

# STANDARD OPERATING PROCEDURE

**Slip, Trip and Fall Hazard Prevention**

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## SLIP, TRIP AND FALL HAZARD PREVENTION



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1	APP	Jan 24, 2010	Approved	Ken Morran	Stan Miller	Stan Miller
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*The following is a step-by-step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.*

## 1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to slip, trip and fall hazard prevention.

## 2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site specific requirements are being met or exceeded before performing the task.

## 3.0 HAZARDS AND CONTROLS

- Falls from working at heights.
  - Assess all tasks to identify potential fall hazards.
  - Ensure an adequate fall protection system is used when working at heights greater than 1.8 metres (6 feet); follow 950C-C-016 Fall Protection Code.
  - Ensure ladders are set up, cleaned and secured properly; follow 960C-SOP-006 Safe Use of Ladders and Stairs.
  - Ensure fall protection equipment is worn when operating all mobile elevated work platforms; follow 960C-SOP-001 Elevated Work Platform.
- Slipping, tripping or falling while climbing.
  - Ensure three-point contact while climbing; follow 960C-SOP-013 Three Point Contact While Climbing.
- Slips, trips and falls from walking on slippery or uneven ground.
  - Keep eyes on path and do not multi-task while walking on slippery or uneven ground.
  - Practice "Walk, Stop and Look" while inspecting items such as equipment walk around inspections or work observations.
    - Walk – while keeping eyes on path.
    - Stop – at a location that will allow you to inspect the item.
    - Look – at items that are required to be inspected.
  - Choose the safest path to your destination by avoiding water, deep mud, uneven ground, ice, and deep ruts.
  - If designated paths are available, use them. Do not take shortcuts.

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- Wear footwear traction aids when working or walking outside in slippery and icy conditions during winter months. This includes walking to and from buildings, equipment, buses, vehicles and while working outside.
  - Traction aid use is mandatory and applicable to all personnel working on all worksites during winter months. Winter months include anytime snow or ice is on the ground.
  - Although it is encouraged, traction aids are not mandatory for office personnel not working on a worksite.
  - Do not wear traction aids indoors and always review the manufacturer's instructions prior to donning a pair.
  - Depending on the style of traction aids, an additional slip or trip hazard may be created when climbing and walking on equipment. Review the manufacturer's instructions prior to use and do not wear traction aids that will cause slipping or tripping hazards on equipment. Use an alternative style. Do not wear traction aids on metal plates.
- Ensure pathways, entrances, and outdoor work areas are maintained daily and as conditions change.
- Spread sand in icy conditions; ensure sand is not lumpy and full of "ankle biters". Use smaller equipment and tools (i.e. shovels, walk behind salt and sand spreaders or skid steers) to spread sand around work areas and under equipment. Spread sand and ice melt in front of building entrances and on pathways.
- Use graders to blade and scarify large work areas or to assist in removing wet and sloppy material.
- Consider using wooden walkways with anti-slip/skid tape for high traffic areas. Ensure steps and stairways into buildings are clean and free from ice and dirt build up.
- Ensure work areas are clean and free of debris. Cords and cables are organized and do not present a tripping hazard. Spills are cleaned up; materials are stored out of the work area and in a visible location. Follow 950C-C-022 General Housekeeping Code.

## 4.0 CHECKLIST

- Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job)
- Complete FLRA cards before starting the work.
- Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's.
- Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- Standard of Training required for working on this job: On-the job training.**

## 5.0 DEFINITIONS

### 5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

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## 5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees and third-party processors.

## 5.3 HSE

Refers to the Health, Safety & Environment department.

## 6.0 PROCEDURE

- 1) Prior to any task, workers will complete a hazard assessment (i.e. FLRA) and identify slip, trip and fall hazards. Workers will implement appropriate controls or notify supervision of any hazards outside of their control.
- 2) Supervision will inspect work areas and tasks regularly to identify slip, trip and fall hazards and implement appropriate controls. Management and supervision will consider slip, trip and fall hazards as part of their work or project planning.
- 3) Workers will wear appropriate PPE to prevent against slipping and falling. This can include fall protection equipment as well as traction aids. All PPE must be inspected prior to use.
- 4) Management and or supervision will complete a Winter Preparation Plan prior to October 31<sup>st</sup>. The plan will identify at risk areas (i.e. walkways, entrances, work areas, driveways, etc.) and assign responsible people to ensure these areas are maintained (shovelled, sanded, salted, graded, etc.). The plan will also identify materials and equipment needed (i.e. sand, ice melt, graders, skid steers, etc.) and ensure they are stocked in the warehouse or readily available.

## 7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

## 8.0 REFERENCES

- Alberta Occupational Health and Safety Act, Regulation and Code – Part 8, Entrances, Walkways, Stairways and Ladders
- 960C-SOP-001 Elevated Work Platform
- 960C-SOP-006 Safe Use of Ladders or Stairs
- 960C-SOP-013 Three Point Contact While Climbing
- 950C-C-016 Fall Protection Code
- 950C-C-022 General Housekeeping Code

## 9.0 APPENDICES

No appendices.