

## **Joint Health and Safety Committee Guide**

### **Using Key Factors to Investigate Slips, Trips, and Falls**

#### **Purpose of this Guide**

This document is designed to help the Joint Occupational Health and Safety Committee (JOHSC) identify root causes and recommend effective corrective actions when investigating slip, trip, and fall incidents. By reviewing each factor below, committees can ensure that all possible contributing elements are considered, not just the immediate cause.

#### **How to Use This Information in an Investigation**

##### **1. Review Incident Details**

- Gather facts: who, what, when, where, and how.
- Collect statements, photos, and physical evidence.

##### **2. Assess Contributing Factors**

Use the nine categories provided in this guide to examine potential causes:

- |                       |                             |
|-----------------------|-----------------------------|
| 1. Workplace design   | 6. Environmental conditions |
| 2. Flooring           | 7. Footwear                 |
| 3. Contamination      | 8. Work procedures          |
| 4. Cleaning practices | 9. Human performance        |
| 5. Housekeeping       |                             |

##### **3. Identify Root Causes**

- Go beyond the surface hazard (e.g., a wet floor) to determine *why* the hazard existed and whether controls were missing, ineffective, or not followed.
- Investigate the training. Workers who are new, young, unfamiliar with the working environment, and in precarious employment are likely the most at risk.

##### **4. Apply Corrective Actions**

- Reference the suggested corrective actions under each category in this guide.
- Choose controls based on the hierarchy: eliminate hazards first, then use engineering, administrative, and personal protective equipment (PPE) solutions.

##### **5. Make Recommendations**

- Provide clear, practical, and measurable recommendations to the employer.
- Ensure recommendations are recorded in JHSC meeting minutes and followed up on.

##### **6. Promote a Positive Safety Culture**

- Frame findings as opportunities for improvement, not blame.
- Reinforce that preventing slips, trips, and falls protects workers, reduces costs, and strengthens the overall safety culture.

As a JOHSC member, your role is critical in identifying hazards and driving meaningful change. By using this structured approach, you'll help ensure that every slip, trip, or fall investigation leads to stronger prevention measures and a safer workplace for all.