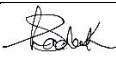


CATEGORY: Health & Safety Policies and Procedures	DATE: November 2016
SUBJECT: Slips, Trips, and Falls	REVIEWED: August 2026
APPROVED BY: Shemina Ladak, Executive Director 	

POLICY STATEMENT

Centennial Infant and Child Centre (CICC) is committed to providing a safe and healthy environment for children, families, staff, students, volunteers, contractors, and visitors. CICC will take every reasonable precaution to prevent injuries resulting from slips, trips, falls, and improper footwear by identifying hazards, maintaining safe work practices, and complying with the Occupational Health and Safety Act (OHSA).

PURPOSE

The purpose of this policy is to:

- Reduce the risk of slips, trips, and falls within the Centre.
- Establish safe workplace practices.
- Identify responsibilities for managers, staff, students, and volunteers.
- Promote the use of appropriate footwear and safe equipment.

SCOPE

This policy applies to all staff, students, volunteers, contractors, and visitors while on CICC property or participating in Centre activities.

RESPONSIBILITIES

Managers

Managers shall:

- Identify and communicate actual or potential slip, trip, and fall hazards.
- Ensure hazards are corrected or controlled as soon as reasonably possible.
- Ensure staff, students, and volunteers follow safe work practices.
- Ensure appropriate footwear is worn while working.
- Provide instruction on the safe use of ladders and other equipment when required.
- Investigate and document incidents, hazards, and near misses.

Staff, Students and Volunteers

All staff, students, and volunteers shall:

- Follow this policy and safe work practices.
- Wear appropriate footwear while on duty.
- Report hazards, unsafe conditions, incidents, and near misses immediately to their Manager
- Keep work areas free of hazards and obstructions.
- Use ladders and stairs safely.

- Participate in required health and safety training.

SLIPS, TRIPS AND FALLS PREVENTION

Because child care environments include toys, children's equipment, changing routines, and frequent movement, staff shall take reasonable precautions to prevent slips, trips, and falls.

Staff shall:

- Keep walkways, exits, and work areas clear of toys, equipment, and other obstacles.
- Clean up spills immediately and place appropriate warning signage when required.
- Ensure rugs and floor mats are secure and in good condition.
- Use absorbent floor mats in entrances.
- Report damaged flooring, uneven surfaces, or other hazards promptly.
- Walk at a safe pace, particularly when carrying children or materials that may restrict visibility.
- Maintain good housekeeping throughout the Centre.

SAFE FOOTWEAR

Appropriate footwear is required while working at CICC.

Appropriate footwear includes shoes that:

- Have non-slip soles.
- Fit securely and support the entire foot or have a secure heel strap.
- Provide good stability and traction.
- Are in good condition and appropriate for the work environment.

The following footwear is not permitted while working:

- flip-flops;
- beach footwear;
- slippers;
- clogs without heel straps;
- high heels;
- platform shoes;
- footwear that does not adequately support or secure the foot.

WINTER FOOTWEAR

Staff, students, and volunteers who escort children outdoors shall wear footwear appropriate for snow, ice, or wet conditions, including waterproof footwear with slip-resistant soles.

SAFE USE OF LADDERS

When using ladders, staff shall:

- Inspect the ladder before use.
- Ensure the ladder is placed on a stable, level surface.
- Always face the ladder when climbing.
- Maintain three points of contact whenever possible.

- Never stand on the top step or top platform unless designed for that purpose.
- Never move or reposition a ladder while it is occupied.
- Avoid overreaching or carrying loads that could affect balance.

Where work cannot be completed safely using a ladder, alternative equipment shall be used.

SAFE USE OF STAIRS

When using stairs, staff shall:

- Use handrails whenever available.
- Keep one hand free to maintain balance.
- Avoid carrying loads that obstruct vision or require both hands.
- Use caution and avoid rushing.
- Ensure stairways remain free of obstructions at all times.

REPORTING HAZARDS

All slip, trip, fall hazards, incidents, injuries, and near misses shall be reported immediately to the manager.

Corrective action shall be taken as soon as reasonably possible to eliminate or minimize the hazard.

TRAINING

This policy shall be reviewed with all staff, students, and volunteers:

- before commencing work or placement;
- annually thereafter; and
- whenever revisions are made.

Training and policy review shall be documented using the CICC Policy Review Form.

REFERENCES

- Occupational Health and Safety Act (Ontario).
- Ontario Ministry of Labour, Immigration, Training and Skills Development - Preventing Slips, Trips and Falls in the Workplace
- Workplace Safety and Insurance Board (WSIB) – Preventing Slips, Trips and Falls.
- Child Care and Early Years Act, 2014 and Ontario Regulation 137/15.