

Slips Trips and Falls Prevention and Housekeeping

Business Name:		ABN:
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:	
4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. WHS Governance, Policies and Legal Compliance	<ul style="list-style-type: none"> Absence of a documented slips, trips and falls prevention policy aligned to WHS Act 2011 and WHS Regulations Inadequate integration of housekeeping and trip hazard management into the overall WHS management system Senior management not visibly accountable for housekeeping and slip/trip performance Lack of alignment between company policies and Australian Standards or industry codes of practice No clear organisational expectation to eradicate tripping hazards rather than merely work around them 	4A	<ul style="list-style-type: none"> Develop, approve and implement a formal Slips, Trips and Falls Prevention and Housekeeping Policy referencing WHS Act 2011 duties of PCBUs, officers and workers Integrate slips, trips and falls controls into the overarching WHS management system, including planning, consultation, risk management and incident management processes Assign executive-level ownership for housekeeping and trip hazard risk performance, with regular reporting to the Board or WHS Committee Align internal standards with relevant Australian Standards, codes of practice and industry best practice on slip resistance and housekeeping Set a documented risk appetite that prioritises elimination of trip hazards at source rather than administrative work-arounds Review the policy at least annually or following incidents, changes in operations or legislative updates 	2M
2. Organisational Roles, Responsibilities and Accountability	<ul style="list-style-type: none"> Unclear allocation of responsibilities for identifying and eradicating trip hazards Supervisors not held accountable for maintaining tidy and obstruction-free work areas No designated person responsible for monitoring housekeeping standards across sites Workers assuming owners (e.g. cleaners, subcontractors) will remove materials on the ground and tile spacers Inconsistent enforcement of housekeeping rules between departments and shifts 	3H	<ul style="list-style-type: none"> Document and communicate specific roles and responsibilities for slips, trips and falls management within position descriptions and WHS procedures Include housekeeping performance and trip hazard rectification in supervisor and manager KPIs and performance reviews Appoint competent area owners or housekeeping coordinators with authority to stop work until trip hazards are rectified Define responsibilities for subcontractors and visitors in contracts, site induction materials and workplace rules Implement a graduated enforcement process for repeated non-compliance with housekeeping and trip hazard requirements Require regular leadership walk-arounds focused specifically on housekeeping and slip/trip risk, with actions tracked to closure 	1L
3. Risk Management and Hazard Identification Systems	<ul style="list-style-type: none"> No formal process to systematically identify slip, trip and fall hazards across the workplace Failure to identify and record recurring trip hazards from tile spacers, tools and materials left on the ground Risk assessments focusing only on high-risk work, ignoring everyday slips and trips from messy environments 	4A	<ul style="list-style-type: none"> Embed slips, trips and falls into the organisation's formal risk management procedure, including hazard identification, risk assessment and control selection Maintain a site-specific risk register that includes common trip sources such as loose materials, tile spacers, offcuts, cables and tools Schedule regular inspections and risk assessments of high-traffic and task-specific areas (e.g. corridors, stairs, laydown areas, tiling zones) Provide training to supervisors and safety representatives on identifying systemic housekeeping failures and slip/trip precursors 	2M

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	<ul style="list-style-type: none"> Outdated or inadequate risk registers that do not capture housekeeping system failures Lack of competency in conducting risk assessments for slips, trips and falls 		<ul style="list-style-type: none"> Integrate housekeeping and trip hazards into toolbox talks, pre-start risk assessments (e.g. JSAs) and daily work planning Use risk data (incidents, near misses, inspection findings) to update risk ratings and prioritise corrective actions 	
4. Workplace Layout, Design and Engineering Controls	<ul style="list-style-type: none"> Poor workplace layout that encourages storage of materials and tools in walkways Inadequate space allocation for material laydown and waste, leading to cluttered floors Uneven surfaces, changes in level, loose tiles or damaged flooring creating trip points Inadequate design of stairs, ramps and transitions between floor types Lack of engineered solutions for cable management and hose routing 	4A	[REDACTED]	2M
5. Housekeeping Standards and Cleanliness Programs	<ul style="list-style-type: none"> Inadequate housekeeping standards resulting in build-up of debris, offcuts, tools and tile spacers on the ground No structured cleaning program for high-traffic or high-risk areas Reliance on individuals to voluntarily keep areas tidy without systems support Failure to promptly remove spills, dust, adhesives and residues that increase slip risk Overfilled bins and waste areas causing overflow into walkways 	4A	[REDACTED]	2M
6. Materials, Tools and Equipment Management	<ul style="list-style-type: none"> Uncontrolled storage of materials, tile spacers, tools and equipment on the ground or in walkways Poorly planned material deliveries leading to congestion and ad hoc storage 	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> No defined system for temporary storage of work-in-progress materials close to the job front Inadequate management of pallets, packaging and offcuts creating trip and fall hazards Unsecured tools and equipment on elevated surfaces creating drop or fall-to-same-level risks 		[REDACTED]	
7. Floor Surfaces, Contamination and Slip Resistance	<ul style="list-style-type: none"> Inappropriate or low slip-resistant floor surfaces in wet or contaminated areas Build-up of water, oils, adhesives, grout, dust or mud increasing slip potential Failure to promptly identify and manage new slip hazards arising from works such as tiling or cleaning Inadequate specification or maintenance of floor finishes, coatings and sealers Use of temporary floor coverings, cover or protection sheeting that bunch, wrinkle or curl 	3H	[REDACTED]	1L
8. Access, Egress and Traffic Management	<ul style="list-style-type: none"> Obstruction of emergency exits, stairs and designated walkways by equipment and materials Poorly defined pedestrian routes through active work areas leading to exposure to trip hazards Inadequate lighting in corridors, stairways, external areas and temporary work zones Improper use of temporary access solutions such as makeshift steps, ramps or platforms Unmanaged interface between vehicles, mobile plant and pedestrian routes contributing to rushed movement and slips or trips 	3H	[REDACTED]	1L

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9. Contractor and Subcontractor Management	<ul style="list-style-type: none"> Subcontractors leaving tools, tile spacers and materials scattered on floors in shared areas Inconsistent housekeeping standards between contractors and the principal contractor Lack of contractual requirements regarding slip, trip and housekeeping expectations Poor supervision of subcontractor work fronts, leading to unmanaged trip and fall hazards Failure to coordinate multiple trades resulting in congested, messy environments 	4A	[REDACTED]	2M
10. Training, Induction and Worker Competency	<ul style="list-style-type: none"> Workers not trained to recognise systemic trip and fall risks beyond their immediate task Induction programs not addressing slips, trips and housekeeping expectations in sufficient detail Supervisors lacking skills to enforce housekeeping standards and manage messy environments New starters and subcontractors unaware of site-specific trip hazards and reporting processes Over-reliance on PPE without engineering controls 	[REDACTED]	[REDACTED]	1L
11. Inspection, Monitoring and Assurance Activities	<ul style="list-style-type: none"> Irregular or superficial inspections that miss developing trip and fall risks No structured monitoring of compliance with housekeeping programs and standards Corrective actions for identified trip hazards not tracked through to completion Failure to analyse inspection data to identify systemic issues such as recurring tile spacer or tool-related trips 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Over-reliance on incident reports instead of proactive verification activities 		[REDACTED]	
12. Incident, Near Miss Reporting and Investigation	<ul style="list-style-type: none"> Under-reporting of slips, trips and near misses due to perception that they are minor Inadequate investigation of incidents leading to failure to address underlying system causes Focus on worker behaviour rather than design, housekeeping systems and supervision Lack of feedback to workers on outcomes of investigations and corrective actions Repeat incidents involving the same type of trip hazard (e.g. tools or tile spacers on the floor) due to poor learning processes 	3H	[REDACTED]	1L
13. Change Management and Project Planning	<ul style="list-style-type: none"> Introduction of new work processes (e.g. tiling, refurbishment, maintenance) without assessing slips and trip implications Temporary works creating clutter and messy environment not captured in planning Uncontrolled changes in layout, storage areas or access routes leading to unexpected trip hazards Short timeframes and schedule pressure reducing focus on housekeeping and hazard eradication Failure to update risk assessments and housekeeping plans following significant change 	3H	[REDACTED]	1L
14. Worker Consultation, Participation and Culture	<ul style="list-style-type: none"> Workers not consulted on practical ways to minimise slips and trips in their specific work areas 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> • Poor safety culture leading to acceptance of messy environments as normal • Reluctance to challenge unsafe housekeeping practices of peers or subcontractors • No formal mechanism to raise and resolve systemic housekeeping issues • Limited worker involvement in developing and reviewing housekeeping procedures 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
15. Health, Fitness for Work and Human Factors	<ul style="list-style-type: none"> • Fatigue, distraction or rushing increasing the likelihood of slips and trips, especially in cluttered environments • Pre-existing musculoskeletal or balance conditions making workers more vulnerable to falls from tripping over materials • Inadequate consideration of vision requirements and use of corrective lenses in low-light or complex environments • Work organisation leading to congestion of people and tasks in small spaces • Insufficient time allowed for safe housekeeping and area clean-up within job planning 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004
 Occupational Health and Safety Regulations 2017
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2025
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020
 Work Health and Safety Regulations 2022
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
 Work Health and Safety (National Uniform Legislation) Regulation 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)
 Work Health and Safety Regulations 2012 (SA)
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

Tasmania

Work Health and Safety Act 2012
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012
 Work Health and Safety Regulations 2012
 Work Health and Safety (Transitional) Regulations 2012
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.