

# OHS – SLIPS & TRIPS

## POLICY

### Rationale:

- Slips and trips are common causes of injury in schools. Slips mostly occur when the heel of a person's shoe slides forward and doesn't grip with the floor. The floor surface, the type of shoe and the presence of contaminants, such as a water spill, increase the risk of slipping. Trips are mostly caused by objects on the floor that impede a person's path.

### Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To eliminate or minimise slips and trips injuries at our school.

### Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- Occupational Health and Safety (OHS) is a shared responsibility of School Council and all staff.
- The OHSR in consultation with staff will create a work place appropriate OHS Risk Register which will identify, locate and describe potential workplace hazards including slips and trips hazards.
- The OHSR will consult eduSafe to determine if, or where, slips and trips accidents or injuries are occurring in our school.
- The OHSR will, in consultation with employees, establish an OHS Activities Calendar to schedule and conduct regular workplace inspections of all potential slips and trips areas of the workplace using appropriate Workplace Inspection Checklists.
- The OHSR will refer to the hierarchy of controls (eliminate, substitute, isolate, engineering, administration, personal protective equipment) and establish a series of controls that eliminate or effectively minimise and manage the risk associated with slips and trips hazards.
- Control strategies applicable to slips and trips may include:-
  - Good housekeeping practices including general classroom and corridor tidiness
  - Slip testing and correct maintenance of flooring
  - 'Fit for purpose' flooring in wet areas such as art rooms or change rooms
  - Repairing holes and uneven surfaces in outside areas such as playgrounds, asphalt surfaces, sports ovals and walkways
  - Non-slip mats at the entrances of buildings
  - Electrical cords and computer cables properly organised using cable tidies etc
  - Handrails installed properly at the appropriate height
  - 'Fit for purpose' footwear being worn by staff members
  - Barricading and signage preventing people entering works areas
  - Immediate cleaning of spills on floors and signage for wet areas
  - Repairing worn, loose or frayed carpets and floor coverings.
- The OHS Risk Register will detail the controls that are to be implemented as well as a schedule indicating implementation timelines for each proposed control.
- The OHSR will ensure the OHS Risk Register is kept up to date, reflects the phased introduction of hazard controls, reflects changes in the workplace, is communicated to staff, contractors, visitors or volunteers as appropriate, and is reviewed consistent with the OHS Activities Calendar.

- School Council will provide sufficient funds over time to ensure that the control measures (including training) as identified in the OHS Risk Register are implemented.
- Staff will be regularly reminded through workplace inspections and at staff meetings about the dangers associated with slips and trips hazards.
  
- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

**Evaluation:**

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to School Council and the community.
- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

**February 2015**