



# Slips, trips and falls at level risk management worksheet

This worksheet can be used to help prevent incidents following a slip, trip or fall at level (STFAL) or a misstep on stairs, which commonly involves over or under stepping on steps and losing balance.

Please note that this worksheet is not appropriate for falls from one level to another, such as falls from heights and falls that happen when accessing or leaving vehicles.

Review all ticked boxes and decide on controls to prevent further incidents.

Date of assessment: \_\_\_\_\_ Assessed by: \_\_\_\_\_  
Staff/others consulted to complete this worksheet: \_\_\_\_\_

## Step 1: Record incident details

Incident/reference number: \_\_\_\_\_  
Location and time of incident: \_\_\_\_\_  
What happened (including activity undertaken at time, nature of incident, any structure/equipment involved)?  
\_\_\_\_\_  
Job title of person involved: \_\_\_\_\_

## Step 2: Identify issues that may have contributed to the incident

### Question 1 for slips only, check:

**Is the walking/ground surface too slippery for expected use?** *(Tick all that apply.)*

- Is the surface generally too slippery for expected activities and people who walk in the area?
- Is it slippery in particular areas?
- Is there not enough grip on a sloped surface?
- Is there different level of grip between different adjoining floor surfaces?

**Are cleaning practices/systems ineffective to properly clean walking surface of contamination (e.g. rain/mud, fluids, grease, spills, litter)?** *(Tick all that apply.)*

- Is the correct cleaning method used for the floor type?
- Is the cleaning program adequate for amount/type of contamination?
- Is cleaning equipment clean and in good condition?
- Is cleaning scheduled for times when there is minimal pedestrian traffic?
- Are pedestrians effectively kept off areas until the surface is fully clean and dry?
- Are spills attended to promptly?

**Is there unnecessary or unexpected water and/or other contamination (including rain and mud) in walkways/work area?**

Consider source of contamination: *(Tick all that apply.)*

- Can the source of the contamination be fixed?
- Can the contamination be contained or cleaned?
- Does the contamination recur soon after cleaning?

**Question 2 For trips only, check:**

- Are there walking surface irregularities e.g. holes, protrusions, loose mats, uneven paths or rough ground including soil clods and large rocks, potholes including indents by heavy machinery?
- Are there temporary obstacles in walkways or work areas e.g. cables, pallets, equipment, boxes, formwork bracing/ steelwork etc?
- Are walkways and work areas cluttered or unclean restricting safe access?
- Do access-ways and walk-ways lack clear markings?
- Are there any unmarked, unmovable trip hazards?

**Question 3 For missteps involving stairs only\*, check:**

\*Safe design and use of stairs in the **Guide to preventing slips, trips and falls** at [safework.sa.gov.au](http://safework.sa.gov.au).

- Are stair dimensions inconsistent with design requirements?
- Are stairs in poor condition (e.g. tread surface is not maintained or slippery with loose /protruding items)?
- Is the nosing/edge of step rounded, slippery, in poor condition, hard to see, loose, protruding or slippery?
- Are handrails difficult to use, grip or reach?

**For all incidents, complete questions 4 to 8.**

**Question 4 Check hazard visibility and detectability:**

- Is there inadequate or uneven lighting to clearly see hazards or changes to the path ahead e.g. in stairwells?
- Are there any other circumstances that make hazards difficult to see or detect?
- Do hazards blend into the background?
- Are hazards unexpected e.g. immediately around a corner?
- Are edges of steps, changes in walking surfaces, start/end of ramps difficult to see e.g. are edges clearly defined and visible?

### Question 5 Check work activities that require more attention or physical demands when walking:

- Are carrying, pushing or pulling tasks required while walking? These tasks require more grip between shoe and flooring and challenge balance.
- Are workers unable to break a fall e.g. they're unable to grab handrails?
- Are workers unable to clearly see the path ahead including any hazards e.g. do they handle bulky items that obstruct their view?
- Does the activity or surroundings distract or impact on workers' attention?
- Is there interaction with other workers or/activities that could distract their attention e.g. a congested workspace where many trades are working together in one area?
- Is there a fast pace of work, time pressures or poor scheduling that increase rushing?

### Question 6 Check the worker's footwear:

- Is footwear inappropriate for the task and conditions?

Check:

- Does it have insufficient grip for activity and work area?
- Is it uncomfortable and doesn't stay on feet?
- Does it have clogged treads/no footwear cleaning equipment available?
- Does the worker have unsuitable and unmaintained footwear?

### Question 7 Check if the way work is organised creates STFAL risks

- Does planning of current and future work not adequately address STFAL risks e.g. actions following wet weather or changes to accessways?
- Do production demands and incentives encourage workers to rush and take shortcuts?
- Is there a lack in training/supervision to reduce STFAL risks?
- Are workers unaware of how to report STFAL hazards?
- Are outcomes to reduce STFAL risks not shared or used for future work planning?

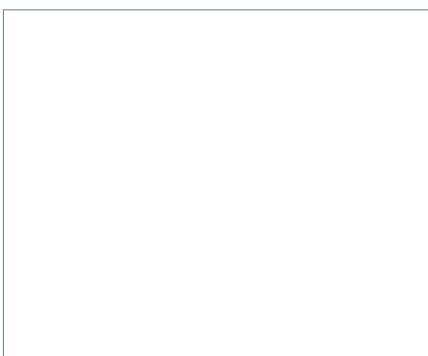
### Question 8 Check who can impact on STFAL risks at your workplace

Project managers/Principal contractors      Sub-contractors      Supply chain/customers      Landlord      Body corporate

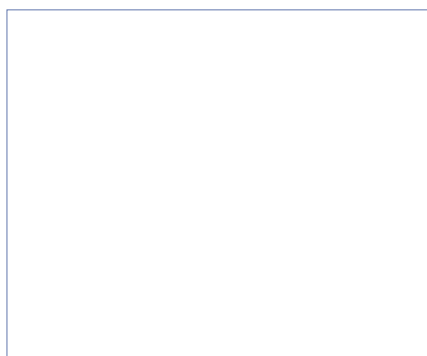
### Attach relevant photographs

To add images, click on the boxes below and then click browse. Insert relevant details of photograph below e.g. location.

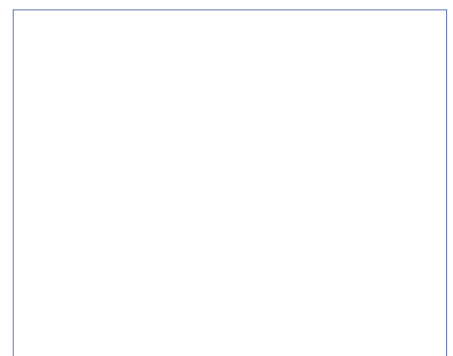
**Photo 1:**



**Photo 2:**



**Photo 3:**



Additional comments:

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**If you ticked Yes to any part of questions 1 to 7, you need to take action on any issues that were ticked to eliminate/reduce the risk of another injury.**

Consult with those listed in question eight as required to identify solutions.

### Step 3: Control the risks

Consider the hierarchy of control—a range of controls may be required.

Look at the items that you have identified in step two. What actions can you take to eliminate or reduce the risk of STFAL injuries?

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Who approves control actions?

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Who carries out control actions?

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Refer to the Guide for **Preventing Slips, Trips and Falls** at work at [safework.sa.gov.au](http://safework.sa.gov.au) for a range of strategies and control measures.

### Step 4: Review the controls

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Planned date for review:

Actual date reviewed:

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Reviewed by:

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Have the controls adequately eliminated or reduced risks?    Yes    No (If no, do a new review process for the current state.)

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Are there any other issues?    Yes    No (If yes, do a new checklist for those issues or capture in your risk management plan.)

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of South Australia

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For more information visit [safework.sa.gov.au](http://safework.sa.gov.au) or call us on **1300 365 255**.

This material has been adapted with permission from the Slips, trips and falls at level risk management worksheet created by Workplace Health and Safety Queensland.