

Slips Trips and Falls

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 for the task parts. 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, Policy and Leadership for Slips, Trips and Falls	<ul style="list-style-type: none"> Absence of a formal, documented Slips, Trips and Falls (STF) prevention policy aligned with WHS Act 2011 and WHS Regulations Senior management not clearly accepting due diligence obligations for STF risk management Lack of clearly defined STF safety objectives, targets and performance indicators Inadequate allocation of budget and resources to manage STF risks (e.g. flooring upgrades, lighting, maintenance, training) No clear assignment of roles, responsibilities and accountabilities for STF prevention across the organisation Failure to integrate STF risk management into overall WHS management system and strategic planning 	4A	<ul style="list-style-type: none"> Develop and endorse a written Slips, Trips and Falls Prevention Policy referencing obligations under WHS Act 2011 and WHS Regulations Define and document office due diligence responsibilities relating to STF, including regular review of incident data and control effectiveness Set measurable STF objectives (e.g. reduction in STF incident rate, audit completion targets, corrective action close-out times) and review progress at WHS committee and leadership meetings Allocate dedicated budget lines for STF risk controls including flooring improvements, lighting upgrades, housekeeping equipment and training programs Develop a RACI (Responsible, Accountable, Consulted, Informed) matrix that specifies STF prevention responsibilities for managers, supervisors, HSRs and workers Integrate STF risks and controls into the organisation's WHS management system, including risk registers, construction processes and continuous improvement cycles 	3H
2. Risk Management Framework and Assessment of STF Hazards	<ul style="list-style-type: none"> No systematic process in place to identify STF hazards across all work locations and activities Risk assessments are informal or not documented, leading to inconsistent controls Failure to consider foreseeable non-routine situations (e.g. cleaning, maintenance, emergency evacuations, peak customer periods) Inadequate assessment of external areas such as car parks, loading docks, access paths and shared areas Risk assessments not considering different worker groups (e.g. contractors, visitors, young workers, persons with disability) Lack of periodic review of STF risk assessments following incidents, near 	4A	<ul style="list-style-type: none"> Implement a documented WHS risk management procedure that explicitly includes systematic identification and assessment of STF hazards Use standardised STF risk assessment templates and checklists that cover internal, external and transitional areas (ramps, stairs, thresholds) Ensure risk assessments consider routine and non-routine tasks, emergency scenarios, seasonal and weather-related conditions Include car parks, loading areas, walkways, access routes, and public interfaces within the scope of regular STF risk assessments Consult with workers, HSRs and contractors during risk assessments to capture practical STF hazards and near-miss history Schedule formal review of STF risk assessments at least annually, and after significant incidents, workplace modifications or introduction of new equipment Maintain a centralised, version-controlled risk register capturing identified STF hazards, current controls and required actions 	2M

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	misses, changes in layout or introduction of new plant			
3. Workplace Design, Layout and Traffic Management	<ul style="list-style-type: none"> Poor workplace layout causing congestion and people walking through high-risk operational or storage zones Inadequate separation of pedestrian and vehicle routes leading to hurried movements and trip hazards Narrow or cluttered walkways, bottlenecks and blind corners increasing risk of collision and falls Inappropriate location of amenities, storerooms or printers leading to unnecessary travel and shortcutting through unsafe areas Lack of consistent design standards for stairs, ramps, thresholds and changes in level across the workplace Inadequate allocation of secure storage areas leading to materials being stored in walkways 	4A	<ul style="list-style-type: none"> Adopt documented design standards for safe access and egress, including minimum walkway widths, turning spaces and clearances for pedestrian routes Implement a formal traffic management plan separating pedestrian and vehicle movement where reasonably practicable, including designated walkways and crossings Use layout planning and workflow mapping to minimise unnecessary movement and avoid routing pedestrians through high-risk zones Position high-use facilities (e.g. amenities, printers, break areas, consumables stores) to reduce long travel distances and discourage unsafe shortcuts Standardise design of stairs, ramps and changes in level in accordance with relevant Australian Standards and building codes, including consistent riser heights and tread depths Provide adequate, clearly labelled storage areas adjacent to points of use so materials and equipment are not stored in corridors or emergency exits Include RTF considerations in approval processes for any layout change, refurbishment or new fit-out 	2M
4. Flooring, Surface Selection and Maintenance Systems	<ul style="list-style-type: none"> Selection of floor surfaces with poor slip resistance in wet or contaminated conditions Lack of documented specification for slip-resistant flooring in high-risk areas (kitchens, bathrooms, entries, external paths) Degradation of floor surfaces (cracks, loose tiles, lifted carpet, uneven joints) due to age or poor maintenance Use of inappropriate floor finishes, polishes or sealants that increase slipperiness Failure to manage cables, hoses and temporary services crossing pedestrian routes No systematic inspection program for flooring defects and surface contamination 	4A	<p>[REDACTED]</p>	2M

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5. Housekeeping, Storage and Material Handling Systems	<ul style="list-style-type: none"> Inconsistent housekeeping standards leading to items being left on floors and walkways Lack of clear procedures for immediate clean-up of spills or dropped materials Inadequate storage systems resulting in overstocking aisles and encroachment into walkways Poor waste management processes causing bins to overflow and waste to be stored on the floor No defined responsibilities for maintaining clear access ways, stairs and emergency exits Use of ad-hoc storage (e.g. stacking items on top of cupboards or in corridors) that creates fall and trip hazards 	3H	[REDACTED]	1L
6. Wet Areas, Contamination and Spill Management	<ul style="list-style-type: none"> Water and other liquids tracked from outdoors in wet weather, especially at entrances and transit zones Inadequate management of spills from processes, cleaning, food service, bathrooms Absence of suitable entrance matting systems at external doors Poor drainage design leading to pooling water inside or outside buildings No established system to monitor and manage condensation, leaks or plumbing failures Inconsistent access to spill response equipment and lack of clarity on responsibility for spill response 	4A	[REDACTED]	2M
7. Stairs, Ramps, Ladders and Elevated Access Systems	<ul style="list-style-type: none"> Non-compliant design or inconsistent dimensions of stairs and ramps increasing likelihood of missteps 	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> Absence or poor condition of handrails, guardrails and anti-slip nosings on stairs and ramps Use of portable ladders instead of safer access systems due to poor planning or lack of equipment Inadequate inspection and maintenance of fixed ladders, platforms and mezzanine access Visual contrast on stair edges and landings insufficient for persons with impaired vision Lack of administrative controls governing safe selection, inspection and use of portable ladders 		[REDACTED]	
8. Lighting, Visibility and Signage	<ul style="list-style-type: none"> Insufficient lighting levels in corridors, stairs, external paths and car parks Glare, shadowing or inconsistent lighting causing poor perception or masking of hazard Burnt-out or damaged light bulbs not replaced in a timely manner due to lack of reporting or maintenance systems Inadequate or unclear signage warning of temporary hazards such as wet floors, uneven surfaces or work in progress Poorly marked changes in level, low headroom or non-obvious obstructions in pedestrian routes 	3H	[REDACTED]	1L
9. Procurement, Contractor Management and Supply Chain Controls	<ul style="list-style-type: none"> Procurement decisions based solely on cost without consideration of STF risk performance (e.g. low-quality flooring or matting) Engagement of contractors (cleaners, maintenance, construction) without clear 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> STF requirements in contracts and scopes of work • Suppliers and delivery drivers creating trip hazards (e.g. pallets, packaging, trolleys) in pedestrian routes • Hire or purchase of equipment (e.g. ladders, trolleys, mobile plant) without assessment of STF implications • Lack of coordination between multiple contractors working simultaneously, leading to poorly controlled temporary hazards 		[REDACTED]	
10. Cleaning, Maintenance and Out-of-Hours Activities	<ul style="list-style-type: none"> • Cleaning schedules that coincide with peak pedestrian traffic, leading to exposure to wet or treated floors • Cleaners and maintenance workers not following agreed controls for barricading, signage and access restriction • Use of cleaning chemicals and methods that temporarily increase slipperiness without adequate control • Out-of-hours work leading to reduced supervision, poor lighting and use of shortcuts in access routes • Failure to coordinate maintenance activities (e.g. cabling, open floor panels, temporary ramps) with workplace operations 		[REDACTED]	1L
11. Worker Competency, Training and Awareness	<ul style="list-style-type: none"> • Workers and supervisors not understanding their duties under the WHS Act 2011 in relation to STF prevention • Lack of specific training on identifying STF hazards and implementing control measures • New and young workers unfamiliar with site-specific STF risks and reporting processes • Supervisors not competent to monitor STF controls and enforce housekeeping standards 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> • Complacency or normalisation of deviance, where minor STF hazards are tolerated as 'part of the job' 		[REDACTED]	
12. Worker Consultation, Reporting and Safety Culture	<ul style="list-style-type: none"> • Insufficient consultation with workers and Health and Safety Representatives about STF risks and controls • Workers not reporting minor STF incidents, hazards or near misses due to fear of blame or belief that nothing will change • Lack of mechanisms to capture and act on suggestions for improved STF controls from frontline workers • Inadequate feedback to workers on actions taken in response to reported STF issues, leading to disengagement • Cultural acceptance of poor housekeeping, rushing and unsafe shortcuts 	3H	[REDACTED]	1L
13. Incident Management, Investigation and Corrective Actions	<ul style="list-style-type: none"> • Under-reporting of STF incidents and near misses, resulting in missed learning opportunities • Superficial incident investigations that focus on individual behaviour rather than systemic causes • Lack of structured root cause analysis for significant STF incidents • Corrective actions not addressing underlying design, maintenance or procedural weaknesses • Poor tracking and close-out of STF-related corrective actions 	3H	[REDACTED]	1L
14. Fatigue, Workload and Work Organisation Factors	<ul style="list-style-type: none"> • High workloads and time pressure causing rushing, reduced attention and increased STF risk • Inadequate management of fatigue from long hours, shift work or irregular rosters impacting coordination and decision making 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Poorly planned work sequences that require frequent carrying of loads over long distances or multiple levels Insufficient rest breaks leading to reduced alertness and greater chance of missteps Lack of flexibility to adjust tasks for workers with temporary or permanent mobility limitations 		[REDACTED]	
15. Emergency Planning, Evacuation and Business Continuity	<ul style="list-style-type: none"> Evacuation routes that include unmanaged STF hazards such as uneven surfaces, cluttered corridors or poorly lit stairs Emergency drills not accounting for people with limited mobility or sensory impairments Lack of planning for STF risk during emergency scenarios (e.g. wet external assembly points, panic and crowding) Inadequate maintenance of emergency lighting and exit signage creating fall risks during power outages No contingency arrangements for maintaining STF controls during disruptive events (e.g. flooding, construction, temporary relocations, 	3H	[REDACTED]	1L

SAMPLE

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.