



Procedure: Avoidance of slips, trips and falls

Purpose:

Avoiding slips, trips and falls where ever possible minimises one of the major causes of injury in Scholarly Information Services buildings. This document set out procedures for actions when a potential cause of an incident is identified.

Definitions:

Slip – the loss of traction by a person’s foot causing a stumble or fall.

Trip – the catching of a foot on an uneven surface or obstacle.

Fall – result of a slip or trip where a person falls from one height to another.

Procedure

1. Identify objects or areas that may cause a slip, trip or fall. These may include:
 - a. Wet surfaces
 - b. uneven edges of flooring material
 - c. Low light levels
 - d. Ramps or inclines
 - e. Obstacles that can easily be overlooked on the ground such as cables and cords.
2. Control measures for existing buildings:
 - a. All staff at the University are responsible for reporting hazards that may cause an issue and taking actions to eliminate or minimise the hazard.
 - i. Hazards that are easily rectified such as water for hard flooring, obstacles that present no issue to move; should be corrected and where necessary warning signage until the hazard is removed by the local area;
 - ii. Hazards that require greater resources to eliminate must be reported to SIS Facilities for entry into the Maximo system and entered into the

Figtree system to trigger a job for the ANU Facilities and Services teams. Examples of these types of hazards are: worn carpets, broken tiles, damages infrastructure such as lighting fixtures or electrical sockets.

- b. Eliminate the hazard as soon as possible, e.g. clean up spills, and remove loose floor coverings.
- c. If it is not possible to eliminate the hazard immediately:
 - i. Place barriers and warning signage around the hazard;
 - ii. Have a job logged with facilities and services to fix or remove the hazard.