

Slips, trips and falls on the same level

SAFEWORK NSW

SLIPS, TRIPS AND FALLS ON THE SAME LEVEL SYSTEMS SELF-ASSESSMENT TOOL

This assessment tool aims to help employers, managers and supervisors to:

- determine how effective their system is for managing slips, trips and falls (STF)
- identify opportunities for improvement.

Improving how STFs are managed can:

- reduce the risk of injuries
- provide business benefits (e.g. improved productivity, staff morale and staff retention).

USING THIS TOOL

- Include a cross section of staff and contractors to help get a true indication of how your workplace is progressing with developing better safety systems.
- Fill out the assessment tool, noting which column has the most ticks.
- Each element has three rating levels. After filling out the assessment tool, if you tick:

Good practice zone - you are likely to have effective STF systems and practices in place and will need to maintain these.

Working towards a systematic approach zone - you are on the right track, and there are opportunities for improvement.

Improvement required zone - it is likely that you are not managing STF risks effectively. Significant improvements are likely to be required to prevent injuries.

- Once the checklist is completed, discuss the results with your leadership team and decide on actions to be taken.
- Keep a record of what needs to be done and how it will be implemented.
- Start with the areas where your rating was in the improvement required (**red**) zone, followed by those in the working towards a systematic approach (**amber**) zone and good practice (**green**) zone.

 Find more information and resources at www.safework.nsw.gov.au

 Limitations: This tool does not include falls from heights or access/egress from vehicles.

Improvement required	Working towards a systematic approach	Good practice
Management commitment to STF Legislation: <i>Work Health and Safety Act 2011</i> (WHS Act) section 27.		
No time or money allocated to address STF risks	Insufficient time and money allocated to address STF risks	Management actively participates in STF initiatives
No controls implemented for STF	Limited management involvement in STF initiatives	Management allocates adequate resources to address STF risks
	STF controls are implemented on an ad hoc basis	Managers authorise controls/ actions following STF incidents
	Lower order STF controls (e.g. raising awareness and/or training)	Managers/supervisors have key performance indicators related to STF injury prevention
Comments		

Improvement required	Working towards a systematic approach	Good practice
Consultation about STF Legislation: WHS Act - Part 5 - consultation, representation and participation. WHS Act - Sections 47, 48, 49 - requires workers to be consulted.		
No consultation with workers about STF	Workers are consulted on an ad hoc basis	Workers consistently participate in identifying, developing controls and reporting STF
Supply chain partners (e.g. project managers, subcontractors including cleaners/transport operators, landlords, designers, manufacturers, suppliers) not consulted	Supply chain partners are consulted on an ad hoc basis	Supply chain partners are consistently consulted about STF risks
	Consultative arrangements in place but don't include STF	STF consultation procedures are documented
	Workers' views not always considered	Workers views are valued and actioned
	Informal consultation is in place	If workers are represented by a health and safety representative (HSR), consultation involves the HSR
	Workers involved in identifying STF but not involved in development of controls	Workers are consulted about:
		STF hazard identification (slip, trip or missteps hazards, poor housekeeping, maintenance, poor visibility or detectability of hazard)
		Assessing STF risk factors and their causes
		Development of procedures to reduce STF risk factors
		Development and implementation of control measures for STF (including trial and review of new solutions prior to purchase)

Consultation about STF continued over...

Improvement required	Working towards a systematic approach	Good practice
Consultation about STF Legislation: WHS Act - Part 5 - consultation, representation and participation. WHS Act - Sections 47, 48, 49 - requires workers to be consulted.		
		Workers are consulted when planning to:
		Introduce new tasks or change existing tasks
		Select new equipment or flooring
		Refurbish, renovate or redesign existing workplaces
		Carry out work in new environments
Comments		

Improvement required	Working towards a systematic approach	Good practice
How does your workplace identify STFs? Legislation: WHS Regulation 2017 - Clause 34. NSW CoP 2019 - How to manage WHS Risks - Part 2 - How to identify hazards.		
STF are not identified	Limited reporting of STF by workers	Workers are encouraged to report near miss or slips, trips, missteps or falls incidents
	Some STF have been identified	Systematic identification of STF, trends and risks are tracked
	Some documentation in place to support the identification process	Workers are consistently involved in identifying and reporting STF hazards
	Some workers are trained in how to identify STF	STF are consistently included in risk/hazard registers
	Workers are consulted on an ad hoc basis	STF are constantly identified in incident reports
	STF risk factors (examples slippery floors, trip hazards etc) are identified in an ad hoc manner	There is an incident/hazard reporting process for STF that is communicated and understood by all workers
		STF identification process is documented
		Tasks observed and assessed to identify STF risk factors
		STF risk factors are included in regular workplace inspections
Comments		

Improvement required	Working towards a systematic approach	Good practice
How are STFs assessed? NSW CoP 2019: How to manage WHS risks - Part 3- how to assess risks.		
No risk assessments undertaken	Risk assessments conducted in ad hoc manner with some tasks missed	All risk assessment records available
No records available	Generic tools are used that don't identify causes of STF risk factors	STF risk assessments are consistently conducted using a tool to address specific risk factors (e.g. STF self assessment tool)
Generic risk assessment tools (e.g. consequence-risk matrix) used that don't identify specific STF risk factors	Risk assessments conducted but not recorded/documented	Workers consistently participate in STF risk assessments
Workers not involved in risk assessments	Some STF risk factors are assessed	Prioritise controls based on assessed risks
	Some worker involvement in risk assessments	Higher order controls are implemented (e.g. elimination, redesign)
	STFs requiring controls not prioritised	System improvements are implemented
	Lower order controls (e.g. raising awareness and/or training)	
Comments		

Improvement required	Working towards a systematic approach	Good practice
How are STFs controlled? Legislation: WHS Regulation – Clause 36 – hierarchy of control measures. Clause 37 – Maintenance of control measures. Clause 38 – Review of control measures. Clause 40 – Duty in relation to general workplace facilities.		
No controls are in place	Some STF risks are eliminated or controlled	Higher order controls are implemented (e.g. elimination, re-design)
Sources of risk are not looked at	Controls implemented are not always reviewed	Fit-for-purpose controls are implemented (e.g. suitable flooring installed)
	Limited development and implementation of safe work procedures involving STF	System improvements are implemented
	Procedures are not always followed in day to day operations	Controls are reviewed and maintained on a regular basis
	Control measures are limited to administrative controls (e.g. signage or training)	
Comments		

Improvement required	Working towards a systematic approach	Good practice
How are STF incidents investigated?		
NSW CoP 2019: How to manage WHS risks.		
STF are not investigated	Investigations focus on immediate circumstances of the incident	STFs are systematically investigated
	Investigations focus on injuries sustained by a worker	Investigations review STF risk factors and root causes
	Investigation outcomes focus on lower order controls	A variety of people are involved in investigations (e.g. HSR, workers, supervisors, maintenance, cleaning staff)
		Investigations review effectiveness of current controls
		Goal of investigations is to identify higher order controls
		Investigations result in system improvements (e.g. hazard/defect reporting, planning work)
Comments		

Improvement required	Working towards a systematic approach	Good practice
How are workers trained and supervised regarding STF?		
Legislation: WHS Regulation - clause 39 - provision of information, training and instruction. NSW CoP 2019: How to manage WHS risks.		
No STF training	STF training is inconsistent	Workers, supervisors and managers receive STF training
Informal training	Some induction training on STF	All training is regularly reviewed
No supervision to ensure safe work processes are followed	Some training on STFs, however controls rely on worker behaviour	Training/induction documented
	Some training on measures implemented to control STFs	STF training content includes: <ul style="list-style-type: none"> STF risk management including the STF risk factors specific STF risks and the solutions to reduce risks how to undertake appropriate cleaning process e.g. spills management how to report a problem or maintenance issue
	Some training documentation	Training content is relevant to workers' position
	Workers receive training but not supervisors/managers	Delivered in suitable formats for workers (e.g. non-English speaking background)
	Workers and cleaning staff are supervised on an ad hoc basis	Workers are consistently supervised to ensure safe work procedures are followed
Comments		

Improvement required	Working towards a systematic approach	Good practice
How does your workplace report STF?		
No procedures for reporting STF	STF reporting procedures developed but not always followed	STF reporting procedures are developed and implemented
STF aren't reported	Some incidents/injuries have been reported but follow-up action is limited	STF incident/injuries are consistently reported and follow-up action consistently implemented
No review of STF incident/injuries		
Comments		

ACTIONS

	Who	
	Date to be completed	
	Date completed	

	Who	
	Date to be completed	
	Date completed	

Management approver name

Management approver's signature

Date (DD/MM/YYYY)

This material has been adapted from *Slips, trips and falls at level systems self-assessment tool* from Workplace Health and Safety Queensland. For more information please visit www.safework.nsw.gov.au