

Training for supervisors gives a greater understanding of their role in prevention and how their actions matter. Supervisor training should include a review the sections of the OHS program that apply to **slips and trips**, and as a supervisor you should expect your training to cover the following topics:

Page references are to: [Preventing Slips, Trips, and Falls in the Workplace | WorkSafeBC](#)

- What slips and trips are, and their causes and consequences. (Provide statistics and explain how injuries can affect workers personally and professionally.)
  - (e.g. “Slips and trips are responsible for 19% of injuries in BC schools from 2020-2024.”). More Public Education statistics can be found here: [Microsoft Power BI](#)
  - Expand on personal/professional consequences, e.g. missed work, long-term disability, or mental health impacts.
- The most common slip and trip hazards at the workplace. (Make sure to include specific examples such as:)
  - Wet floors near entrances
  - Worn-out mats
  - Loose extension cords
  - Spilled paint, food or trash on the floor
- How to report a slip or trip. (See page 59.)
- How to report a spill. (See page 67.)
  - Supervisors are encouraged to walk staff through a sample report during training
- How to use a spill response kit. (See page 67.)
  - Define what constitutes a “small spill” for clean-up by staff vs. custodial
- Expected workplace practices. (See page 67.)
- Footwear requirements or policy. (See page 66.)
- Housekeeping standards and expectations. (See page 41.)
- Winter weather plan. (See page 47.)
  - Include communication methods (e.g. who clear walkways, when/how closures or delays are communicated)
  - Discuss stocking of sand/salt and designated responsibilities
- How to role model safe work practices. (See page 56.)
  - Wearing required footwear
  - Cleaning up a small spill or trash immediately
  - Using Handrails
- How to give feedback on work practices. (See page 56.)
- How to identify barriers to safe work practices. (See page 56.)
- How to investigate a slip or trip incident. (See page 59.)

Supervisors should receive initial training followed by annual refresher training (e.g. annually in fall before winter weather and quarterly for high-risk areas). Training should be tailored for specific worksite needs e.g. classrooms vs. outdoor.

Here are some safe practices to communicate to workers:

- Wear appropriate footwear for your task.
- Don't carry anything in your arms that blocks your vision.
- Use a cart or a dolly when moving loads.
- Focus when walking. Don't be distracted by things like cellphones.
- Pay attention to signs.
- Use designated paths instead of shortcuts.
- Walk. Don't run.
- Slow down.
- Use handrails.
- Report spills and slip/trip hazards.
- Clean up small spills.
- Pick up trash.

This list could be posted in break rooms or common areas

### **Providing feedback to workers**

Defining and communicating safe practices are only two parts of the puzzle. Employers should also provide feedback on practices to workers as often as possible. This means giving positive feedback for safe practices and constructive feedback for unsafe practices. An example of constructive feedback could be:

- "I noticed you are wearing flip flops today, are you aware of the safe work practice/policy for footwear? Please change into appropriate footwear for the task. It's important to me that you stay safe while working."

Positive feedback, or noting a safe practice, yields better results than reprimanding an unsafe practice. Give feedback in a way that demonstrates an interest in workers' well-being. An example of positive feedback could be:

- "I noticed you are wearing your slip-resistant footwear today – great job making safety a priority. That choice really reduces your risk of slipping, especially in wet areas. Thanks for setting a good example for the rest of the team."

Supervisors should record each time they provide feedback on safe and unsafe practices. This ensures there is feedback and reveals what practices are observed most frequently. Workplaces with a high staff turnover may need to issue feedback more often as new workers learn the rules.

As a supervisor, you play a vital role in preventing slips, trips, and falls. Your training equips you not only to recognize hazards and apply safe work practices, but also to lead by example. Every time you wear the right footwear, use a handrail, or clean up a spill, you show your team what safety looks like in action. By giving positive feedback and guiding workers with care, you build trust and reinforce safe habits. Remember that your actions and words have a direct impact on the safety, confidence, and well-being of your staff. Together, we can create a workplace where injuries are prevented, and every worker goes home safe and healthy.

## Supervisors Lead the Way in Safety

**Your actions matter.** Every time you model safe practices, you set the standard for your team.

**Your words matter.** Positive, supportive feedback builds trust and reinforces safe habits.

**Your leadership matters.** By guiding with care, you help ensure every worker goes home safe and healthy.

**Prevention starts with you - lead by example.**

### Supervisor

#### Responsibilities

- Ensure the health and safety of all workers under your supervision.
- Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- Make sure your workers are aware of all known hazards.
- Check that your workers have the appropriate personal protective equipment, and that it is being properly used, inspected, and maintained.