

Beautiful Eastern Association of Snowmobile Trails



Safe Operating Procedures

SOP – 12: SLIPS, TRIPS AND FALLS

Rough and uneven terrain is the norm in the backwoods. Ever-present are mud, ice, snow, branches and rocks. However, slips, trips and falls are just as common indoors. One can never know for sure if and when they will slip or trip, but some precaution can reduce the likelihood of this happening.

Safe Operating Procedure - General Housekeeping

- Ensure that individual work areas are kept clean at all times; allowing work activities to proceed in an orderly and efficient manner
- Keep floor surface free of garbage, scrap, debris and other trash material
- Clean up spills immediately using appropriate floor cleaning techniques
- If a spill can not be cleaned up immediately, cordon off the area or mark it to ensure no one encounters the spill accidentally
- Floors should be cleaned frequently but at a time when pedestrian traffic is minimal
- "Floor is slippery when wet" sign should be used to mark area while floors are drying
- Keep equipment clean and in good working condition. Any equipment leaks should be reported immediately
- Ensure tools, cords, and other materials are not strewn about where they may cause tripping or other safety hazards
- Store Materials and equipment in appropriate storage locations
- Shelved items must be placed in an orderly manner and arranged so that the items cannot easily fall
- Items should not be placed in front of shelves so that employees or volunteers must climb or reach over the items stored in front of the shelves to retrieve items
- Keep exits free from obstruction
- Report to your supervisor if there is nowhere to store materials safely
- Report any damaged equipment, flooring or any contradictions of this policy Slips, Trips and Falls Prevention
- Organize your work to reduce walking as much as possible
- Wear slip resistant rubber soled shoes with a low heel indoors and wear sturdy footwear with a gripping tread outdoors
- Remove mud-cake whenever possible
- Keep shoes and boots in good repair

- Carry small loads close to your body and below chest level so you can see around the object you are carrying
- Close cabinet drawers and doors as soon as you are finished using them
- Slow down and take small careful steps on uneven or slippery surfaces
- Hold the hand rail when moving up and down stairs
- Inspect work areas for slip, trip and fall hazards regularly and report any deficiencies to your supervisor
- Take extra care when you see a wet floor sign
- Keep walkways and floors free of boxes extension cords and litter
- Immediately move anything that is stored on or near stairways
- Ensure adequate lighting
- Report any uneven floor surfaces. Relay or stretch carpets that bulge or have become bunched to prevent tripping hazards
- Where possible, use no-skid waxes and surfaces coated with grit to create non-slip surfaces in slippery areas or use non-slip mats
- Do not carry too many tools/implements all at the same time. This can throw you off-balance and possibly shield part of your vision. Try to keep a good view of your feet
- Keep well balanced. This is even more important if you are swinging an ax or a maul
- Avoid the temptation to take shortcuts through the terrain. Unseen branches, rocks and other obstacles can snag your leg or, if stepped on, cause a twisted ankle
- If you have doubts about the stability of the terrain, for example on a steep downgrade, test it before starting your work. Have someone on safe ground help support you while you step in the area. Use a rope if necessary
- Be wary of ice beneath the snow. If it has rained recently and the temperature has gone below freezing since then, there is a good chance that there is a layer of slick ice. Check for this before venturing on, especially if you will be carrying things
- On a slippery surface, take short steps. Carry only a minimum of articles. Make several trips if necessary

For more information, please refer to Industrial Regulations Section 11, 20.