

Slips & Trips in the Office

SAFETY AWARENESS KEPT SIMPLE

Safety Talk Delivery Pack

This Safety Talk contains:

- 5 - Page Talk Text
- 6 - OHP Presentation Slide Pack
- 12 - A5 Talk Handout Sheets
- Assessment and Assessment Answers Sheet
- Employee Attendance Register
- A "How to Present Safety Talks Guide"

Using the talks (Extract "How to Present Safety Talks"):

Plan which topic you want to discuss with your team.

Read through the script before you hold the meeting to familiarise yourself with the material.

Start the talk with a comment that makes the topic relevant to the team. For example, if you have seen a number of people using ladders incorrectly, use this as your opening comment.

Follow the script but don't read straight from the page. The script is only a prompt and it will sound better if you use your own words.

Ask the questions as they appear in the script. It is important you do this because they are a lead in to the next section of your talk.

Give the team enough time to answer the questions. Safety talks can be boring for the team if you are the only one talking.

Hand out the information sheets as they appear in the script. Don't hand out all the information sheets at the start of the talk otherwise there is a temptation for the team to read ahead and not listen to the points you are making.

Collect the information sheets at the end of the talk so they can be used again.

To obtain your Safety Talk Delivery Pack go to: www.smartsafe.com.au

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INTRODUCTION


Slip, trips and falls are the most common cause of major injuries in workplaces and account for over half of all reported injuries to members of the public.

LEARNING OUTCOMES

At the end of this talk you will know:

- the common causes of slips, trips and falls;
- the types of injuries that can result from slips, trips and falls;
- how to identify slip, trip and fall hazards; and
- what you can do to eliminate or reduce the level of risk they present.

TYPES OF INJURIES THAT CAN RESULT FROM SLIPS, TRIPS AND FALLS

	<i>“What types of injuries do you think can result from slips, trips and falls?”</i>
	Hand out sheet 1 – Some injuries that can result from slips, trips and falls

Some of the most common injuries that can result from slips, trips and falls include:

- sprains and strains of joints and adjacent muscles;
- fractures;
- open wounds and contusions;
- crushing and amputation of body parts; and
- head injuries, including concussion.

The injuries suffered from slips, trips and falls can be further complicated by:

- being hit by objects knocked over by the person who trips, slips or falls (e.g. equipment and chemicals);
- being trapped between stationary and moving objects; and
- colliding with another person.

These injuries generally occur from:

- falls on the same level;
- falls from heights; and
- stepping, kneeling or sitting on objects.

Sample OHP Presentation Slide

Sheet 1 – Some Injuries That Can Result From Slips, Trips and Falls



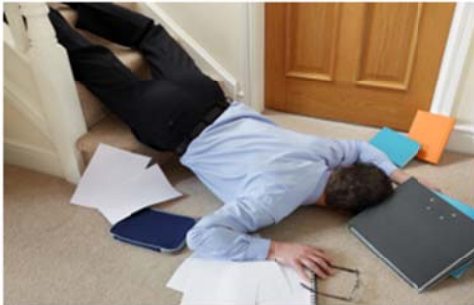
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Sample A5 Handouts

Sheet 3 – The Main Causes of Falls in the Office

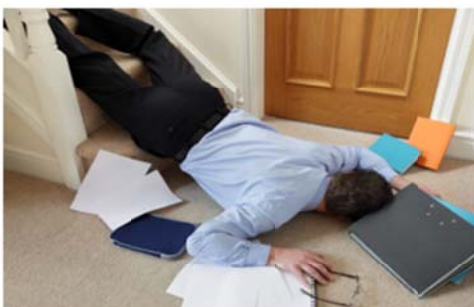


Most falls occur because of:

- incorrect use of ladders;
- faulty or damaged ladders and portable steps;
- using chairs as steps;
- unmarked step or stair edges; and
- lack of handrails on stairs.



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