

ON-THE-SPOT

Checklist

MIND YOUR
STEP!  OR YOU WILL
SLIP, TRIP
AND FALL

1. PERSONAL BEHAVIOUR

- ☐ **Distractions** when completing task at the location
- ☐ Allowing **personal** and **professional issues** to interfere with thought processes during the course of the day
- ☐ Feel **tired and not rested** before starting a task or moving around the location
- ☐ **Incorrect work attire** i.e. worn out soles on footwear
- ☐ *your suggestion*
- ☐ *your suggestion*



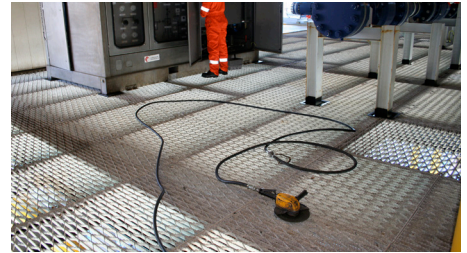
2. OBSTRUCTIONS

- ☐ **Unmarked** obstructions at head height i.e. beams
- ☐ Obstruction on **walkways**
- ☐ **Complacency** around certain obstructions that have been painted over
- ☐ **Lack of awareness** of obstacles around walkways
- ☐ *your suggestion*
- ☐ *your suggestion*



3. HOUSEKEEPING

- ☐ **Unsecured** lines and cables
- ☐ **Inadequate** storage of loose equipment
- ☐ **Loose oil decks** plating in machinery spaces
- ☐ **Spillages**
- ☐ *your suggestion*
- ☐ *your suggestion*



4. LOCATION

- ☐ **Access** to and from gangways
- ☐ **Inadequate lighting** i.e. time of day, lack of lighting and shadow areas
- ☐ Icy/wet surfaces due to **extreme weather conditions** or **time of day** (early dew)
- ☐ **Uneven** surfaces
- ☐ **Lack of consideration** when changing from one location to another
- ☐ *your suggestion*
- ☐ *your suggestion*



5. HUMAN FACTOR

When on site using this checklist have a discussion with people working on site.

People make mistakes, consciously or unconsciously. This happens for various reasons.

1. DEFECTIVE DESIGN, OVERDUE MAINTENANCE
2. THE SITUATION CANNOT BE PROPERLY ASSESSED
3. INADEQUATE ALERTNESS

**By working together with your supervisor and colleagues, incidents can be avoided.
TEAMWORK is essential!**

TAKE CARE!