

SLIP, TRIP, & FALL PREVENTION (ALL OFFICES)

OBJECTIVES

- Staff will learn how to identify slip, trip, & fall hazards
- Staff will learn how to prevent slips, trips & falls
- Staff will eliminate slip, trip, & fall hazards upon completion of this presentation

Slips, trips, & falls are among the leading causes of injuries to employees and are the second highest workers' compensation claim filed in the U.S. Falls are the third leading cause of workplace fatalities. In 2003, work-related slips, trips, & falls accounted for:

- 696 fatalities
- 257,100 injuries

OSHA, company policy, and several other federal and state regulations require that aisles, passageways, and walkways be kept clean, clear, and in good condition, to the extent the nature of the work allows.

Common causes of slips, trips, & falls:

- Uncovered cords, cables, and wires in walkways
- Material, equipment, and furniture in walkways and stairs
- Loose floor tiles, rugs and mats
- Poor housekeeping, e.g., dust or debris on floor and stairs
- Wrinkled carpet
- Wet or oily floors/surfaces
- Un-cleaned spills
- Wet floors during inclement weather
- Wet floors due to cleaning activities
- Improper use of ladders, or using chairs and tables to reach
- Carrying loads while descending stairs
- Failure to use stair hand railing
- Failure to maintain 3 points of contact when ascending or descending equipment or ladder
- Inappropriate footwear, e.g., wearing high heel shoes in winter conditions

PREVENTION

Good housekeeping is the most important factor in preventing slips, trips, & falls, as well as a number of other accident types. Every employee is responsible for keeping their

work area clean, walkways clear, and for correcting or immediately reporting slip, trip, & fall hazards to the appropriate person.

- Follow good housekeeping practices
- Removing hazards from walkways, no matter how small
- Mats, rugs, and carpets should be secured
- Cover or re-route cables and cords that cross walkways
- Repair damaged flooring
- Provide barriers or signage for spills and wet areas until cleaned or dry
- Clean spills immediately
- During inclement weather position mats or rugs at entrances
- Maintain 3 points of contact when ascending or descending equipment or a ladder
- Position slip resistant strips on slick surfaces, e.g. stair treads
- Footwear should be appropriate for job and weather/environmental conditions

POLICY

Discuss the company's policy related to slips, trips, & falls, and general housekeeping.

CLOSING

- *Encourage discussion about the slip, trip, & fall policies and how to prevent related injuries.*
- *Upon completion of this presentation, employees will inspect their work areas for slip, trip, & fall hazards. Building maintenance staff should be instructed to inspect common areas and grounds to protect employees and the public on county property. Empower employees to correct identified hazards or report them to their supervisor for corrective action.*