

Slips, trips and falls at 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 at level (STFAL)
- identify opportunities for improvement.

Improving how STFALs 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 STFAL 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 STFAL issues 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 worksafe.qld.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 STFAL Legislation: <i>Work Health and Safety Act 2011</i> (WHS Act) section 27		
<input type="checkbox"/> No time or money allocated to address STFAL issues <input type="checkbox"/> No controls implemented for STFAL	<input type="checkbox"/> Insufficient time and money allocated to address STFAL issues <input type="checkbox"/> Limited management involvement in STFAL initiatives <input type="checkbox"/> STFAL controls are implemented on an ad hoc basis <input type="checkbox"/> Lower order STFAL controls are implemented	<input type="checkbox"/> Management actively participates in STFAL initiatives <input type="checkbox"/> Management allocates adequate resources to address STFAL issues <input type="checkbox"/> Managers authorise controls following STFAL incidents
Comments:		

Improvement required	Working towards a systematic approach	Good practice
<p>Consultation about STFAL</p> <p>Legislation: WHS Act Part 5 – Consultation, representation and participation Work health and safety consultation, co-operation and co-ordination Code of Practice 2011</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> No consultation with workers about STFAL <input type="checkbox"/> Supply chain partners (e.g. project managers, subcontractors including cleaners/transport operators, landlords, designers, manufacturers, suppliers,) not consulted 	<ul style="list-style-type: none"> <input type="checkbox"/> Workers are consulted on an ad hoc basis <input type="checkbox"/> Supply chain partners are consulted on an ad hoc a basis <input type="checkbox"/> Consultative arrangements in place but don't include STFAL <input type="checkbox"/> Workers' views not always considered <input type="checkbox"/> No formal consultation is in place <input type="checkbox"/> Workers involved in identifying STFAL but not involved in development of controls 	<ul style="list-style-type: none"> <input type="checkbox"/> Workers consistently participate in identifying, developing controls and reporting STFAL <input type="checkbox"/> Supply chain partners are consistently consulted about STFAL issues <input type="checkbox"/> STFAL consultation procedures are documented <input type="checkbox"/> Workers views are valued and actioned <input type="checkbox"/> If workers are represented by a health and safety representative (HSR), consultation involves the HSR <p>Workers are consulted about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> STFAL hazard identification (slip, trip or mis-steps hazards, poor housekeeping, maintenance, poor visibility or detectability of hazard) <input type="checkbox"/> Assessing STFAL risk factors and their causes <input type="checkbox"/> Development of procedures to reduce STFAL risk factors <input type="checkbox"/> Development and implementation of control measures for STFAL (including trial and review of new solutions prior to purchase) <p>Workers are consulted when planning to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce new tasks or change existing tasks <input type="checkbox"/> Select new equipment or flooring <input type="checkbox"/> Refurbish, renovate or redesign existing workplaces <input type="checkbox"/> Carry out work in new environments
<p>Comments:</p>		

Improvement required	Working towards a systematic approach	Good practice
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How does your workplace identify STFALs?

Legislation: How to manage work health and safety risks Code of Practice 2011 – Section 3 Assessing the risks

<input type="checkbox"/> STFAL are not identified	<input type="checkbox"/> Limited reporting of STFAL by workers <input type="checkbox"/> Some STFAL have been identified <input type="checkbox"/> Some documentation in place to support the identification process <input type="checkbox"/> Some workers are trained in how to identify STFAL <input type="checkbox"/> Workers are consulted on an ad hoc basis <input type="checkbox"/> STFAL risk factors (examples slippery floors, trip hazards etc) are identified in an ad hoc manner	<input type="checkbox"/> Workers are encouraged to report near miss or slips, trips, miss-steps or falls incidents <input type="checkbox"/> Workers are consistently involved in identifying and reporting STFAL hazards <input type="checkbox"/> STFAL are consistently included in risk/hazard registers <input type="checkbox"/> There is an incidents/hazard reporting process for STFAL that is communicated and understood by all workers <input type="checkbox"/> STFAL risk factors are included in regular workplace inspections <input type="checkbox"/> Systematic identification of high-risk areas and activities related to STFALS
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Comments:

How are STFALS assessed?

<input type="checkbox"/> No risk assessments undertaken <input type="checkbox"/> No records available <input type="checkbox"/> Generic risk assessment tools (e.g. consequence-risk matrix) used that don't identify specific STFAL risk factors <input type="checkbox"/> Workers not involved in risk assessments	<input type="checkbox"/> Risk assessments conducted in ad hoc manner with some tasks missed <input type="checkbox"/> Generic tools are used that don't identify causes of STFAL risk factors <input type="checkbox"/> Risk assessments conducted but not recorded/documented <input type="checkbox"/> Some STFAL risk factors are assessed <input type="checkbox"/> Some worker involvement in risk assessments <input type="checkbox"/> STFALS requiring controls not prioritised <input type="checkbox"/> Lower order controls (e.g. raising awareness, training, are implemented)	<input type="checkbox"/> All risk assessment records available <input type="checkbox"/> STFAL risk assessments are consistently conducted using a tool to address specific risk factors (e.g. STFAL self assessment tool) <input type="checkbox"/> Workers consistently participate in STFAL risk assessments <input type="checkbox"/> Assessed risks which require controls are prioritised <input type="checkbox"/> Higher order controls are implemented (e.g. elimination, redesign) <input type="checkbox"/> System improvements are implemented
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Comments:

Improvement required	Working towards a systematic approach	Good practice
How are STFAL incidents investigated?		
<input type="checkbox"/> STFAL are not investigated	<input type="checkbox"/> Investigations focus on immediate circumstances of the incident <input type="checkbox"/> Investigations focus on injuries sustained by a worker <input type="checkbox"/> Investigation outcomes focus on lower order controls	<input type="checkbox"/> STFALs are systematically investigated <input type="checkbox"/> Investigations review STFAL risk factors and root causes <input type="checkbox"/> A variety of people are involved in investigations (e.g. HSR, workers, supervisors, maintenance, cleaning staff) <input type="checkbox"/> Investigations review effectiveness of current controls <input type="checkbox"/> Goal of investigations is to identify higher order controls <input type="checkbox"/> Investigations result in system improvements (e.g. hazard/defect reporting, planning work)
Comments:		
How are workers trained and supervised regarding STFAL?		
Legislation: Training is based on WHS Regulation (section 40) WHS Regulation section 39 – provision of information, training and instruction		
<input type="checkbox"/> No STFAL training <input type="checkbox"/> Informal training <input type="checkbox"/> No supervision to ensure safe work processes are followed <input type="checkbox"/> No supervision to ensure appropriate cleaning processes are undertaken	<input type="checkbox"/> STFAL training is inconsistent <input type="checkbox"/> Some induction training on STFAL <input type="checkbox"/> Some training on STFALs, however controls rely on worker behaviour <input type="checkbox"/> Some training on measures implemented to control STFALs <input type="checkbox"/> Some training documentation <input type="checkbox"/> Workers receive training but not supervisors/managers <input type="checkbox"/> Workers and cleaning staff are supervised on an ad hoc basis	<input type="checkbox"/> Workers, supervisors and managers receive STFAL training <input type="checkbox"/> All training is regularly reviewed <input type="checkbox"/> Training/induction documented <input type="checkbox"/> STFAL training content includes: <ul style="list-style-type: none"> • STFAL risk management including the STFAL risk factors • specific STFAL 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 <input type="checkbox"/> Training content is relevant to workers' position <input type="checkbox"/> Delivered in suitable formats for workers (e.g. non-English speaking background) <input type="checkbox"/> 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 STFAL?		
<input type="checkbox"/> No procedures for reporting STFAL <input type="checkbox"/> STFAL aren't reported <input type="checkbox"/> No review of STFAL incident/injuries	<input type="checkbox"/> STFAL reporting procedures developed but not always followed <input type="checkbox"/> Some incidents/injuries have been reported but follow-up action is limited	<input type="checkbox"/> STFAL reporting procedures are developed and implemented <input type="checkbox"/> STFAL incident/injuries are consistently reported and follow-up action consistently implemented
Comments:		

Actions:

	Who	
	Date to be completed	
	Date completed	

	Who	
	Date to be completed	
	Date completed	

	Who	
	Date to be completed	
	Date completed	