



Work-related slip, trip, and fall incidents can frequently result in serious disabling injuries that impact an employee's ability to do his or her job, often resulting in

- lost workdays,
- reduced productivity,
- expensive worker compensation claims

HAZARD CONTROL MEASURES

General Housekeeping Procedures / Safe Work Practices

The following housekeeping procedures and safe work practices must be followed to prevent accidents associated with slip, trip and fall hazards:

a) General Safety

- Avoid running or walking too fast, especially in higher risk areas.
- Avoid carrying items that will obstruct one's view of their walking pathway.
- Avoid walking through potential slip, trip and fall hazards.
- Use extra caution when traveling both outdoors and indoors during/ following wet weather.

b) General Housekeeping Procedures

- Clean up spills immediately. For greasy liquids, use suitable cleaning agent.
- Do not leave floors wet after cleaning – clean them to a completely dry finish if possible. If "clean-to-dry" is not possible, then use barriers and **"wet floor" warning signs** to keep people off the wet area.
- Use cleaning methods that do not spread the problem. Small spills are often better dealt with using a paper towel instead of a mop that wets a larger area of floor.
- Do not use cardboard to soak up spills.



c) Slip Hazards

- Floors, platforms, and walkways shall be **maintained in good repair**, and reasonably free of oil, grease, or water.
- Mats, grates, or other methods that provide equivalent protection shall be used on areas where operation requires walking on slippery surfaces.
- **Slip hazards must be identified** and removed promptly.
- **Warning signs** or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.

d) Trip Hazards

- Platforms and walkways shall be **free of obstructions & dangerous projections** (e.g. extension cords, power cables, hoses, carts, boxes, debris).
- **Position equipment to avoid cables crossing pedestrian routes**; use cable covers securely fix to surfaces, or consider use of cordless tools.
- Ensure floor mats and rugs are securely fixed and do not have curling edges.

e) Fall Hazards

1) Elevated Locations

Guardrails shall be provided on all open sides of unenclosed elevated locations. Example of elevated locations include: balconies, runway ramps, or working surfaces that are more **than 30 inches above the floor**.

E-Quality Occupational Safety & Health INFO

For Roofs:

- **Guardrails** shall be provided at locations **where there is routine need** for an employee to approach within 6 feet of the edge of the roof.
- **Roof access is needed not more than 4 times a year**, **safety belts** or an approved **fall protection system** may be used.

2) Stairways:

Stairways shall have **handrails** on each side.

3) Ladder Use:

When a ladder is used, the employee shall follow **safe ladder practices**.

- **Inspect all ladders prior to use**. Check for loose steps or rungs, cracked or split steps or side rails, loose or bent hinges, missing ladder feet, etc. All defective ladders shall be marked "defective" and removed from service.

Keeping three points of contact



- Make sure the ladder is free of oil, grease, or other slippery hazards.
- Use ladders on stable and level surfaces only.
- Always face the ladder when ascending or descending.
- You must maintain ***three points of contact** at all times while climbing. Carry tools in a tool belt, pouch or holster, not in your hands, so you can keep hold of the ladder.
- Do not try to reach so far above you or to either side that you lose your balance; instead, move the ladder.

***Three points of contact means both feet and one hand in contact with the ladder or stepladder.**

When working from a ladder where you cannot maintain a handhold other than for a brief period of time (eg to hold a nail whilst starting to knock it in, starting a screw), other measures will be needed to prevent a fall or reduce the consequences of one (eg: a fall arrest system).

4) Elevating Work Platforms (Working at height elevated by forklift):

Only employees who **have been trained, and approved by the supervisor** shall operate elevating work platforms and working at height.

**NOTE: Elevating work platforms are vehicle-mounted or self-propelled device designed to elevate a platform / individual in a substantially vertical axis.*

Sources from:

http://www.stanford.edu/dept/EHS/prod/mainrencon/occhealth/slip_trip_fall_prevention.pdf

http://www.nclabor.com/osh/etta/A_to_Z_Topics/SlipsTrips.pdf

<http://safetyontheset.com/WAH/Working%20at%20Heights%20-%20Ladders%20General%20-%20Final.pdf>

<http://www.hse.gov.uk/falls/usingladders/threepoints.htm>

Prepared by,
Amy Cheam Boon Shi
QA/QOSHC Engineer

Checked & Verified by,
Mohd Azam Mujaini
QA Executive II