# PREVENTING SLIPS & FALLS

## Safe work guidelines

Standard

Slip and fall type injuries are very common. 30% of the claims Kelly submits yearly are caused by slips or falls. These types of injuries are the result of wet floors, falls from the same level, elevated platforms (, i.e. pallets) icy/snowy conditions, trips, improper housekeeping and rushing. At Kelly we strive to provide a workplace that is free of hazards and our collective goal is to eliminate all injuries. Kelly will never knowingly place an employee on an assignment that is dangerous. Slip and fall type injuries can be prevented if there’s an action plan in place to identify potential slip and fall hazards and eliminate hazards at the source or provided protective equipment to remove the physical hazard that may be associated with the task. This program provides the tools to identify and eliminate the hazards that contribute to slip and fall type injuries.

Procedure

During the Customer Health and Safety Assessment, we need to address the issues of ergonomics, personal protective equipment and customer safety programs. If slip and fall type injuries have been reported at an existing customer site, a review of the Customer Health and Safety Assessment can be completed to determine what programs are in place to prevent these types of injuries from happening again. If the Customer Health and Safety Assessment is due for the annual review, then we can take the time to go to the customer site to complete the Customer Health and Safety Assessment again. If the injuries are serious in nature, then the Safety Department can be notified and will accompany you on the safety tour at the customer site.

All employees must be made aware during orientation of any hazards that may exist at the customer site. If the customer site has a history of slip and fall type injuries, then this would be the ideal time to explain to the employee the types of injuries we’ve had and what we’ve done to prevent them from happening again.

All employees will be informed during orientation about Kelly’s Health and Safety Polices and our Hazard reporting program.

In Alberta, a copy of the Job Hazard Assessment will be provided to employees during orientation.

When a customer site that has a history of slip and fall type injuries is identified, or a slip / fall injury has been reported, by using the Kelly Accident Investigation Report, we can develop an action plan to assist the customer in identifying ways to eliminate the hazards associated with the injuries reported.

As well, the [Tips for Preventing Slips & Falls](https://www.mykelly.ca/ca_mykelly/siteassets/canada---mykelly/uploadedfiles/canada_-_mykelly/2-kelly_101/safety_matters/hs_tip_sheet_slips_falls.pdf) document on myKelly.ca can be made available for employees to read during orientation and take with them on assignment.

References

* KellyWeb Canada > Health & Safety > Branch Safety Requirements & Inspections

Records

* AbilitiConnect
* Aclaimant

Responsibility

The Safety Department is the designated owner of this Work Instruction and is responsible for content as well as ensuring this document is updated as required and maintained in a current status.

The Safety Department is responsible for the content of this document as well as managing the associated activities. The Safety Department will evaluate the program during year end evaluation and provide feedback to all branches about the success of the program.

The Senior Safety Manager, Safety, Health & Environmental is responsible for approving this document for publication.

The branch is responsible for reviewing the available documentation and implementing these work instructions as necessary.

Training

The Safety Department is the designated owner of this Work Instruction and is responsible for content as well as ensuring this document is updated as required and maintained in a current status.

All temporary employees will be trained on this safety element during orientation.

Contacts

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