



Slip, Trip, and Fall Prevention for Employees





**CAUTION
WET FLOOR**

Introduction

HOW TO USE THIS PRESENTATION

This presentation contains base material for use in an instructor-led training setting. You may modify this presentation to satisfy the specific training needs of your organization.

On some slides, the display text is supplemented with additional material in the slide notes.

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DISCLAIMER

This training material presents very important, pertinent information. It should not be assumed, however, that this program satisfies every legal requirement of every state. Some states require the training be developed and delivered by an individual with specific training and experience.

This training is AWARENESS LEVEL and does not authorize any person to perform work or validate their level of competency; it must be supplemented with operation and process-specific assessments and training, as well as management oversight, to assure that all training is understood and followed.

Your organization must do an evaluation of all exposures and applicable codes and regulations. In addition, establish proper controls, training, and protective measures to effectively control exposures and assure compliance.

This program is neither a determination that the conditions and practices of your organization are safe, nor a warranty that reliance upon this program will prevent accidents and losses or satisfy local, state, or federal regulations.

Course Overview

A guide to addressing the
physical and human factors
in slips, trips and falls

1. Definitions
2. Recognizing Hazards
3. Housekeeping
4. Spill Response
5. Safe Behaviors
6. Physical Factors
7. Employer Responsibilities
8. Reporting
9. Inspections

Definitions



Slips

Slips are characterized by a falling backward, due to a loss of traction between the foot and the walking surface.

Common causes:

- Wet, dirty, or slick floors
- Loose rugs
- Weather conditions



Trips

Trips are characterized by a falling forward, due to the foot or lower leg being arrested by an obstacle while the upper body continues forward. Missing a step when walking downstairs is also considered a trip.

Common causes:

- Clutter
- Messy cords
- Irregular walking surfaces



Falls

Falls discussed in this training are falls on the **same level** (rather than falls from heights or ladder-related falls).

Common causes:

- Slips
- Trips
- Other losses of balance

Recognizing Hazards



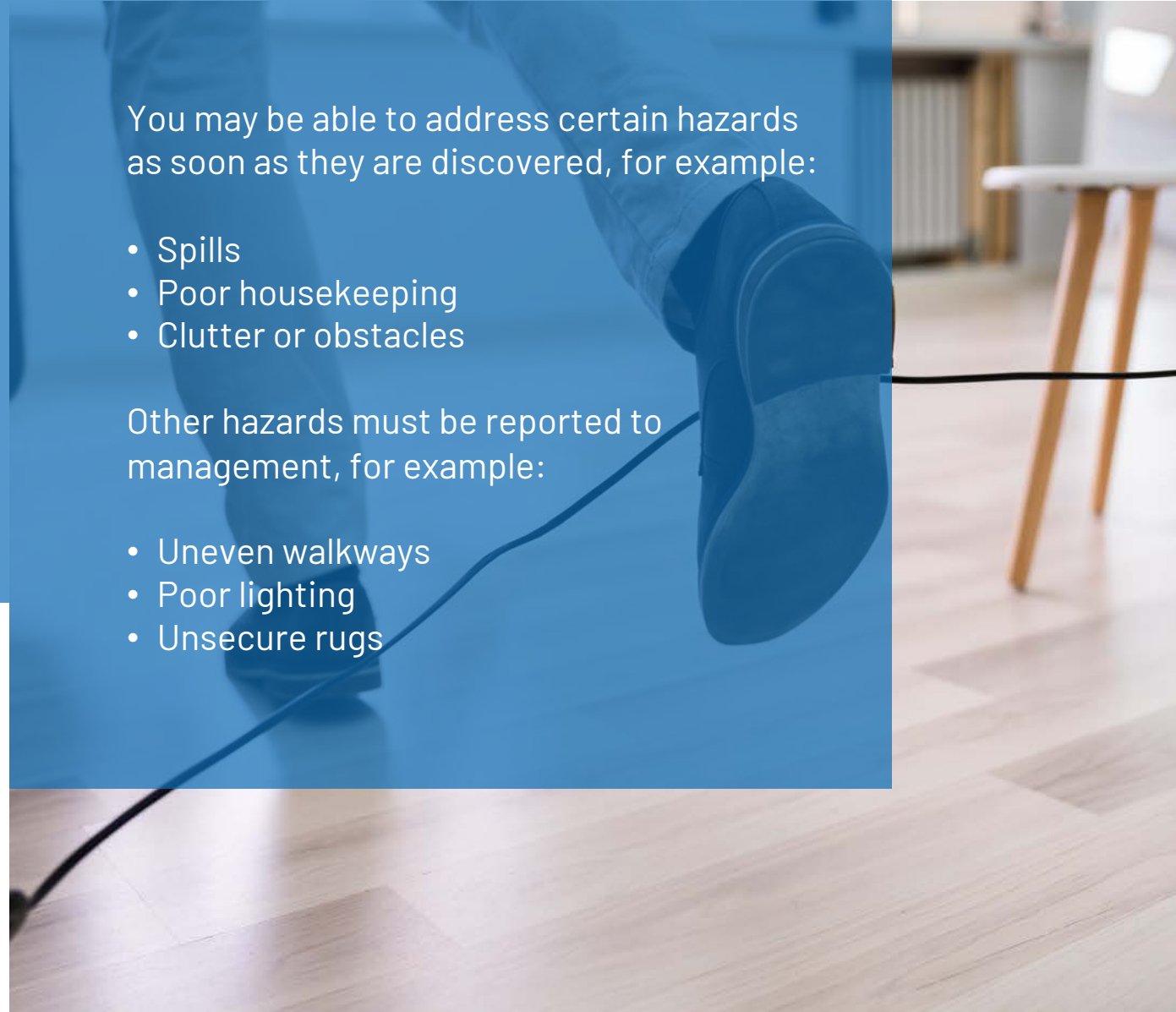
Remember, you have the right to a safe workplace.

You may be able to address certain hazards as soon as they are discovered, for example:

- Spills
- Poor housekeeping
- Clutter or obstacles

Other hazards must be reported to management, for example:

- Uneven walkways
- Poor lighting
- Unsecure rugs



Housekeeping is one of the most important practices for preventing slips, trips, and falls.

- Know your organization's housekeeping policies.
- If there is a housekeeping department, know how to contact them.
- Know where the spill cleanup materials are kept and the appropriate methods to use.
- Take responsibility for housekeeping in your immediate work area as well as common areas. Report housekeeping issues in other areas.

A person wearing white gloves is using a white spray bottle to clean a white surface. The person's hands are visible, and they are holding the spray bottle with their right hand and wiping the surface with a green cloth with their left hand. The background is blurred, showing what appears to be a kitchen or a similar environment.

Housekeeping

A top-down view of a person's hands reaching for a donut on a cluttered desk. The desk is covered with various items including papers, pens, a small potted plant, and a donut. The word 'Housekeeping' is overlaid in large white text.

Housekeeping

Obstacles and clutter are a major cause of trips.

Keeping the workplace tidy:

- Keep walkways and aisles clear.
- Remove obstacles and anything that is not necessary.
- Do not allow clutter or trash to accumulate.
- Keep cords neat and away from areas where people may step. (For example, consider cord covers.)

Storage:

- Store equipment and materials properly when not in use.
- Secure items so they will not fall.
- Keep storage areas clean and free of clutter.

Housekeeping

Floor wetness and contaminants are major causes of slips.

Cleaning floors:

- Keep floors as clean and dry as possible.
- Minimize dust and other potential slippery objects in your work area (e.g., metal shavings or fallen strapping material).
- Follow your organization's cleaning guidelines.

Spill response:

- Clean spills promptly (or report them, if applicable).
- If chemical spills are possible, know how to respond and where the appropriate SDSs are.
- Know where wet floor signs are located and use them to warn others of spills. Remove them once the spill is cleaned.





Safe Behaviors

- Wear slip-resistant shoes.
 - Do not wear leather soled shoes in slippery work areas.
 - In snowy and icy conditions, wear cleated shoes or crampons.
- Do not run; walk.
- Watch your step, paying attention to hazards and warnings, such as “wet floor” signs.
- Follow safe practices when carrying objects: large or unwieldy loads may impair your vision. Take multiple trips as necessary to carry items safely.
- Complete all relevant training: know the hazards in your workplace and what PPE is required.

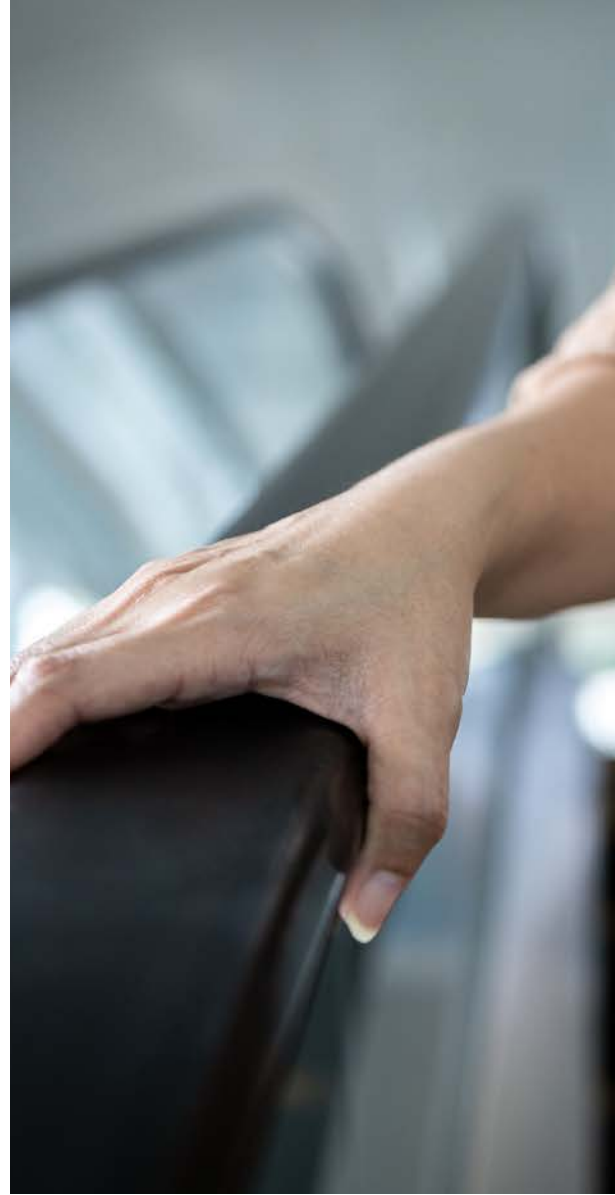


If you work in an area with many hazards, it is especially important to pay attention, to avoid being distracted, and to not rush.

Safe Behaviors



- Always use the handrails while using the stairs.
- Staying near customers and warning them of any trip hazards.
- Keeping back doors permanently closed so a customer doesn't walk out the back door (where there are no stairs).
- Carefully traversing uneven ground such as pavers or across grass.
- Having customers sign waivers for factory tours.
- Clean up spills or rainwater tracked in the office.



Physical Factors

Some physical factors, such as impaired vision and age, increase your risk of slips, trips, and falls. Obviously, some factors cannot be controlled. However, others can be affected by choices you make.

- Be aware of your physical condition: you are more likely to have an accident if you are fatigued, sleepy, or sick.
- If you take medication, be aware of its effects and assure that you are safe to work.
- You can minimize your risk of fall-related injuries by exercising regularly and eating a diet rich in vitamin D and calcium.
- Corrective lenses may be an option for impaired vision.



54%

Slip, Trip & Fall
Incidents are due to
Human Factors

25%

Slip, Trip & Fall
Incidents are due to
Wet or Slippery
Surfaces

16%

Slip, Trip & Fall
Incidents are due to
Housekeeping
Issues

Hazard Controls

Your employer has a responsibility to control hazards by following OSHA standards and building codes.

Expect your employer to do the following:

- Maintain floors and walkways, and fix cracks, holes, and uneven surfaces.
- Provide adequate lighting.
- Provide water-absorbent mats at known slick areas and at entryways.
 - The best practice is to place mats both inside and outside entrances.
 - Mats must be secured and lie flat.
- Properly construct stairs and provide adequate handrails.
- Control discharge of liquids or materials on the floor with drainage or a change in processes.



Controls for Outdoor Conditions

In snowy and icy conditions:

- Employers must provide cleared walkways, removing ice and snow from sidewalks and parking lots.
 - This requires regular snow removal, sanding, and salting of parking lots.
 - Ice melt may be used for snow and ice.
- Consider using an indicator of freezing temperatures to alert pedestrians as they first step outside that there are freezing conditions.

In all weather:

Assure that outside areas are well-lit.



Reporting

- Report hazards that you have identified and cannot clean up on your own.
- Report any slips, trips, or falls that occur, following your organization's incident response procedures. Even near misses should be reported.
- Cooperate with any incident investigations. The purpose of investigations is not to place blame but to determine the root cause and implement solutions that prevent recurrence.



Inspections

There should be frequent inspections in places where there are likely sources of water, oil, and other slippery sources to assure that prompt cleanup occurs.

- These inspections should be conducted on a scheduled basis, preferably before each break and lunch and at the end of the shift.
- Inspections should be conducted by:
 - Employees
 - Supervisors
 - Facilities and maintenance staff during inclement weather to assure that outside walking areas are safe for employees to utilize.



Summary



- Slips, trips, and falls are a major cause of disabling injuries and deaths, but they are preventable.
- Report any hazards you identify and cannot promptly clean up.
- Keep the workplace tidy.
- Store equipment and materials properly when not in use.
- Keep floors as clean and dry as possible.
- Clean spills promptly.
- Practice safe behaviors: pay attention, avoid having your hands overloaded, and do not rush.
- Wear slip-resistant shoes.
- Be aware of your physical condition.



Thank You

If you have any questions or need assistance in creating a safe and secure work environment for your team and customers, please contact the Corporate team or your Regional Sales Manager.

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