



WHS Slips, Trips and Falls Policy & Procedure

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VERSION CONTROL

Table 1: Version Control

Version	Date	Author	Approval	Comments
0.1	1 May 23	Guy Peterson	James Hyndes	Initial Draft
1.0	5 May 23	Guy Peterson	James Hyndes	First Release

1.0 POLICY

1.1 PURPOSE

The purpose of this policy is to minimize the risk of slips, trips, and falls on the premises of the motel. This policy aims to provide a safe and healthy work environment for all workers, contractors, and guests and to comply with the Australian Work Health and Safety Act 2011 with respect to slips, trips, and falls.

1.2 SCOPE

This Policy applies to all Redhill Hospitality business operations identified in Table 2 below.

Table 2: Redhill Hospitality Properties

Motel Name	Entity Name	ABN	Address
Boulevard Motor Inn	RRAF2 MILDURA PTY LTD	74 652 768 217	385 Deakin Ave Mildura 3500
Crest Motor Inn	The Trustee for Redhill Hospitality Unit Trust	61 102 953 809	60 Crawford Street Queanbeyan 2620
John Hunter Motel	RRAF JH PTY LTD	35 646 161 239	91 Maitland St Muswellbrook 2333
Peninsula Nelson Bay Motel & Serviced Apartments	RRAF NBP PTY LTD	57 638 570 466	52 Shoal Bay Road Nelson Bay 2315
Redhill Cooma Motor Inn	REDHILL COOMA PTY LTD	15 624 995 946	35 Sharp Street Cooma 2630
Redhill Tamworth Motor Inn & Conference Centre	REDHILL TAMWORTH PTY LTD	27 633 786 919	236 Goonoo Goonoo Rd, South Tamworth NSW 2340
Centrepont Motor Inn	Rraf2 Rocky Pty Ltd	86 657 725 098	35 Sharp Street Cooma 2630
Seagulls Resort	RRAF2 TOWNS PTY LTD	87 656 987 209	74 The Esplanade Belgian Gardens, Townsville, 4810
The Henry Parkes Motel Tenterfield	REDHILL TENTERFIELD PTY LTD	88 661 440 928	144 Rouse Street, Tenterfield, 2372
The Oxley Motel Dubbo	RRAF2 DUBBO PTY LTD	91 652 546 337	79-85 Cobra Street Dubbo 2830

1.3 POLICY STATEMENT(S):

Redhill Hospitality is committed to providing a safe and healthy environment for all workers, contractors, and guests and to complying with the Australian Work Health and Safety Act

2011 with respect to slips, trips, and falls. The motel recognises that slips, trips, and falls can pose serious risks to the safety of individuals on the premises and is committed to preventing incidents and minimizing their impact.

The motel will ensure compliance with this policy by:

- 1) Conducting regular inspections and audits of the workplace to detect any slip, trip, and fall hazards.
- 2) Providing appropriate training to workers and contractors on the risks associated with slips, trips, and falls and their responsibilities in maintaining a safe and healthy workplace.
- 3) Implementing control measures to minimize the risk of slips, trips, and falls, such as cleaning spills promptly, ensuring adequate lighting, and maintaining even flooring.
- 4) Providing appropriate personal protective equipment, such as slip-resistant footwear, to workers and contractors where necessary.
- 5) Encouraging workers and contractors to report any potential slip, trip, and fall hazards to their supervisor or manager.
- 6) Conducting incident investigations when necessary to identify the cause of the incident and to implement any necessary corrective actions to prevent similar incidents from occurring in the future.

1.4 RESPONSIBILITIES:

- 1) All workers and contractors have a responsibility to comply with this policy and to report any potential hazards to their supervisor or manager.
- 2) General Managers have a responsibility to:
 - a) Ensure that all necessary precautions are in place and that all workers and contractors are trained in slip, trip, and fall prevention.
 - b) Report any incidents via the appropriate form within the WHS Module available through Redhill Hospitality Hub.
 - c) Ensure compliance with this Policy & Procedure.
 - d) Report any violations of this policy by submitting a 'Workplace Incident Report' through Redhill Hospitality Hub.

1.5 REVIEW AND EVALUATION:

This policy will be reviewed and evaluated on a regular basis, to ensure ongoing effectiveness and compliance with legislative and regulatory requirements.

2.0 PROCEDURES

- Step 1: Each motel is to regularly review and assess the workplace to identify potential slip, trip, and fall hazards. This may include conducting inspections and audits of the premises to detect any hazards, such as wet or uneven surfaces, obstacles, and poor lighting. Any potential slip, trip, and fall hazards identified will be assessed to determine the level of risk they pose and what control measures need to be implemented.
- Step 2: Control measures are to be implemented to minimise the risk of harm from slip, trip, and fall hazards. These are to include but are not limited to:
- a) Regular cleaning and maintenance of floors and surfaces.
 - b) Prompt cleaning of spills and removal of obstacles.
 - c) Installation of slip-resistant flooring and adequate lighting.
 - d) Provision of appropriate personal protective equipment, such as slip-resistant footwear, to workers and contractors where necessary.
- Step 3: Workers and contractors are to report any slip, trip, and fall hazards to their supervisor or manager as soon as possible. All reports will be taken seriously and investigated promptly. Any corrective actions required are to be implemented to prevent similar incidents from occurring in the future.
- Step 4: All workers and contractors will receive appropriate training and education on the risks associated with slips, trips, and falls and their responsibilities in maintaining a safe and healthy workplace. This training will include information on identifying and reporting hazards, as well as safe work practices for preventing slips, trips, and falls.
- Step 5: Ensure that all workers and contractors are aware of the slips, trips, and falls policy and procedures and understand their responsibilities in preventing and managing slip, trip, and fall hazards. This policy and procedure is to be communicated and made available to workers and contractors through training and the Redhill Hospitality Hub.
- Step 6: Regularly review and evaluate the slips, trips, and falls policy and procedures to ensure their ongoing effectiveness and compliance with legislative and regulatory requirements. The effectiveness of control measures will be evaluated through regular inspections and audits, and any necessary changes will be made to the policy and procedures.