

# SEE CARE SHARE SAFETY CONVERSATION



see

WE LOOK



CARE



SHARE

WE LOOK OUT FOR EACH OTHER

## SAFETY ON STAIRS AND STEPS

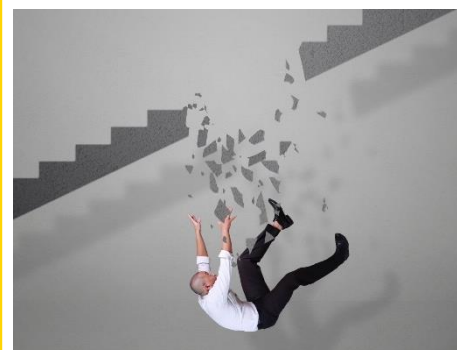
### WHAT WE ARE GOING TO LEARN

In this safety conversation you will learn how to avoid slips, trips and falls from stairs and steps. Falls from stairways can result in serious injuries, so let's take it one step at a time and learn how to cut out associated risks and hazards.

### HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand the importance of using provided handrails
- Know what precautions to take when carrying items up or down stairs
- Be aware of what to do when you spot a hazard and who you should report it to
- Understand how you can help to prevent incidents when using stairs



## WHAT YOU NEED TO KNOW

### Handrails

The vast majority of stairway falls result from a loss of balance, but a very common contributing factor is neglecting to use handrails. Handrails are fitted for a reason, so make sure you should grip the handrail when going up or down stairs. Being distracted when walking up or down steps can also have nasty consequences. This often happens when people use their phone or chat to their colleagues when walking up or down stairs. Resist the temptation to use your mobile when on stairs, just leave your mobile securely in your pocket or bag. You will soon be up or down the stairs, where you can safely make your call.

### Carrying Items

You should use extra caution on stairs, don't rush or hurry! If possible, use the lift and avoid carrying boxes or other large items on stairs. If items do need to be carried on stairs, you should limit the load, always keeping one hand free so that you can grip the handrail. You might have to make multiple trips, but you will be much safer - and fitter!

### Working on Stairs

We often carry out work tasks on stairs but when we are doing so, we are at increased risk of injury. For this reason, we need to ensure that we are operating safely and maintain a stable footing. When cleaning stairs make sure to work from top to bottom and take one step at a time.

### Housekeeping and Maintenance

Good housekeeping is also vital to stair safety. Nothing should be sticking out from the surfaces of stairs, handrails or banisters (like nails or splinters), as these can cause a fall. If you notice any spills, wet spots, or debris don't ignore them, but clean them up immediately. Good visibility in stairways is very important, so when you notice any broken or malfunctioning lighting report it to your manager, so it can get fixed.

### Play your part

We should be looking out for one another, so if you see a team member not following this guidance remind them of this conversation. If you need help carrying something up or down the stairs, make sure you ask for help, and if you see someone carrying something they shouldn't be, offer to help.

## SPEAK OUT

- Any disrepair or damage to stairs or handrails should be reported
- Stop any unsafe behaviours or report them to your manager
- Encourage your team members to make use of the handrails when on the stairs

## BE MINDFUL

- Do not store any materials on stairs
- Clean up any spillages or debris immediately
- Always make use of handrails when going up and down stairs
- Do not use or talk on your mobile phone when using the stairs

## GET INVOLVED

- Discuss ways on how to improve safety on stairways
- Promote safe behaviours when using stairs and display the Using Stairs 101 poster
- Report any defects to your manager

## MORE INFORMATION

- HSE Website – Workplace Safety Management System
- Using Stairs 101 Poster
- Floor Safety Risk Assessment
- STCGE 03 – Damp Mopping