

TAIE International Institute

**Occupational Health and Safety
Program**

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Responsibilities

Managers

Managers are responsible for the following:

1. Provide a safe and healthy workplace.
2. Establish and maintain a health and safety program.
3. Ensure that workers are properly trained.
4. Report accidents and injuries to authorities as required by law.
5. Provide medical/first aid facilities.
6. Provide workers with health and safety information.
7. Inspect projects and meet regularly with supervisors to monitor the program and take corrective action.
8. Provide the motivation and resources necessary to make the program work.
9. Ensure that operations comply with both the law and the program.
10. Demonstrate commitment to accident prevention.
11. Consider accident prevention and safety performance when evaluating employees, especially supervisors.

Employees

Employees are responsible for the following:

1. Work in accordance with the safety program.
2. Work in a manner that will not endanger anyone.
3. Report unsafe situations.
4. Comply with the Occupational Health and Safety Act and all relevant regulations.
5. Report injury or illness immediately.
6. Help new employees recognize job hazards and follow proper procedures.
7. In some cases, participate in joint health and safety committees.

Joint Health and Safety Committee

Joint Health and Safety Committee is responsible for the following:

1. Inspect the workplace.
2. Review health and safety reports.
3. Make recommendations to the employer.
4. Assist in accident investigations.
5. Identify situations that may be a source of danger.
6. Assist in resolving work refusals and reports of "dangerous circumstances."

All Employees

In addition to the responsibilities set out above, all employees must become familiar with the Occupational Health and Safety Act and all applicable regulations, and with the requirements of the safety program. They must know exactly what their responsibilities are and have the required ability and training to fulfill them. They must also have sufficient authority to either carry them out personally or delegate them.

Health and Safety Rules

It is the policy of TAIE International Institute to insist that all employees understand and strictly adhere to the provisions of the *Occupational Health and Safety Act* and all applicable regulations.

The duties and responsibilities of the supervisor, worker and employer, legislated in the *Occupational Health and Safety Act*, are of paramount importance. Below, are some of the most fundamental Safety Rules; know them and adhere to them. Your supervisor will inform you of any additional safety rules and procedures as the need arises.

General rules

- All accidents must be reported immediately to your supervisor, and prior to leaving the workplace.
- All workers must have "Proof of Completion" certificate indicating that they have completed the training module ("Worker Health and Safety Awareness in 4 Steps" for employees and "Supervisor Health and Safety Awareness in 5 Steps" for supervisors)
- Workers must perform all work following safe work practices and safe job procedures.
- Workers must maintain good housekeeping.
- No fighting or horseplay is permitted at the workplace.
- No theft or vandalism will be tolerated at the workplace.
- No possession or consumption of alcohol or illegal drugs is permitted while at the workplace.
- You are not permitted to arrive or remain at work if your ability to perform the job safely is impaired.

Safety Training

TAIE International Institute will provide all safety and related training that is necessary to minimize losses of human and physical resources of the company. Employees will participate in this training.

This training will include, but not be limited to:

- Complete an online training module from the Ministry of Labour;
 - “Worker Health and Safety Awareness in 4 Steps” for employees; and
 - “Supervisor Health and Safety Awareness in 5 Steps” for supervisors;
- New hire safety orientations;
- Task and trade-specific training and certification;
- Safe work practices and job procedures, as applicable; and
- The proper fitting, safe use, cleaning and maintenance of respiratory protective equipment, as applicable.

Joint Health And Safety Committee (JHSC)

What is a joint health and safety committee?

A joint health and safety committee (JHSC) is composed of worker and employer representatives. Together, they should be mutually committed to improving health and safety conditions in the workplace. Committees identify potential health and safety issues and bring them to the employer's attention and must be kept informed of health and safety developments in the workplace by the employer. As well, a designated worker member of the committee inspects the workplace at least once a month.

What is the joint health and safety committee's role?

The committee is an advisory body that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks and develops recommendations for the employer to address these risks. To achieve its goal, the committee holds regular meetings and conducts regular workplace inspections and makes written recommendations to the employer for the improvement of the health and safety of workers.

Why are joint health and safety committees important?

Joint health and safety committees assist in providing greater protection against workplace injury and illness and deaths. Joint health and safety committees involve representatives from workers and employers. This co-operative involvement ensures that everything possible is done to identify and eliminate or mitigate workplace health and safety hazards.

Joint health and safety committees are a key element of a well-functioning workplace internal responsibility system.

How many members must a joint health and safety committee have?

In workplaces in which fewer than 50 workers are regularly employed, the Act requires the committee to have a minimum of two (2) members [clause 9(6)(a)]. Where there are 50 or more workers regularly employed, the committee must have at least four (4) members or any other number prescribed in regulation [clause 9(6)(b)]. At least half the members must be workers employed at the workplace who do not exercise managerial functions [subsection 9(7)]. The employer or constructor is required to select the remaining members from persons who exercise managerial functions for the employer/constructor [subsection 9(9)].

More information about JHSC can be founded in

<https://www.ontario.ca/page/guide-health-and-safety-committees-and-representatives>

JHSC at TAIE International Institute

The Joint Health And Safety Committee (JHSC) at TAIE International Institute consists of 5 members, 4 worker members and 1 management member. It is recommended that half of the worker members are teachers and half of the worker members are non-teachers.

Accordingly to the Act, at least half the committee members must be worker members, (specifically workers who do not exercise managerial functions) at the workplace, who are selected by the workers. The employer chooses the remaining members from persons in the workplace who exercise managerial functions.

JHSC members are required to meet at the workplace at least once every three months. The minutes of the meeting will be recorded and posted.

A list of the JHSC member's names along with work locations will be posted in conspicuous workplace locations.

Selection process for the Joint Health and Safety Committee:

Worker Member:

- Will be elected by their peers. Individuals can volunteer or be nominated. An election will be held to select the appropriate number of worker members.

Management Member:

- The vice president will select the management member(s).

The same process as above will be used for both the worker and management members when selecting alternates.

Worker Certified Member:

- The workers will decide who will become the certified worker member.

Management Certified Member:

- The management members on the JHSC will decide who will become the certified management member.

Replacement Process of Certified Members:

- The same process as above will be used to replace the certified member.

Selection of Worker Co-Chair:

- The worker members on the JHSC will decide who will become the worker co-chair.

Selection of the Management Co-Chair:

- The management members on the JHSC will decide who will become the management co-chair.

If the company is having difficulty selecting JHSC members, management will:

1. Make additional efforts to promote the benefits of becoming a JHSC member.
2. Educate and train the workers in health and safety.
3. Provide information to workers on the roles and responsibilities of the JHSC.

As least one worker member and one management member will be certified as per the Occupational Health and Safety Act.

Submission of Recommendations:

- Why: A function of the Joint Health and Safety Committee is to make recommendations to the employer and the workers for the improvement of the health and safety of the workers.
- Who can submit: The Joint Health and Safety Committee
- Who is it submitted to: The employer (Vice President or Chief Director of Offices)
- What can be submitted: Any health and safety recommendation to rectify a situation that may be a source of danger or hazard to a worker(s).
- When: As soon as the source of danger or hazard is identified.
- How: In writing on the company's recommendation form.

An employer who receives written recommendations from the committee must provide a written response to the committee within 21 calendar days [subsection 9(20)]. If the recommendations are accepted, a timetable for action must be outlined and provided to the committee. If an employer decides against acting on all or some of the committee's recommendations, reasons must be given in writing [subsection 9(21)].

Hazard Reporting and Control

Purpose:

The purpose of hazard reporting is to try to stop accidents before they occur. Employees must be aware of their surroundings to prevent injury if possible.

Objective:

Our company objective is to eliminate the possibility of injury due to hazards that have not been identified. We need to keep the workplace a safe environment, and our workers need to be able to report any danger that may cause risk to the employee.

Standard:

It is in our best interests to make sure that our employees are able to recognize and assess any dangerous or hazardous situations. Common sense plays a key role in this aspect of Health and Safety.

Being aware of the surroundings also helps to eliminate uncertainty. We encourage all of our employees to take time to walk around the workplace and get a feel for their surroundings before starting any work.

Employees are to report any problem areas immediately. If areas of concern pose a threat to the health and safety of an individual, that individual must report immediately to the supervisor on site.

The supervisor will assess the situation and take necessary steps to correct the problem. If the situation requires a great deal of attention, then action must be taken.

We have put into place a set of standards that employees will follow when reporting hazards.

1. Each employee will inspect the workplace prior to commencing work.
2. Each employee will record any hazardous conditions on the job site.
3. Any hazards that are detected must be reported immediately to the supervisor. The supervisor will then assess the degree of hazard and act accordingly.
4. The supervisor will determine if a third party will need to be called in.
5. The employee must always be aware of his/her surroundings. It is the responsibility of the worker to report anything that he/she deems as hazardous.
6. Common sense is a key factor in preventing a hazardous situation.

Fire Safety

Employees should know:

- the location of two exits closest to their work area;
- the location of the nearest fire alarm pull station and how to use it;
- the phone number for the Fire Department (Toronto - **9-1-1**);
- your responsibilities in a fire, which are in the fire safety plan;
- the fire emergency procedures posted on your floor.

If you discover a fire

- Activate the nearest fire alarm pull station on the fire floor.
- Leave the area immediately, closing all doors behind you.
- Take keys with you.
- Go to the nearest exit and leave the building. Close all doors behind you.
- If you encounter smoke, consider taking an alternate stairwell/exit. Heat and smoke rise leaving cleaner air near the floor. Crawl low under smoke.
- Call the Toronto Fire Services at **9-1-1** regardless of the size of the fire. Never assume this has been done.
Give correct address, location of fire and your name.

The use of extinguishers

Most workplaces contain portable fire extinguishers. Fire extinguishers can only put out small, contained fires, such as a fire in a wastebasket. The extinguisher in your workplace may or may not be suitable for dealing with grease or electrical fires.

If you have not been trained in the proper use of portable extinguishers, do not attempt to fight a fire.

- **Never fight a fire:**
 - if the fire is large or spreading;
 - if your escape route may be blocked by the spread of fire;
 - if you are not trained in the correct use of the extinguisher or are unsure of the type of fire.
- **If you do fight a fire:**
 - call the Toronto Fire Services first at **9-1-1**;
 - ensure everyone has evacuated or is leaving the area/building;
 - only fight a small fire.

Identification Badges Policy & Visitors, Strangers & Intruders

Employee Identification Badges Policy

In order to provide a safe and secure workplace for all employees and students, all employees will be issued and must wear and visibly display photo identification badges as provided by TAIE International Institute. Identification badges must be worn in a manner that allows the identification of an employee by photo, first and last names, position and department.

Employees forgetting or misplacing their identification badge will be given a temporary badge to wear by the front desk.

Visitors

Visitors are welcome, and many, such as parents and partners have a right, often legal, to be in the school for legitimate purposes. The school has a duty to ensure the safety of everyone on the school site so should ensure that systems are in place to see that this duty is exercised properly. This policy sets out the guidance to Staff on the procedures for routine security, visitors controlling, and for dealing with trespassers and intruders.

Routine Security:

- Signs at school entrance make clear that visitors should report to 2nd floor Reception.
- During the day time, 8:30 a.m. to 5:00 p.m., a security guard is at the front entrance and all visitors will be asked to proceed to 2nd floor Reception for visitor sign in.
- During the night time, 5:00 p.m. to 8:30 p.m., a security guard will be at the 2nd floor Reception to open the door for visitors and visitors will be asked to proceed to 2nd floor for visitor sign in.
- At Reception all visitors must sign in and receive the school's visitor badge, which they must wear at all times in the school.

Control of Visitors:

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property of our policy

- All visitors report to the 2nd floor Reception on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, supply teachers helpers, contractors and any other person that is not school staff.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to "sign out" of school. Visitors are those people that are issued with a pass from Reception. Any person on site without a badge will be asked to accompany a member of staff to the Reception for visitor badge, or asked to leave the site if they refuse to sign in.
- Any refusal will be reported immediately to the Reception and then the Administrator on site will be notified. Any aggression will be reported to the police.

- Visitors will not remove any items of school property without the express permission of school staff.

Dealing with strangers:

- If a visitor is not wearing a badge he/she should be politely asked by any member of staff and accompanied to Reception
- At Reception, the front desk staff should ask the person for the purpose of their visit. Front desk staff should ask them to sign in and issue a badge.
- If the member of staff or front desk staff has any suspicion about the person they must inform the administrator on-site or a management staff immediately, and ask the person to remain in the reception area.
- If the person ignores the instruction, administrator on-site or a management staff must be notified immediately.
- If a person is abusive, or a nuisance in any way, in the school the member of staff must not take direct action, but MUST send for help. Inform the security guard and the administrator on-site or a management staff as soon as this is possible. Staff must never put their own safety at risk.
- The administrator on-site or a management staff may ask the person to leave the site.
- If the person refuses the instruction, the administrator on-site or a management staff may inform the police if he/she considers that there is a threat to the safety of anyone on the premises. This is entirely a matter for the judgement of administrator or management staff on site.
- The police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power of arrest if there is a 'minor nuisance'. They may be able to help solve the problem without resorting to arrest.

Armed or Threatening Intruder

If an armed or threatening intruder comes on to the school property it is very important that faculty, staff and students report it immediately and take protective actions.

Remain in the classroom or office and immediately lock all doors, if possible. Call 911

Report to staff at the 2nd floor reception area, only if it is safe to do so, or call the school number 416-368-2882 to report to the staffs at the reception area.

Follow Lockdown Procedure if it is needed.

Emergency Situation Policy and Procedures: Lockdown, Hold and Secure, Shelter-in-Place

EMERGENCY SITUATION POLICY AND PROCEDURES

REVISED 22 October 2017

POLICY

TAIE International Institute takes very seriously its obligation to ensure the safety and security of its students and staff. In accordance with accepted practice in Ontario and using guidelines developed by the Ministry of Education*, TAIE has developed procedures related to external threats. These procedures include: **lockdown, hold and secure, and shelter-in-place**. TAIE will conduct two announced lockdown drills per year in the academic area of the school building.

DEFINITIONS

- **“Lockdown”** is only used when there is a major threat of violence *within* the school or when there is an incident *outside* the building that is *related* to the school. Students and staff remain behind locked classroom and office doors and are not permitted to move locations until the all-clear is given.
- **“Hold and secure”** is used when there is an ongoing situation *outside* the school building that is *not related* to the school (e.g., a bank robbery occurs near a school but not on school property). Students and staff are permitted to carry on with the normal routine, but with the building’s external doors locked to prevent people from entering or exiting.
- **“Shelter in place”** is used for situations related to an extreme environmental or weather-related concern. Students and staff are directed to stay in a safe location and are not permitted to exit the building until the environmental or weather-related situation has passed and has returned to a safe condition. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

EFFECTIVE PRACTICES

- **The Principal** will prepare and communicate the Emergency Situation Policy and Procedures to staff and students, and will work with the Chief Director of Offices to provide education and training to teachers, students, and support and administrative staff.
- **The Principal** will share this plan, school contact information, and the academic area floor plan with our Community Policing Officer at 51 Division at the time of development and when there is a need to communicate significant policy and/or procedural changes.
- **Staff members** share in the responsibility for the safety and well-being of our students by helping with the communication of the policy and procedures, assisting with drills, and following the direction of the Principal and/or police services in the event of an unsafe or threatening situation.
- **Students** have a responsibility to understand and follow the procedures, and follow the direction of the school’s staff members and/or police officer(s) in the event of an emergency.

- **Staff and students** who have knowledge of a potentially dangerous individual or situation have the responsibility to report it to the Principal, and/or Chief Director of Offices, and/or the police.
- **Police Services** are responsible to respond to violent incidents and to immediately communicate to local schools any threats to safety and security. The police will assume command and control of the response and investigation for all incidents of violence and work closely with the school's administrators and other emergency services.
- In the event of a real lockdown, the Principal will debrief all staff and students regarding the nature and severity of the incident. The Chief Director of Offices will communicate, as necessary with the families of the students.
- The Principal will maintain a log of lockdown drills. This lockdown policy and procedures will be reviewed annually by: the Principal, the Chief Director of Offices, and by the school's Health and Safety Committee.

PROCEDURES

1.0 Command Posts and Floor Plans

- 1.1 The main command post will be the office of the Principal. The alternate command post will be the office of the Executive Vice-Principal. The off-site command post will be the Business Office of Manson Towers.
- 1.2 Floor plans of the academic and office areas will be posted in classrooms and throughout the building. The floor plan will be shared with 51 Division.

GENERAL PROCEDURES

2.0 Announcements and Training

- 2.1 The staff members who are located at the 2nd floor reception areas will be trained in steps to take when information requiring a lockdown, hold and secure or shelter in place is received.
- 2.2 The decision to make an announcement is made by whoever receives the call to the office and should not be delayed for the purpose of checking with an administrator.
- 2.3 The actual script for the three types of situations – lockdown, hold and secure, and shelter in place– will be affixed in a visible area of the reception desks.
- 2.4 All staff and students in the main floor of the academic areas of the school will participate in two drills per year. This drills will be one of: lockdown, hold and secure, or shelter in place.

3.0 **Lockdown** Procedures

- 3.1 An announcement that a Lockdown procedure is in effect will be made over the public address system by one of the following staff members – whoever is immediately present: 2nd floor Reception person, Chief Director of Offices, Principal or Executive Vice-Principal.
- 3.1 Before locking the office or classroom door – and only if it is safe to do so – staff members should gather everyone in the immediate vicinity into their classroom or office or other secure area.

- 3.2 Once inside a secure area: lock the door, close window coverings, turn off the lights, stay away from doors and windows, be aware of sightlines, sit on the floor and take cover behind a piece of furniture, remain absolutely silent, and turn off or put on vibrate any cell phones. **NOTE: Cell may only be used to communicate emergency information about the incident to emergency services.**
- 3.3 Washrooms: If the washroom can be locked, lock the door and stay inside. If the washroom door cannot be locked, evacuate the washroom and move to a secure area *only if it is safe to do so*. Staff members who work in close proximity to a washroom, should check the washroom – *if it is safe to do so* – and take any students or staff to their secure area. Students and staff members will be made aware that they should evacuate to the nearest secure area *if it is safe to do so*. If it is unsafe to evacuate from the unlocked washroom, staff and students should – as a last resort – attempt to barricade the washroom door; enter a stall, close and lock the stall door; and stand on a toilet.
- 3.4 Attendance: staff members will take the attendance of all people in their secure area.
- 3.5 Open areas: staff and students should immediately evacuate from open areas such as entrances, foyers, hallways and terraces. The preferred option is to evacuate to a secure area within the building. The layout of our school building is such that only in extreme circumstances would it make sense to evacuate from an open area to an external area outside the building.
- 3.6 End of a lockdown: staff and students will only be permitted to leave the secure areas once a lockdown is over. The end of a lockdown occurs via a PA announcement or by door-to-door direction from the police or emergency services personnel. **NOTE:** Should a fire alarm occur, remain in the secure area; do not evacuate. Staff and students must always be aware of other dangers such as fire, and be prepared to respond accordingly in order to ensure their own safety.
- 3.7 During the lockdown, doors should only be opened to emergency personnel who have identified themselves as such.

4.0 **Hold and Secure Procedures**

- 4.1 An announcement that a Hold and Secure procedure is in effect will be made over the public address system by the 2nd floor Reception Desk staff member.
- 4.2 All exterior doors will be locked by Mr. Raymond Lee or his designate, Carl Chen.
- 4.3 Staff and students will be advised that there is an external threat to the school and that they may not leave the building until the all clear is announced.
- 4.4 Staff and students may carry on with their regular activities and routines.
- 4.5 Once the external threat is resolved, an announcement will be made to advise staff and students that the Hold and Secure has been lifted.

5.0 **Shelter in Place Procedures**

- 5.1 An announcement that a Shelter in Place procedure is in effect will be made over the public address system by the second floor Reception Desk staff member.

- 5.2 Staff and students will be advised of the nature of the weather-related or environmental exterior threat. They will be advised that they may not leave the building until the all clear is announced.
- 5.3 Staff and students may carry on with their regular activities and routines.
- 5.4 Once the weather-related or environmental threat is announced, an announcement will be made to advise staff and students that the Shelter in Place has been lifted.

* <http://www.edu.gov.on.ca/eng/policyfunding/memos/june2009/LockdownGuidelinesEn.pdf>

Emergency Contact Information

Protocol

- In the event of an emergency or urgent matter, please use your cell phone to call Reception - 416.368.2882.
- If you do not have a cell phone, ask a colleague next door to help or send a student to Reception on the second floor.
- State your name and room number and inform the Reception staff member of the nature of the emergency. Tell her/him that you need immediate assistance from the on-duty school administrator.

Emergency Numbers

Emergency	911
Emergency Response Team	
Vice-President Truman Wong	647-818-5202
Chief Director of Offices: Raymond Lee	416-918-6896
Vice-Principal: Arthur Wang	647-239-8718
Director of Bursar's Office: Irene Lee	416-918-9866

Slips, Trips and Falls Prevention Policy

TAIE International Institute is committed to:

- identifying factors that contribute to slips, trips and falls in the workplace
- taking reasonable precautions to prevent introduction of slip, trip and fall hazards into workplace and to eliminate/reduce slips, trips and fall hazards where they are identified
- educating staff on measures that will reduce the risks of slips, trips and falls

Application

This policy applies to all employees where employees may be exposed to slip, trip and fall hazards in the course of their work activities. It is understood that TAIE International Institute does not always control the work environment in which employees may be subjected to slip, trip and fall hazards. Although every effort will be taken to reduce slip, trip and fall incidents, TAIE cannot effectively control those incidents that are the direct result of an individual deliberately; ignoring instructions, procedures or warning signage, wearing inappropriate clothing, footwear or personal protective equipment or due to a lack of due care and attention.

Definitions

Slip

A slide causing an individual to lose their balance. This can either be corrected or cause the individual to fall. Slips happen when there is too little friction or traction between the footwear and the walking surface. Common causes of slips are:

- Wet or oily surfaces
- Occasional spills
- Weather hazards
- Loose, unanchored rugs or mats
- Flooring or other walking surfaces that do not have the same degree of traction in all areas

Trip

A stumble, often over an obstacle, causing an individual to lose their balance. This can either be corrected or cause the individual to fall. Trips happen when the foot strikes or hits an object. Common causes of tripping are:

- Obstructed view
- Poor lighting
- Clutter in the path of travel
- Wrinkled carpeting
- Uncovered cables
- Bottom drawers not being closed
- Uneven walking surfaces

Fall

An event that results in an individual or a body part coming into contact with the ground or other surface that is lower than the individual. Falls can occur at same level (e.g. to the floor or ground on which the person was previously standing) or to a lower level (e.g. down a flight of stairs or through an opening). Falls often, although not always, result from slips or trips.

Responsibilities

Employer will:

- Ensure that management/supervisory staff, workers and joint health and safety committees/health and safety representatives are made aware of this policy
- Provide leadership and support to ensure the implementation of this policy
- Ensure that procurement of products, equipment, etc. is consistent with the needs in prevention of slips, trips, and falls

Those with management/ supervisory responsibilities will:

- Ensure that the Slips, Trips and Falls Prevention Policy will be brought to the attention of those employees who report to them (e.g. through safety talks, team meetings, tailgate sessions, lunch and learns, etc)
- Ensure suitable and sufficient risk assessments are undertaken and reviewed for the risks of slips, trips and falls within their areas of responsibility (e.g. regularly and as circumstances change)
- Implement appropriate measures within their control to address slip, trip or fall hazards
- Refer actions that are outside of their direct control to others, to ensure that identified slip, trip or fall hazards can be addressed (e.g. through work orders, escalation to other levels of management, etc)
- Ensure that the workplace is regularly inspected for slip, trip and fall hazards
- Ensure that prompt action is taken to address any potential or identified hazards that may contribute to the occurrence of slips, trips and falls (e.g. repair any damaged or broken surfaces, clean up spills, mitigate snow or ice on surfaces)
- Follow up on all incidents, accidents and near misses associated with slips, trips and falls to investigate their cause and to identify any needed changes to preventative/control measures or procedures
- Keep records of key activities undertaken to minimize the likelihood of slips, trips and falls (e.g. cleaning/maintenance schedules, such as floor stripping)
- Complete Safety Footwear Needs Analysis, as necessary, to determine whether protective footwear is needed in the performance of jobs and/or tasks. Where a need for protective footwear is identified, provide the appropriate category of footwear and arrange for footwear replacement, when required.
- Provide appropriate equipment, work procedures, personal protective equipment and training to protect workers from risk of falling from heights (e.g. fall restraint/fall arrest systems, ladder safety)

Workers will:

- Take actions to eliminate slip, trip and fall hazards if able to do so
- Be vigilant and ensure that any slip, trip and fall hazards they are aware of are reported to their supervisors
- Organize areas of their work environment within their control so as not to introduce slip, trip and fall hazards (e.g. trailing cables, open drawers, poor housekeeping)

- Where protective footwear is provided, ensure they wear the footwear and other personal protective equipment for the work environment(s) in which they work and advise supervisors when footwear is no longer in a state of good repair (e.g. worn treads) and needs replacement
- When protective footwear is not required, wear personal footwear appropriate to the job and tasks performed
- Exercise caution during wet, slippery conditions and in the use of steps and stairs
- Follow any training and slip, trip, and fall safe working procedures appropriate footwear

Tool Kit

- Slips, Trips & Falls - The Fatal Half Inch - Safety Training Video
https://www.youtube.com/watch?v=H_iYaQSJTdc
- Slips Trips and Falls - Preventing Falls Workplace Safety Video
<https://www.youtube.com/watch?v=0aeQNL8Y4yA>