

# STANDARD OPERATING PROCEDURE

## Slip, Trip and Fall Hazard Prevention

Document Number: 960C-SOP-019

Original Approval Date: Jan 24, 2010

Revision Number: 4

Page 1 of 4

Latest Revision Date: Jun 03, 2025

Next Revision Date: Jun 03, 2028

Document Approval Level: 4

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## SLIP, TRIP AND FALL HAZARD PREVENTION



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Slip, Trip and Fall Hazard Prevention		Document Number: 960C-SOP-019
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*The following is a step-by-step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.*

## 1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to slip, trip and fall hazard prevention.

## 2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site specific requirements are being met or exceeded before performing the task.

## 3.0 HAZARDS AND CONTROLS

- Risk of falls from working at heights, including slipping, tripping, or falling while climbing.
  - Conduct a thorough assessment of all tasks to identify potential fall hazards.
  - Use an adequate fall protection system when working at heights exceeding 1.8 metres (6 feet), in accordance with 950C-C-016 Fall Protection Code.
  - Properly set up, clean, and secure ladders, following the guidelines outlined in 960C-SOP-006 Safe Use of Ladders and Stairs.
  - Always wear fall protection equipment when operating mobile elevated work platforms, as specified in 960C-SOP-001 Elevated Work Platform.
  - Maintain three-point contact at all times while climbing, following the guidelines in 960C-SOP-013 Three Point Contact While Climbing.
- Slips, trips, and falls from walking on slippery or uneven ground.
  - Keep your eyes on the path and avoid multitasking while walking on slippery or uneven surfaces.
  - Practice the "Walk, Stop, and Look" method during equipment inspections or work observations by maintaining focus on your path while walking, pausing at safe locations to stop, and carefully examining the items or areas that require inspection.
  - Choose the safest path to your destination by avoiding hazards such as water, deep mud, uneven ground, ice, and deep ruts. Always use designated paths when available. Do not take shortcuts.

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Slip, Trip and Fall Hazard Prevention		Document Number: 960C-SOP-019
Original Approval Date: Jan 24, 2010	Revision Number: 4	Page 3 of 4
Latest Revision Date: Jun 03, 2025	Next Revision Date: Jun 03, 2028	Document Approval Level: 4

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- Wear footwear traction aids when working or walking outside in slippery and icy conditions during the winter months. This includes walking to and from buildings, equipment, buses, and vehicles, as well as while working outside.
  - Traction aid use is mandatory for all personnel working on worksites during winter months, defined as any time snow or ice is present on the ground.
  - While encouraged, traction aids are not mandatory for office personnel who do not work on a worksite.
  - Do not wear traction aids indoors, and always review the manufacturer's instructions before use.
  - Some styles of traction aids may create slip or trip hazards when climbing or walking on equipment. Review the manufacturer's guidelines carefully and avoid using traction aids that increase the risk of slipping or tripping on equipment. Use alternative styles as needed and never wear traction aids on metal plates.
- Ensure pathways, entrances, and outdoor work areas are maintained daily and as conditions change.
- Spread sand in icy conditions; ensure sand is not lumpy and full of "ankle biters". Use smaller equipment and tools (i.e. shovels, walk behind salt and sand spreaders or skid steers) to spread sand around work areas and under equipment. Spread sand and ice melt in front of building entrances and on pathways.
- Use graders to blade and scarify large work areas or to assist in removing wet and sloppy material.
- Consider using wooden walkways with anti-slip/skid tape for high-traffic areas. Ensure steps and stairways into buildings are clean and free from ice and dirt buildup.
- Ensure work areas are clean and free of debris. Cords and cables are organized and do not present a tripping hazard. Spills are cleaned up, and materials are stored out of the work area in a visible location. Follow 950C-C-022 General Housekeeping Code.

## 4.0 CHECKLIST

- ☐ Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job)
- ☐ Complete FLRA cards before starting the work.
- ☐ Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's.
- ☐ Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- ☐ **Standard of Training required for working on this job: On-the job training.**

## 5.0 DEFINITIONS

### 5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

### 5.2 Company Personnel

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Slip, Trip and Fall Hazard Prevention		Document Number: 960C-SOP-019
Original Approval Date: Jan 24, 2010	Revision Number: 4	Page 4 of 4
Latest Revision Date: Jun 03, 2025	Next Revision Date: Jun 03, 2028	Document Approval Level: 4

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Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees and third-party processors.

## 5.3 HSE

Refers to the Health, Safety & Environment department.

## 6.0 PROCEDURE

- 1) Prior to any task, workers will complete a hazard assessment (i.e. FLRA) and identify slip, trip and fall hazards. Workers will implement appropriate controls or notify supervision of any hazards outside of their control.
- 2) Supervision will inspect work areas and tasks regularly to identify slip, trip and fall hazards and implement appropriate controls. Management and supervision will consider slip, trip and fall hazards as part of their work or project planning.
- 3) Workers will wear appropriate personal protective equipment (PPE) to prevent slips and falls. This can include fall protection equipment as well as traction aids. All PPE must be inspected prior to use.
- 4) If applicable to your site, management and/or supervision will complete a Winter Preparation Plan prior to October 31st. This plan will identify at-risk areas (e.g., walkways, entrances, work areas, driveways) and assign responsible individuals to ensure these areas are properly maintained (e.g., shovelled, sanded, salted, graded). The plan will also outline the required materials and equipment (e.g., sand, ice melt, graders, skid steers, etc.) and ensure they are either stocked in the warehouse or readily available.

## 7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

## 8.0 REFERENCES

- Alberta Occupational Health and Safety Act, Regulation and Code – Part 8, Entrances, Walkways, Stairways and Ladders
- 960C-SOP-001 Elevated Work Platform
- 960C-SOP-006 Safe Use of Ladders or Stairs
- 960C-SOP-013 Three Point Contact While Climbing
- 950C-C-016 Fall Protection Code
- 950C-C-022 General Housekeeping Code

## 9.0 APPENDICES

No appendices.