Introduction

Slips, Trips and Falls continues to be one of the highest cause of injury and the highest reason for accident absence.

In September we focussed on the 4 key ways to reduce the risk of Slips/Trips/Falls:

- Be prepared
- Identify Hazards
- Follow the Safe System of Work (SSOW)
- Dynamic Risk Assessment – Look Consider Decide

Overview

In order to reduce the risks of Slips/Trips/Falls there are requirements of both Managers and staff. The commitment required is as follows:

<table>
<thead>
<tr>
<th>Manager Commitment</th>
<th>Staff Commitment</th>
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<tbody>
<tr>
<td>✓ Keep WRAP up to date and manage all hazards</td>
<td>✓ Report hazards and comply with any instructions</td>
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<tr>
<td>✓ Ensure a process is in place to authorise footwear re-ordering where required</td>
<td>✓ Make sure RM footwear/suitable footwear is used with good tread</td>
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<tr>
<td>✓ Brief all SSOWs and ensure all training is completed where required</td>
<td>✓ Follow SSOWs and training at all times</td>
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<td>✓ Complete SMATs to encourage correct behaviours</td>
<td>✓ Don’t read and walk</td>
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<tr>
<td>✓ Check all staff have Spikeys</td>
<td>✓ Always turn on the doorstep</td>
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<tr>
<td>✓ Complete and display the Severe Weather Preparation Checklist and complete a Severe Weather Risk Assessment as required</td>
<td>✓ Wear Spikeys and follow Severe Weather instructions</td>
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<tr>
<td>✓ Empower all staff to dynamically risk assess any situation and decide if safe or not</td>
<td>✓ Dynamically risk assess – Look-Consider-Decide</td>
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Dynamic Risk Assessment (‘Look–Consider–Decide’)

When working in the operation, particularly in external environments, there is a requirement for all those involved in an activity to be aware that all hazards and risks will vary and constantly change depending on the circumstances. By using the process of ‘Look – Consider – Decide’ employees can reduce the risk of injury by using ‘dynamic risk assessment’ and adapting behaviours based on the environment.
**Slips, Trips and Falls**

**Managers’ Brief**

**Actions**

**Employees**

1. Commit to staff that the actions in the Manager Requirements will be upheld
2. Make it clear that the Staff Requirements must be adhered to
3. Complete the supporting SHE Calendar activity including STF Manager Action Plan

**Preparing your coaching session**

- Consider how much time you have to deliver the coaching. If it is a longer session you can deliver a full training or coaching session, if less time is available you can deliver as part of a daily huddle/key message brief.
- Consider how you will ensure all employees read understand each aspect of the message – Hazard Reporting; SSOW adherence and Look-Consider-Decide. If these are not commonly understood will you need to plan in further sessions?
- Ensure there is good access for staff to the support materials mentioned – e.g. SSOWs, Yard Rules; Hazard Reporting Cards, Walk Logs etc.
- Display the supporting information in a suitable place – e.g. the SHE Noticeboard/ Information Board.

**Facilitation tips**

1. Ensure you have copies of all documents to refer to.
2. Stress how important the document is and, if followed, how the risk of injury can be significantly reduced.
3. Regularly repeat the key messages – there are Manager Requirements and Staff Requirements to ensure that the message is clear and understood.

**Running the session**

1) If possible, deliver the message jointly with your site Safety Rep.
2) STF SharePoint Info Page including Manager Action Plan [Link](#)
3) Find the Look-Consider-Decide poster (Delivery and Collections only) at the following [Link](#).
4) Refer to other materials on SHE Knowledge Database: [Link](#)