

Royal Mail Group has Standards for the management of Slips Trips & Falls in order to minimise the risk of injury and to ensure legal compliance.

**During the week you will be asked to:**

- ✓ Communicate key messages.
- ✓ Compare the STF Checklist to current practise
- ✓ Complete targeted SMAT / Observations in order to confirm safe behaviours

This activity is part of your **SHE Calendar requirement** for October. See information page

	<h3>Actions</h3>
	<ol style="list-style-type: none"> <li>1. Deliver the <b>WTLL <a href="#">Link</a></b> and issue to all staff.</li> <li>2. Print out and place the relevant <b>Poster <a href="#">Link</a></b> on the SHE Noticeboard.</li> <li>3. Complete the <b>STF Manager Checklist <a href="#">Link</a></b> with your Safety Representative and consider if the operation adheres to the controls identified.</li> </ol> <p><b>High Impacting Units:</b> For those Units identified as high impacting, complete the HIU STF Activity Programme with your ASR (materials to be provided directly as required)</p>
	<h3>Behaviours</h3>
	<ul style="list-style-type: none"> <li>• Complete targeted <a href="#">SMAT / Observations</a> on Slip/Trip/Falls referencing the <a href="#">STF SMAT Guide</a> <ul style="list-style-type: none"> <li>• Indoor SMAT / Observations</li> <li>• Outdoor SMAT / Observations (<i>N/A for operations with no outdoor duties</i>)</li> <li>• Yard SMAT / Observation (<i>N/A for operations with no Yard</i>)</li> </ul> </li> </ul>
	<h3>Best Practise (own choice)</h3>
	<ul style="list-style-type: none"> <li>• Consider if the following may be of benefit to maximise your management of Slip/Trip/Fall risk:             <ul style="list-style-type: none"> <li>• Complete a <b>Severe Weather Scenario Exercise</b></li> <li>• Complete the STF HIU Activity Programme <a href="#">Link</a></li> <li>• Review the <a href="#">SHE Knowledge Database</a> for ideas and materials including support for sites with high incident rates, coaching individuals and an advanced culture.</li> <li>• Staff to complete <a href="#">Delivering Safely</a> (<i>RML Delivery only</i>)</li> <li>• Managers to complete <a href="#">‘A Safe Place to Work’</a></li> </ul> </li> </ul>
	<h3>Other (as required)</h3>
	<ul style="list-style-type: none"> <li>• Add any areas of improvement to your site SHE Action Plan and include as an agenda item at your next SHE Committee meeting.</li> <li>• Speak with your line Managers, staff and SHE Advisor about STFs and how the risk can be reduced.</li> </ul>