

SLIP, TRIP, AND FALL PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Occupational Health Safety and Environment Policy
Approval Date:	November 18, 2021
Effective Date:	December 1, 2021
Procedure Owner:	Vice President, People and Culture
Procedure Administrator:	Director, People and Talent Operations

Overview:

NorQuest College (college) will take appropriate and reasonable measures to manage its activities and minimize conditions that may cause an individual to slip, trip, or fall.

The scope of this policy does not extend to students. Students are to report all incidents and injuries to the Centre for Growth and Harmony.

This procedure is in place to ensure that slip, trip, and fall hazards are effectively managed to reduce the potential for injury, ensure a safe workplace for our employees, and a safe environment for anyone who may enter our campuses. The goal is also to minimize liability risk for the college.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Safety is a shared responsibility and there is a legislated duty to cooperate. The college will implement measures to minimize the potential for slip, trip, and fall incidents at all locations through adherence to procedures, communicating expectations, monitoring conditions, and carrying out inspections.

Although every effort will be taken to reduce slip, trip, and fall incidents, the college cannot effectively control those incidents that are the direct result of an individual deliberately ignoring instructions and procedures or warning signage; wearing inappropriate clothing, footwear, or personal protective equipment; and/or lacking due care and attention to his/her environment.

Responsibilities

Facilities – will manage college property, facilities, and applicable contracted services to minimize slip, trip, and fall incidents through enforcing procedures, carrying out inspections, monitoring conditions and improving conditions.

Employees – must immediately report any condition that has the potential to cause a slip, trip, or fall to Facilities so that corrective action can be taken to eliminate the condition. Conditions include spills, ice/snow accumulation, slippery surfaces, etc. This applies to all college facilities or grounds, owned or leased.

Reporting and Notification of Slips and Falls

Internal

- Employees are expected to notify their supervisor of anyone who has slipped, tripped, or fallen or to report a slip, trip, or fall hazard.
- Employees who fall due to a slippery surface or other condition must notify their supervisor immediately.
- Supervisor must notify the Norquest Occupational Health & Safety (OHS) Consultant,
- Supervisor must notify the NorQuest WCB administrator if the worker is injured

External

- If an injury results in admission to hospital, or fatality, it must be reported to Alberta Occupational Health and Safety (OHS) as soon as possible. To report, call the Alberta OHS Contact Centre at [1-866-415-8690](tel:1-866-415-8690).
 - The OHS Consultant will be responsible to notify Alberta OHS.
- The supervisor must contact NorQuest's WCB administrator as an injury must be reported to the Worker's Compensation Board (WCB) by completing an [Employer's Report of Injury Form](#) within 72 hours if the injury results in:
 - Lost time or the need to modify work beyond the date of the accident, death, or permanent disability.
 - A disabling or potentially disabling disease or condition caused by occupational exposure or activity.
 - The need for medical or mental health treatment beyond first aid.
 - Incurring medical aid expenses (i.e. dental treatment, eye glass repair).

Review of Incidents and Investigations

Investigations involving employees will be led by the supervisor with assistance from the OHS Consultant.

In support of an investigation of a slip, trip, or fall incident the following documents will be required.

- Take photos, immediately, of the area, obstacle or surface that may have caused the incident, and where possible photos of the footwear worn by the person who fell.
- Complete an [incident investigation report](#) including: particulars, witnesses, date and time, and any other information that may have been contributing factors to the incident (weather, lighting, clothing/footwear, slippery conditions, inattention of the individual, etc.).
- Statements from any witnesses to the incident will be obtained and recorded.
- Obtain a weather condition report from Environment Canada (for exterior incidents or where weather conditions may be a factor).
- Collect any other relevant data that may be used in support of the investigation.
- Ensure an [Employer's Report of Injury Form](#) is completed, and submitted to WCB, if the injury meets reporting requirements-listed above

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

- Notify the college’s insurer and/or lawyer where deemed appropriate based on the seriousness of the injury or if those injured may seek legal action.

Slip, Trip, and Fall Incident: is an incident where by an individual trip, slips, or falls as a result of a slippery surface or loss of traction, an obstruction causing a tripping hazard or other condition causing an individual to trip, slip or fall.

- [Occupational Health Safety and Environment Policy](#)
- [Incident Investigation Report](#)
- [Alberta OHS Reporting Requirements](#)
- [Employer Report of Injury form - C040 with Instructions](#)
- [Occupational Health and Safety Act](#)
- [Occupational Health and Safety Regulation](#)
- [Workers' Compensation Act](#)
- [Workers' Compensation Regulation](#)

April 2025

December 2012: replaces Standard Practice 4.12: Slip and Fall
 August 2013: update for document links and branding
 May 2018: reviewed as per the Policy and Procedure Framework Procedure
 August 2019: Compliance Office template & reorganization update
 September 2020: student incident report procedure update, WCB reporting update, incident investigation requirements update
 November 2021: amended to reflect new legislative requirements, and to clarify OHS reporting requirements