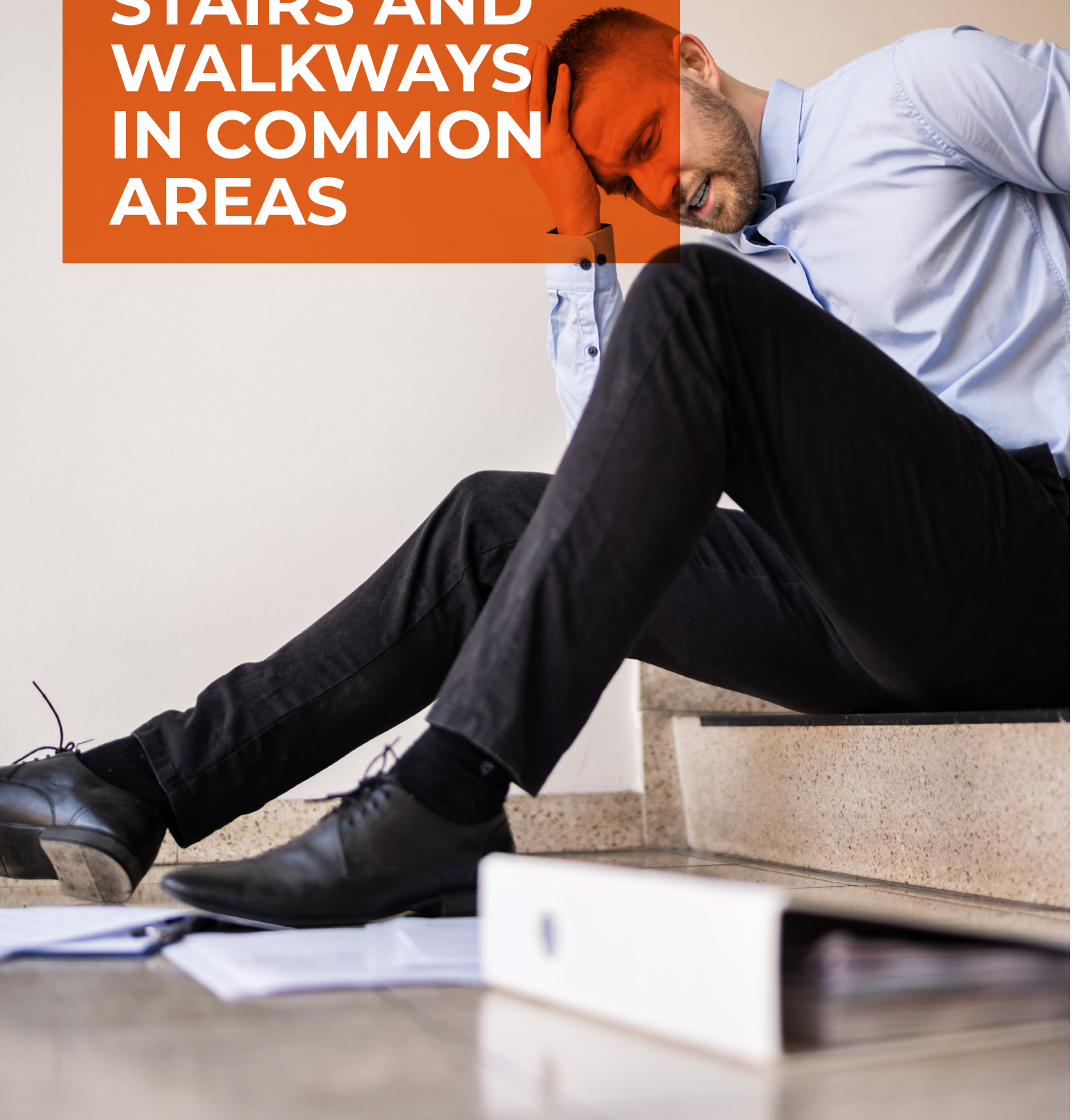


USING STAIRS AND WALKWAYS IN COMMON AREAS



Company Name:	SOP Number:
Address Details:	
Revision:	Revision Date:
Document Date:	Approved By:
Created & reviewed by: My Safety Shop Pty Ltd	

INTRODUCTION

A safe operating procedure (SOP) is an integral part of the risk management process as it outlines the hazards, risks and associated controls measures to be applied to ensure the task/activity is conducted in a way to reduce the risk of injury.

RESPONSIBILITY

It is the responsibility of each individual to carry out all tasks safely and in the prescribed manner. Supervisors and Departmental Managers are responsible for ensuring compliance with the prescribed guidelines set out in this document.

REFERENCES

Occupational Health and Safety Act 85/1993

- Section 8(2)(b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- Section 8 (2)(d) provides such information, instructions, training and supervision as may be necessary to ensure, as far as reasonably practicable, the health and safety at work of his employees.
- Section 8(2)(j) causing all employees to be informed regarding the scope of their authority as contemplated in section 37(1)(b).
- Section 13 Without derogating from any specific duty imposed on employers by this Act, every employer shall - (a) as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards.



A stairway, staircase, stairwell, flight of stairs, or simply stairs is a construction designed to bridge a large vertical distance by dividing it into smaller vertical distances, called steps. Stairs may be straight, round, or may consist of two or more straight pieces connected at angles.

POTENTIAL HAZARDS:

- Slip, Trip and Fall Hazard: Wet stairs and walkways
- Slip, Trip and Fall Hazard: Uneven floor surfaces on stairs and in walkways
- Slip, Trip and Fall Hazard: Stairs and walkways
- Slip, Trip and Fall Hazard: Protruding carpet edging strips on stairs and in walkways
- Slip, Trip and Fall Hazard: Poorly placed delivered goods in walkways
- Slip, Trip and Fall Hazard: Loose carpets on stairs and in walkways
- Slip, Trip and Fall Hazard: Furniture on stairs and in walkways
- Slip, Trip and Fall Hazard: Electrical cables running over carpets on stairs and in walkways
- Slip, Trip and Fall Hazard: Cracked tiles and floor surfaces on stairs and in walkways
- Slip, Trip and Fall Hazard: Loose tiles on stairs and in walkways

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RISK ASSESSMENT CONTROL MEASURES:

Appointment Letters	Health and Safety Representative
Communication Awareness	Use of Stairs
Inspections	Safety Representative Inspection Checklist
Inspections	Stairs and Stairway Inspection Checklist
Safe Operating Procedure	Using Stairs and Walkways
Safety Signs	General Information - GA17 - Stairs Going Down
Safety Signs	General Information - GA18 - Stairs Going Up
Training	General Health and Safety - Induction Training
Training	Health and Safety Representative
Training	Task Analysis and SOPs

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

None

OPERATIONAL SAFETY:

STAIRS SAFETY:

The stairs in your work environment — the ones you climb up and down every day — can be dangerous. Most of the falls on or from stairs can be prevented. Prevention starts by keeping in mind that there are risks when people use stairs. Good planning and simple strategies can help everyone prevent falls and injuries.

Where Can You Fall?

You can fall anywhere in your work environment where there are stairs, including the entry stairs, stairs leading to another floor or steps leading to another office. Falls resulting in serious injuries can occur even with a single step.

Why do People Fall?

Professionals who study why people fall on or from stairs say health, environmental and behavioural reasons are contributing factors. Health factors include reduced vision, weakness, drowsiness, loss of balance and an inactive lifestyle. Environmental factors include poor design, construction and maintenance of stairs; non-existent or dysfunctional handrails, poor lighting and other factors such as tread surfaces. Behavioural factors include lack of concentration, carrying something while using stairs, unsuitable footwear, unfamiliarity with the stairs (although most stair-related injuries occur on stairs with which the fall victim is familiar) and decisions whether or not — and how — to modify or maintain the stairway environment.

What are the Consequences of Falling on Steps or Stairs?

Falls on stairs can be a major threat to health, independence and confidence. The physical consequences can be serious, including soft-tissue damage and broken bones — especially hips. Other serious consequences — particularly for older people

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- can be the psychological effects resulting from a fall such as lowered confidence and a loss of a feeling of safety, which further reduces health, mobility and activity. Many people never fully recover from the consequences of a fall

What Can You do to Overcome Problems with Stairs?

There are several ways to reduce the health, environmental and behavioural risks associated with the use of stairs. If you feel you have health and/or mobility issues reducing your ability to use stairs safely, you should consult an occupational therapist. An occupational therapist can advise you on the most appropriate changes to your home, your behaviour, or both, to meet your own needs. If, following this, you continue to feel you have problems, consult your family doctor.

Walking up and down stairs safely:

- Know your limits and your strength.
- Make sure the area is well lit and clear of obstacles.
- Be aware of the height of the stair and depth of the step.
- Find out if one or both handrails are available
- Wear sturdy shoes if possible.
- Keep hands empty of unnecessary items.
- Take your time, go slowly.
- Use handrail when available.
- Going up, lead with your stronger leg (if you have a stronger side).
- Going down, lead with the weaker leg (if you have a weaker side).
- Make sure your entire foot is on the step.
- Maintain good posture.

- Avoid excessive leaning or pulling on railing.
- Going one step at a time is the safest method.
- Take rest breaks as needed.
- Ask for help if needed.

HOUSEKEEPING REQUIREMENTS:

- Always leave the place neat and tidy to avoid accidents due to poor housekeeping.
- Ensure the tap is not leaking water before you leave the device.

REVIEW:

This procedure is required to be reviewed every three (3) years, unless in the event of a near miss, incident or accident, at which point all new control measures or possible hazards or change in procedures are to be reviewed and documented

TRAINING:

All employees who are responsible for carrying out this task are to be trained on this procedure within 7 days of commencement of work, and each time this procedure is reviewed re-training is to be conducted. Records of all training are to be kept.

INCIDENT HISTORY

Department	Incident Description	Date of Incident	Claim Number

