

SLIP, TRIP, AND FALL PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Health and Safety Policy
Approval Date:	June 13, 2018
Effective Date:	June 13, 2018
Procedure Owner:	Vice President, People
Procedure Administrator:	Manager, Compliance

Overview:

NorQuest College (college) will take appropriate and reasonable measures to manage its activities and minimize conditions that may cause an individual to slip, trip, or fall.

This procedure strives to ensure that slip, trip, and fall hazards are effectively managed to reduce the potential for injury, ensure a safe workplace and learning environment, and minimize liability risk.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Safety is a shared responsibility and there is a legislated duty to cooperate. The college will implement measures to minimize the potential for slip, trip, and fall incidents at all locations through adherence to procedures, communicating expectations, monitoring conditions, and carrying out inspections.

Although every effort will be taken to reduce slip, trip, and fall incidents, the college cannot effectively control those incidents that are the direct result of an individual deliberately ignoring instructions and procedures or warning signage; wearing inappropriate clothing, footwear, or personal protective equipment; and/or lacking due care and attention to his/her environment.

Responsibilities

Facilities – will manage college property, facilities, and applicable contracted services to minimize slip, trip, and fall incidents through enforcing procedures, carrying out inspections, monitoring conditions and improving conditions.

College Employees and Students – must immediately report any condition that has the potential to cause a slip, trip, or fall to Facilities so that corrective action can be taken to eliminate the condition. Conditions include spills, ice/snow accumulation, slippery surfaces, etc. This applies to all college facilities or grounds, owned or leased.

Reporting and Notification of Slips and Falls

- Employees and students are to notify their supervisor or instructor of anyone who has slipped, tripped, or fallen or to report a slip, trip, or fall hazard.

- Anyone who falls due to a slippery surface or other condition must notify their supervisor (for employees) or teacher (for students) immediately.
- When a slip, trip, or fall results in a close call (near miss), an injury (or death), need for medical treatment, loss of time or causes a disabling condition, a Worker’s Compensation Board (WCB) report ([Employer’s Report of Injury Form](#)) must be filed within 72 hours by People (for employees) or Office of the Registrar (for students).

Review of Incidents and Investigations

People (OH&S) will lead the investigation of all incidents related to a slip, trip, or fall. The Joint Work Site Health & Safety Committee will review all reports of incidents and may carry out investigations when deemed necessary. In support of an investigation of a slip, trip, or fall incident the following documents will be required.

- Take photos, immediately, of the area, obstacle or surface that may have caused the incident, and where possible photos of the footwear worn by the person who fell.
- Complete an incident report including: particulars, witnesses, date and time, and any other information that may have been contributing factors to the incident (weather, lighting, clothing/footwear, slippery conditions, inattention of the individual, etc).
- Statements from any witnesses to the incident will be obtained and recorded.
- Obtain a weather condition report from Environment Canada (for exterior incidents or where weather conditions may be a factor).
- Collect any other relevant data that may be used in support of the investigation.
- Ensure a WCB report is filed.
- Notify the college’s insurer and/or lawyer where deemed appropriate based on the seriousness of the injury or if those injured may seek legal action.

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Slip, Trip, & Fall Incident: is an incident where by an individual trips, slips, or falls as a result of a slippery surface or loss of traction, an obstruction causing a tripping hazard or other condition causing an individual to trip, slip or fall.

- [Health and Safety Policy](#)
- [Employer Report of Injury form - C040 with Instructions](#)
- [Occupational Health and Safety Act](#)
- [Occupational Health and Safety Regulation](#)
- [Workers' Compensation Act](#)
- [Workers' Compensation Regulation](#)

April 2022

December 2012: replaces Standard Practice 4.12: Slip and Fall
 August 2013: update for document links and branding
 May 2018: reviewed as per the Policy and Procedure Framework Procedure
 August 2019: Compliance Office template & reorganization update