



MIND YOUR
STEP!



OR YOU WILL
SLIP, TRIP
AND FALL

Handout

HSELIFE NL 

Management system for a safer and healthier workplace

MIND YOUR STEP!



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Introduction

This brochure focuses on the avoidance of incidents as a result of slipping, tripping and falling. In our industry, but also in the private sphere, these types of incidents occur regularly. At various times, measures can be taken to reduce the risk of incidents. In addition, especially with this type of incident, the human factor is also important.

Use the **Activity sheet** to make notes during the campaign period.
The **ON THE SPOT checklist** might be handy to use during the Observation weeks.

The human factor

People make mistakes, consciously or unconsciously. This happens for various reasons.

1. DEFECTIVE DESIGN, OVERDUE MAINTENANCE

- The design, the organization of the workplace is an important factor and should theoretically be in order (tackled at source - removing hazards)
- In practice, during the execution sometimes not much more can be done and people will have to observe the area carefully, for example by using the LMRA card

2. THE SITUATION CANNOT BE PROPERLY ASSESSED

- Knowledge and experience is required in order to properly assess a situation
- All HSElife materials are intended to increase everyone's knowledge!
- Learn from experienced colleagues, but also call them to account if they accept certain risks

3. INADEQUATE ALERTNESS

- Not being alert enough is another important reason incidents occur
- Are you awake, not tired, and do you take enough rest breaks?
- Due to too much mental stress and/or too much information, the alertness becomes less resilient

By working together with your supervisor and colleagues, incidents can be avoided.

TEAMWORK is essential!

What can you do to prevent slips, trips and falls?

As a manager

- **IDENTIFY** the potential hazards before the work starts
- **TAKE ACTION** to eliminate the identified hazards before the work starts. "Fix it"!
- **INFORM** the people on site about the hazards and the control measures taken or to be taken
 - Be extra alert when something changes
 - Make sure that everyone has followed the location specific induction
- **INTERVENE** if necessary, but also **APPRECIATE** good conduct!
- Make sure that everyone is **IN GOOD CONDITION** and uses the correct **PERSONAL PROTECTION EQUIPMENT**

As an individual

- **CONCENTRATE** on the task you are working on and don't be distracted
- Pay attention when unexpected events occur
- Have an **OPEN AND RESILIENT ATTITUDE** that can help you to deal with changes
- Make sure you get **SUFFICIENT SLEEP** and **RESTFUL MOMENTS** during the work
- Make sure you are both mentally and physically **FIT**
- **EAT HEALTHY** and drink less coffee. Smoke a little less (or don't smoke at all)

Note: Follow the MIND YOUR STEP! presentation carefully. Participate in the talk and discussion, exchange ideas and fill in the activity sheet, which you can hand over to the person who is giving the presentation or to your supervisor.

On the back of this brochure you will find '5 to remember', a short reminder of the most important things that you need to consider at all times.

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5

to remember

- 1** **Avoid dangerous situations as much as possible**, mark them or cordon them off
- 2** **Use anti-slip materials** (e.g. sand, salt) on walkways and working areas
- 3** **Clean up your workspace regularly** (housekeeping!)
- 4** **Keep 3 points contact** when using stairs or ladder
- 5** **Wear proper shoes** (find the right balance between firmness and comfort)

NOTE: Make sure you are in good condition! A good night's rest is important and take enough rest breaks.