



# February 2020 Safety Note #1

## SLIPS, TRIPS, AND FALLS



According to information available from the Occupational Safety and Health Administration, slips, trips, and falls cause 15 percent of all accidental fatalities and are a major cause of lost-time accidents. By taking several simple precautions and being aware of their work area(s), employees can control and/or reduce exposure to slip, trip, and fall conditions that may cause workplace injuries.

#### Common Causes of Workplace Slips, Trips, and Falls

- Slippery walking surfaces due to the presence of water, oil, animal waste, loose carpet, broken tile, loose gravel, or other slick materials and liquids.
- Uneven walking surfaces in outdoor areas such as fields or broken sidewalk pavement.
- Obstructed offices, work areas, hallways, aisles, or outdoor pathways due to obstacles such as extension cords, tools, chairs, open file drawers, brush, and tree limbs/roots.
- Improper ladder use, standing on furniture, and unsafe traverses of steps and stairs.
- Jumping off equipment, from one level to another, or across ditches.

#### Slip, Trip, and Fall Precautions

- Always promptly clean up spills and place warning signs for wet or slippery walking surfaces.
- Walk at speeds that the surface conditions permit.
- When possible, detour around wet or slippery walking surfaces.
- Practice good housekeeping by keeping offices, work areas, hallways, aisles, and outdoor pathways free of obstacles and clutter.
- Always-close file drawers after use.
- Never stand on furniture to reach for elevated objects. Always use a ladder or step stool.
- Repair loose or damaged carpeting, floor tile, and sidewalk pavement.
- Cover extension cords when they temporarily cross walkways.
- When dismounting equipment, use manufacturer-installed handrails and ladder rungs.
- Never jump across ditches or from one level to another (i.e., from a loading dock to the ground).
- Wear appropriate slip-resistant footwear for the type of task to be performed.
- Be alert of your surrounding when climbing or descending steps or stairs. Use handrails where present.
- Always provide adequate lighting in work areas, including all walkways.
- Reduce your walking speed when turning or moving around obstacles.



### Employee Handbook

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Employee Responsibilities:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear the required personal protective equipment
- Abide by the organization's safety rules at all times

