud
- ✘ Smooth, cold surfaces (e.g., cold metal stairs)

#### Loose Stuff

Look out for loose items on top of surfaces—these can cause slipping hazards (e.g., loose, unanchored mats that can slide out from under you, and small-diameter gravel).

#### Other Factors

Other factors that can cause slips are poor lighting and lack of attention to hazards. You're at a higher risk of injury if workplace lighting is poor. If you aren't paying attention to your footing, you can be unaware of hazards around you.

Just think of how little time it takes to step out of a truck onto a patch of black ice and have your feet fly out from under you. Keep your mind on what you're doing at all times—even for everyday activities such as walking, going down stairs, or climbing in and out of equipment.

### 3 Causes of Slips

## 4 Prevention of Slips

### How do you prevent slips?

- ✎ Take your time and pay attention to where you are and where you are going.
- ✎ Be aware of lighting issues around you, such as poor light, blind spots, or shadows that hide objects. Can you move around and do your tasks safely? Use a flashlight when entering a dark area. Also, schedule outdoor work during daylight hours.
- ✎ Create temporary or permanent additional traction by spreading sawdust to absorb liquids and provide traction, or by coating floors with paint embedded with sand.
- ✎ Replace floors, or use mats, pressure-sensitive abrasive strips, abrasive-filled paint-on coating, or metal or synthetic decking—these improve traction and reduce foot fatigue. But remember that even this high-tech flooring still requires **good footwear (13)** and **good housekeeping (15)** for safety.
- ✎ If needed, wear overshoes for better traction—especially over grippless dress shoes.
- ✎ Shorten your stride to suit walking surfaces and tasks.
- ✎ Point your feet outward slightly for extra balance.
- ✎ Make wide turns at corners.
- ✎ Keep one free hand (a "hand for yourself") when you're using stairs, ladders, or ramps. If your hands are full, what can you use to balance and to protect yourself, or to break a fall?



## 4 Prevention of Slips

## 5 Causes of Trips

The illustration below shows a number of tripping hazards you may come across on the job, or even in your personal life. Can you find four of them?



**Tripping Hazards:** Tool, carpet, drawer, power cord

Trips occur when your foot hits something in your way so that you lose your balance and fall.

### Uneven Surfaces

Watch for uneven surfaces such as

- ✍ Wrinkled rugs or carpet
- ✍ Frozen vehicle ruts
- ✍ Uneven steps, thresholds, or slopes

### Objects in the Way

Look out for things in your path such as

- ✍ Materials, tools, or clutter on the ground or floor
- ✍ Uncovered cables
- ✍ Low cabinet drawers left open
- ✍ Narrow or short steps

### Other Factors

As with slips, there are some general factors that contribute to trips: lack of attention, poor lighting, and any obstructions that limit your line of vision. If the light is poor, or you're carrying something large and can't see the ground in front of you, then you're more likely to trip on a workplace hazard. As usual, focus on your task, including moving around the worksite—and pay attention to your path!

## 5 Causes of Trips

## 6 Prevention of Trips

### How do you prevent trips?

✎ Take your time and pay attention to where you are and where you are going.

✎ Be aware of lighting issues around you, such as poor light, blind spots, or shadows that hide objects. Can you move around and do your tasks safely? Use a flashlight if you enter a dark area. Also, try to schedule outdoor work during daylight hours.



✎ Make sure anything you're carrying, pushing, or moving doesn't stop you from being able to see obstructions or other tripping hazards.

✎ Use the engineered devices that help you keep your balance, such as handrails on stairs.

✎ Keep up [good workplace housekeeping practices \(15\)](#) and have an effective [housekeeping program \(16\)](#).

✎ Point your feet outward slightly for extra balance.

✎ Keep one free hand (a "hand for yourself") when using stairs, ladders, or ramps. If your hands are full, what can you use to balance and to protect yourself, or to break a fall?

### Good Workplace Housekeeping Practices

- ✎ Mop or sweep debris from floors.
- ✎ Remove walkway obstacles and clutter.
- ✎ Secure mats, rugs, and carpets that do not lie flat.
- ✎ Close file cabinet or storage drawers.
- ✎ Cover cables that cross walkways.
- ✎ Clean up spills immediately.
- ✎ Mark spills and wet areas.
- ✎ Keep working areas and walkways well lit.
- ✎ Replace burnt-out light bulbs and faulty switches.

## 6 Prevention of Trips



## 7 Causes of Falls



Since **falls from low elevations (8)** or walking can cause serious injury and even death, **falls from higher elevations (8)** can clearly be much more serious. The following situations may cause you to fall—whether it's a short distance while walking, or from relatively low elevations, or from higher up:

- ✘ Jumping from a platform to the ground or climbing from equipment to the ground
- ✘ Falling off the side or edge of an area of construction or through a wall opening
- ✘ Stepping into a floor hole you didn't see
- ✘ Falling off, or along with, an improvised stepping stool you're using for added reach
- ✘ Unbalancing a ladder by leaning off it instead of getting down and moving it (These reaches are the source of most falls from short heights.)

### How does force affect falls?

If you throw a penny down the stairs and it hits someone in the head, that person would probably be pretty annoyed with you. What if you threw a penny onto someone's head from the top of a nine-story building? What kind of injury would that penny inflict?

When you fall, the pull of gravity causes your weight and speed to combine, creating enormous force on your body upon impact.

You weigh a lot more than a penny, so remember that you don't have to fall very far at all to feel the effect of this force! It's one of the reasons health professionals always plead for people to wear bicycle helmets. You're not very far from the ground on a bike, but if you fall off and hit your head, you can sustain severe injuries and even die.

You aren't on a bike at the worksite, but the same rules of gravity and force apply on the job.

## 7 Causes of Falls

## 8 Prevention of Falls

### How do you prevent short-distance falls?

- ✎ Take your time and pay attention to where you are and where you are going.
- ✎ Be aware of lighting issues around you, such as poor light, blind spots, or shadows that hide objects. Can you move around and do your tasks safely? Use a flashlight if you enter a dark area. Also, try to schedule outdoor work during daylight hours.
- ✎ Use the engineered devices that help you keep your balance, such as properly maintained and used ladders and ramps.
- ✎ Use barriers such as guardrails, and warning devices such as flagging tape, for unprotected/open sides, edges, wall openings, and floor holes.
- ✎ Remember the importance of using three-point contact when you're getting in and out of vehicles and equipment, or **climbing ladders (11)**.



### How do you prevent falls from higher up?

Many workplaces involve work from higher elevations (more than 1.2–3 m) requiring you to know about fall protection/arrest. You'll need to learn about freefall limits, clear fall paths, and total fall distance. You'll also need to select appropriate personal protective equipment (PPE) and use it properly.

### Where can you get more information?

- ✎ Alberta Occupational Health and Safety Code, Part 9, Fall Protection: [www3.gov.ab.ca/hre/whs/law/index.asp](http://www3.gov.ab.ca/hre/whs/law/index.asp)
- ✎ British Columbia Occupational Health and Safety Regulation, Part 11, Fall Protection: [regulation.healthandsafetycentre.org/s/Home.asp](http://regulation.healthandsafetycentre.org/s/Home.asp)
- ✎ Saskatchewan Occupational Health and Safety Regulations, including but not limited to sections 86, 87, and 100-107: [www.qp.gov.sk.ca/documents/English/Regulations/Regulations/O1-1R1.pdf](http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/O1-1R1.pdf)

You may receive formal training on fall protection from your employer, or your employer may send you to one of a variety of industry fall protection training courses.

## 8 Prevention of Falls

## 9 Mental and Physical Condition

### Why does your mental condition matter?

If you've been drinking alcohol or taking drugs—either illegal drugs or some over-the-counter medications—you can be putting yourself at risk.



Mental impairment from alcohol or drug use increases the likelihood that you will slip, trip, or fall. If your mental condition is impaired, your ability to notice and react to hazards is reduced.

Besides alcohol and drugs, other things can affect your mental condition. Fatigue is known to cause the same kind of impairment as alcohol.

And any loss of mental focus, such as daydreaming about your new pay raise or what you're going to do next weekend, also takes your mind from your task.

Unusual interactions with other people can also distract you from the hazards of slips, trips, and falls. For example, in 2004, two workers on a drilling rig got into a struggle at a height above 3 m (9.8 ft) and both fell. One of them died. The lesson is to keep your mind on your job, and identify and reduce the hazards around you.

### Why does your physical condition matter?

Will physical conditioning or stretching prevent slips, trips, or falls? Not always. But if you're in good physical condition, you will have quicker reflexes and limber, toned muscles to help you keep or recover your balance. And if you fall, being in good condition will help you recover faster. This becomes even more important when you get older because, as you



age, your ability to recover from an injury slows down.

If you're an office worker, this still applies. Working in one place for long periods may reduce your ability to respond to a slip, trip, or fall and add to the severity of injuries. Basic stretching for mobility and flexibility can help protect you from injury.

## 9 Mental and Physical Condition

## 10 Danger Zones for Slips, Trips, and Falls

### Unprotected Walkways and Platforms

Unprotected walkways, platforms, and wall openings are hazards for falls. Guarding methods should be used for protection.

For instance, every runway, walkway, open-sided floor, or platform 1.2 m (4 ft) above ground level or above an adjacent floor should be guarded by a standard rail (1 m or 3.5 ft high). Also, the rail should have a toeboard whenever you can pass beneath the open sides, or there is moving machinery below, or there is equipment below creating a hazard if materials fall on it.

### Scaffolds

Working with heavy equipment and building materials on the limited space of a scaffold is difficult. If you don't have fall protection or safe access, it becomes hazardous. Falls from improperly constructed scaffolds can result in injuries such as sprains, and even death.

### Open Holes

Open holes on a worksite are another serious hazard for slips, trips, and falls. These holes could be open floor holes on a platform, rig floor, or walkway. Or they could be open

holes in the ground itself, such as ratholes on abandoned lease sites.

You need to be alert to the possibility of floor holes on any walking surface at a worksite. Make sure you take your time, watch your step, and flag any obvious open-hole hazards.

Ground holes are particularly hazardous because they often fill with mud and water and so are not easily seen. Any worksite with the potential for this type of condition will require a specific hazard assessment.



## 10 Danger Zones for Slips, Trips, and Falls

## 11 Working Around Ladders

### Portable Ladders

Portable ladders are used to perform many tasks. Although ladders are simple, you still need to plan and to use them carefully for safety since falls from ladders can cause injuries such as sprains, and even death. Falls can occur if ladders are not safely positioned because they may move and slip from their supports, or be unsteady and cause you to lose your balance.



You can predict and prevent some of the more common hazards involving ladders, such as instability, electrical shock, and falls. To do so, take the following measures:

- ✘ Climb and use ladders carefully, and don't hand-carry loads on a ladder.
- ✘ Don't reach so that you lose your balance—move the ladder. And don't stand on the top three rungs.
- ✘ Keep away from sources of electricity—electrical shock can also cause you to fall, making your injuries worse.
- ✘ Check that the ladder is in good repair—a damaged side rail may cause one side of a ladder to give way. If available, non-skid feet or spurs help to prevent a ladder from slipping on a hard, smooth surface.
- ✘ Always use a portable ladder that is long enough. To reach a walking surface or roof, it must extend at least 1 m (3.3 ft) beyond the surface or roof. Position it properly too—the base should be spaced .3 m (1 ft) away for every 1.2 m (4 ft) it reaches up. And ensure that both locks on extension ladders are holding to prevent overloading a rail.
- ✘ Spread stepladders securely open. Never use a folding stepladder in a folded position.
- ✘ Use a fixed ladder that is appropriate, with the right grip and centre of balance for the height you're climbing.

## 11 Working Around Ladders

## 12 Steep Slopes and Hills

### Steep Slopes, Hills, Inclines, and Riverbanks

Steep slopes, hills, inclines, and riverbanks are hazardous for slips, trips, and falls because their angles affect your balance. They may also have bumpy, uneven, loose, unstable, or wet surfaces that affect your traction. You need to take care when you walk or work on such surfaces.

The Canadian Association of Geophysical Contractors (CAGC) has a helpful class system for assessing terrain. A summary of this system follows:

- ✘ Class 1: Flat terrain
- ✘ Class 2: Rolling hills
- ✘ Class 3: Steep terrain (less than 3 m or 10 ft)
- ✘ Class 4: Very steep terrain (less than 3 m or 10 ft)
- ✘ Class 5: Mostly vertical terrain (greater than 3 m or 10 ft)
- ✘ Class 6: Vertical terrain (greater 3 m or 10 ft)

See “Best Practices” at [www.cagc.ca](http://www.cagc.ca) to learn more.



## 12 Steep Slopes and Hills

## 13 Appropriate Footwear

### Choosing Footwear

When you're considering footwear for work, there are many different kinds of work boots for different kinds of work. Some workers wear footwear other than boots to work. High



heels are standard in offices, and stock clerks sometimes wheel around large grocery stores on inline skates. What's important to remember is that you need the right footwear to protect yourself from worksite hazards and the hazards of slips, trips, and falls.

Safety footwear protects feet against injuries from impact, compression, and puncture. If foot protection is required for your work, your employer will have a footwear policy that should include information on selection, fit testing, training, maintenance, and inspection. Your employer can tell you what **kind of footwear (14)** you need for your work. Consider boots that lace up over the ankles for extra reinforcement.

### Footwear Fit







Properly fitting footwear increases your comfort and decreases fatigue, thereby enhancing safety. Boots should fit snugly around the heel and ankle, and should have ample toe room so that your toes are about 12.5 mm (.5 in) from the front. Allow for extra socks or special arch supports when trying them on. Walk around a bit in the boots before you buy them to see if they will be comfortable. And once you have them, be sure to lace them up fully—well-laced highcut boots provide support against ankle injury.

### Footwear Care

Take care of your safety footwear—it's an important part of your personal protective equipment (PPE). Use a protective coating to make footwear water-resistant. Inspect it regularly for damage (e.g., exposed steel toes), and repair or replace worn or defective footwear.

## 13 Appropriate Footwear

## 14 Footwear Symbols and Use

	Has sole puncture protection and grade 1 protective toe (impact up to 125 joules). Use for any industrial or heavy work environment, including construction, where sharp objects are present (such as nails).
	Has sole puncture protection and grade 2 protective toe (impact up to 90 joules). Use for light industrial work environments needing puncture and toe protection.
	Has soles with electric shock resistance. Use for industrial environment where unintentional contact with live electrical conductors can occur (shock-resistance properties are greatly reduced by wet conditions and wear).
	Has soles that are static-dissipative. Use for industrial environment where static discharge can be a hazard for workers or equipment.
	Has soles that are electrically conductive. Use for any industrial environment where low-power electrical charges can be a hazard for workers or equipment.
	Provides protection when using chainsaws. Use for forestry workers and others who work with or around hand-held chainsaws and other cutting tools.

The above information on footwear symbols will help you select what you need. It comes from the Canadian Standards Association Z195.1-02 *Guideline on Selection, Care and Use of Protective Footwear*.

Ensure the CSA-certified footwear you choose has the proper ratings for the hazards you might come across and the proper sole for surface conditions. Keep in mind you may need to select for two or more conditions, such as surfaces that are both cold and slippery. You can usually find labels on the tongue of the right shoe or at ankle height on the shoe itself. Other markings on footwear include an internal protection code marked on the outside or inside of the right or left shoe. Here's an example of the internal protection code that might appear on some footwear. Can you determine the meanings using the table below?

<b>Position</b>	1	2	3	4	5
<b>Mark</b>	1	P	M	E	X

**Footwear Codes:** Grade 1 toe protection, puncture-resistant, metatarsal protection, shock-resistant, chainsaw protection

Work Footwear Labels – Position and Description				
1	2	3	4	5
Toe Protection	Sole Puncture Resistance	Metatarsal Protection *	Electrical Protection	Chainsaw Protection
1=Grade 1	<b>P</b> = Puncture-resistant	<b>M</b> = Metatarsal protection	<b>E</b> = Shock-resistant	<b>X</b> = Chainsaw protection
2=Grade 2	<b>0</b> =None	<b>0</b> = None	<b>S</b> = Static-dissipative	<b>0</b> = None
3=Grade 3				

\* Use metatarsal protection where there is a potential for

## 14 Footwear Symbols and Use



## 15 Good Housekeeping Practices

### Housekeeping 101

Poor housekeeping can cause injuries such as trips over loose objects; slips on greasy, wet, or dirty surfaces; impacts against projecting objects; and cuts or punctures on nails, wire, or steel strapping that is sticking out. If you don't have good housekeeping practices, other preventive measures like special flooring or **safety footwear (14)** won't effectively prevent slips, trips, and falls.

Worksite housekeeping includes keeping work areas neat and orderly, maintaining unobstructed halls and floors, and removing waste from work areas. It should be an ongoing operation, not an occasional or panic cleanup, which is ineffective in reducing slips, trips, and falls.

### Good Housekeeping Practices



- ✘ Mop or sweep debris from floors.
- ✘ Remove walkway obstacles and clutter.
- ✘ Secure mats, rugs, and carpets that do not lie flat.
- ✘ Regularly inspect, clean, and repair all tools and take any damaged or worn tools out of service.
- ✘ Close file cabinet or storage drawers.
- ✘ Cover cables that cross walkways.
- ✘ Clean up any spills immediately.
- ✘ Mark spills and wet areas including just-cleaned floors.
- ✘ Keep working areas and walkways well lit.
- ✘ Replace burnt-out lights and faulty switches.



## 15 Good Housekeeping Practices

## 16 Good Housekeeping Program

Although it is important that you follow **good housekeeping practices (15)** as an employee—because you are ultimately responsible for your own safety—your employer also benefits from having a good housekeeping program.

Having such a program is cost-effective because it helps prevent injuries and helps eliminate repeated handling of the same material to make more effective use of workers' time. Other benefits include decreased fire hazards, less chance of exposure to hazardous substances, more effective use of space, reduced property damage with improved preventive maintenance, less janitorial work, and improved morale.

### Characteristics of Good Housekeeping

- ✍ Planning and managing orderly storage and movement of materials from entry to exit, including a material flow plan for minimal handling
- ✍ Consideration of the layout of the workplace, aisles, adequacy of storage facilities, and maintenance
- ✍ Work areas that are not used for storage
- ✍ Extra bins and more frequent disposal if needed
- ✍ Plans for worker training on the products used, sign posting, and reports on unusual hazards
- ✍ Integration of housekeeping into jobs so that good housekeeping is achieved regularly, not just periodically
- ✍ Identification and assignment of responsibilities for clean-up during the shift, day-to-day cleanup, waste disposal, removal of unused materials, and regular inspections to ensure cleanup is continuous and complete
- ✍ Regular inspection and maintenance, as well as upkeep and repair of tools, equipment, and machines

### Elements of Effective Housekeeping Programs

- ✍ Collection and removal of dust, dirt, and chips
- ✍ Prevention and control of spills
- ✍ Disposal and recycling of waste materials
- ✍ Provision of adequate, clean, well-maintained employee facilities (e.g., lockers, washrooms, lunchrooms, etc.)
- ✍ Provision of adequate and safe storage areas
- ✍ Maintenance of clean and clear surfaces including adequately sized, clear, well-lit aisles and stairways
- ✍ Maintenance of adequate lighting
- ✍ Maintenance of tools and small equipment
- ✍ Maintenance of buildings, large equipment, and machinery

For further information, go to *Workplace Housekeeping – Basic Guide* by the Canadian Centre for Occupational Health and Safety (CCOHS), available on their website at [www.ccohs.ca/oshanswers/hsprograms/house.htm](http://www.ccohs.ca/oshanswers/hsprograms/house.htm).

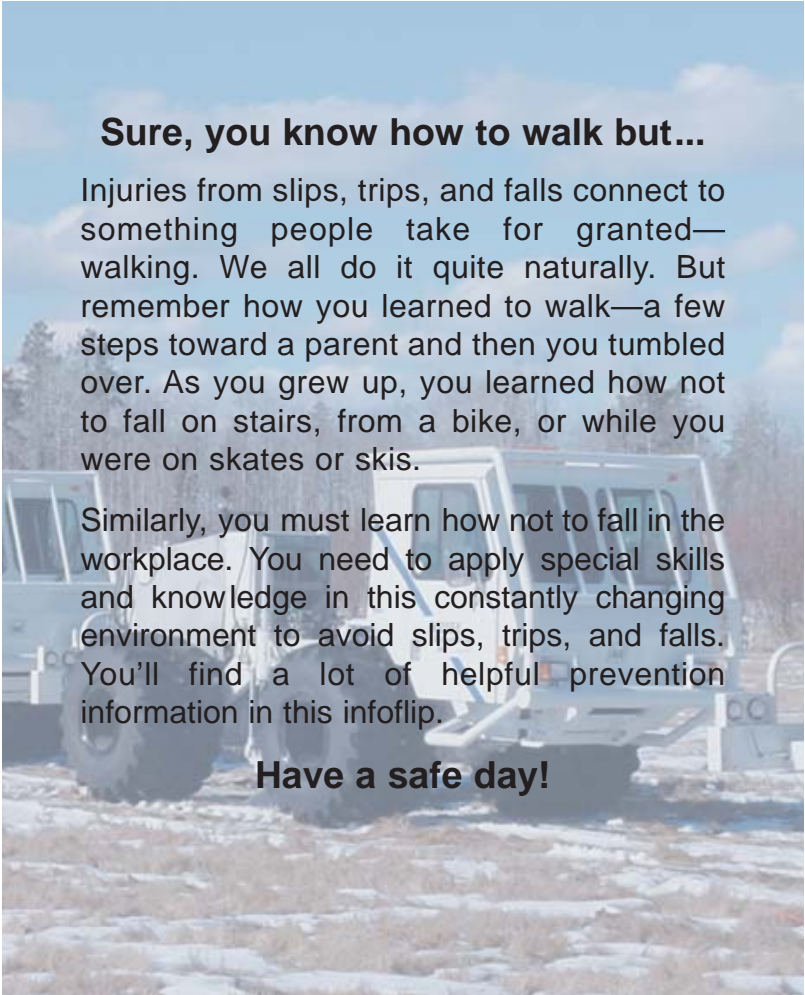
## 16 Good Housekeeping Program



### **The stats tell the story**

In Canada, about 60,000 workers are injured on the job from slips, trips, and falls every year. This accounts for 15 percent of the lost-time injuries accepted by Workers' Compensation Boards (WCBs) across the country. Besides being a huge financial loss, these injuries can cause people pain and suffering, and much too often, even death.

However, many cartoon examples indicate how we tend to make light of slips, trips, and falls. But they're no joke, especially in the workplace with all its extra hazards.



### **Sure, you know how to walk but...**

Injuries from slips, trips, and falls connect to something people take for granted—walking. We all do it quite naturally. But remember how you learned to walk—a few steps toward a parent and then you tumbled over. As you grew up, you learned how not to fall on stairs, from a bike, or while you were on skates or skis.

Similarly, you must learn how not to fall in the workplace. You need to apply special skills and knowledge in this constantly changing environment to avoid slips, trips, and falls. You'll find a lot of helpful prevention information in this infoflip.

**Have a safe day!**