



## Best Practice Web Seminar Series

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# *Preventing Slips, Trips and Falls*



## Slip Trip and Fall Factoids

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A 2005 **Liberty Mutual** Study concluded:

- **Falls on the same level were the second leading cause** of all workplace injuries.
- **Costs associated with slips and falls grew 10.4% between 2002 and 2003** when most workplace injuries experienced a substantial reduction in their rate of growth.
- On average, workers who are injured from a **same level slip or fall miss an average of 8 days and 30%** of all same level slip or fall **miss 21** or more days.



# Standards Which Affect Walking and Working Surfaces

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- The **OSHA Walking-Working Surfaces Standard**, General Requirements sets forth the following:
  - All places of employment, passageways, storerooms, and service rooms shall be **kept clean and orderly** and in a sanitary condition
  - The floor of every workroom shall be maintained in a clean and, so far as possible, **dry condition**
  - Every floor, working place and passageway shall be kept **free from protruding nails, splinters, holes, or loose boards**
  - Aisles and passageways shall be kept clear and in good repair with no **obstruction across or in aisles** that could create a hazard
  - Permanent aisles and passageways shall be **appropriately marked**
  - Where mechanical handling equipment is used, aisles shall be **sufficiently wide**



## Slips

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**Slip:** Loss of balance caused by too little friction between a person's foot and a walking surface

- Common causes:
  - Wet or oily surfaces
  - Occasional spills
  - Weather hazards
  - Loose, unanchored rugs or mats
  - Flooring or other walking surfaces that are worn

# Trips

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**Trip:** Hit an object, lose your balance and fall

○ Common causes:

- Obstructed view
- Poor lighting
- Clutter in your way
- Wrinkled carpeting
- Uncovered cables
- Drawers not being closed
- Uneven (steps, thresholds) walking surfaces



Note: As little as 3/8" rise in a walkway can cause someone to "stub" his / her toe and fall.

# Falls

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**Fall:** When you lose your balance and drop to the floor

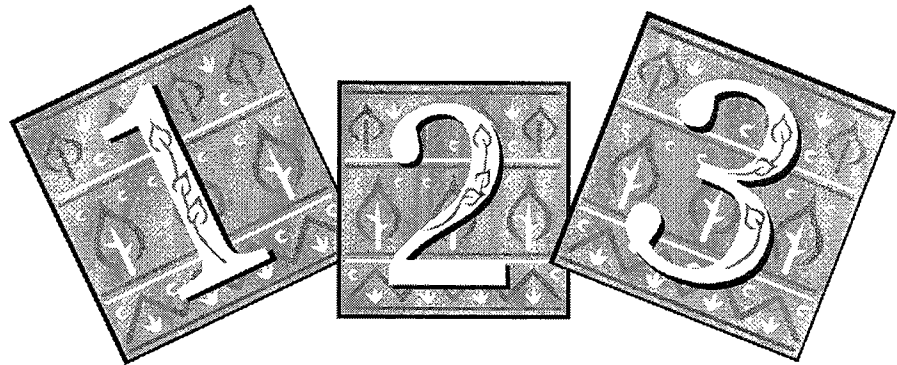
- There are 3 types of falls:
  - Falls on the same level
    - Slip or trip immediately precedes fall to floor or walkway
  - Falls to lower level
    - Falls are from platforms, docks, ladders, steps or stairs
  - Jumps to lower level
    - An intentional jump from one level to another
    - Employee jumps off ladder, dock, equipment



# Loss Prevention Strategies

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- Three-step Loss Prevention Program
  1. Identify the risks
  2. Implement procedures
  3. Document your procedures



# Loss Prevention Strategies

## Step 1: Identify the Risks

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- Inspect your premises: Statistics show that slip & fall accidents typically occur at:
  - Walkways
  - Staircases
  - Parking lots
  - Ramps
  - Balconies
  - Entranceways







# Loss Prevention Strategies

## Inspect Your Premises

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### Outdoor

- Surfaces that may be cracked due to age, deterioration, settling, weather damage
- Poor illumination



# Loss Prevention Strategies

## Inspect your Premises

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### Indoor

- Surfaces may be irregular due to age, broken uneven flooring, deterioration, or sagging
- Carpets often are not properly secured
- Terrazzo becomes very slippery when wet!



# Loss Prevention Strategies

## Inspect Your Premises

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### Staircases:

- Poorly illuminated stairway
- Irregular steps
- Damaged or slippery step
- Lack of intermediate landings
- Doors swinging into path of individuals using stairways



# Loss Prevention Strategies

## Inspect Your Premises

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### Parking Lots:

- A high percentage of slip and falls occur in parking lots
  - Building codes don't properly address them
  - Quality and maintenance vary widely



# Loss Prevention Strategies

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## Parking lot loss prevention techniques:

- Establish safe, well-marked pedestrian routes
- Ensure adequate lighting
- Provide a paved surface, free of pot-holes, cracks and irregularities



# Loss Prevention Strategies

## Step 2: Implement Training Procedures

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Staff training should include:

- How to identify hazards
- How to fix hazards promptly when they can
- How to report hazards to management
- Understanding the potential consequences, to employees, to visitors and to the business, of failing to properly maintain the premises



# Loss Prevention Strategies

## Step 2: Implement Training Procedures

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Staff training should also include:

- How to warn of hazards when they can't fix them promptly
- Placing signs such as "Caution: Wet Floor" in front of spills, newly washed floors, wet entryways, etcetera
- Stationing a co-worker in front of hazard temporarily
- Blocking off hazardous area

# Housekeeping

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- Clean up spills immediately
- Mark spills and wet areas
- Mop or sweep debris from floor
- Keep walkways lit and free of clutter
- Secure mats, rugs and carpets
- Close file cabinet or storage drawers





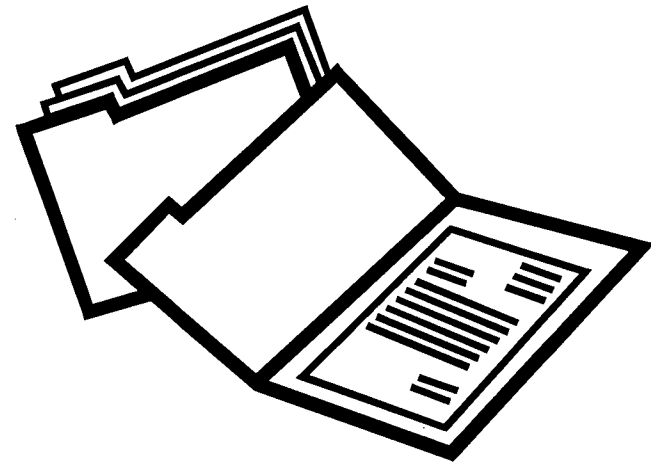
# Loss Prevention Strategies

## Step 3: Documenting Your Procedures

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### Documenting your procedures

- Documenting your inspection and maintenance procedures will be powerful evidence that you took a reasonable standard of care to ensure your premises were kept safe for employees and visitors





# Loss Prevention Strategies

## Step 3: Documenting Your Procedures

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To reduce your risk, Best Practices include:

- Inspection logs to record who is responsible and when the inspection was done
- Maintenance logs to track what repairs were made, hazards fixed
- Easy hazard report forms for employees to complete and give to supervisors
- Incident reports every time an employee or visitor slips, trips or falls

# Your Responsibilities & Risks After the Fall: Incident Reporting

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## What information should be obtained?

- Complete an incident report
- Employee's/manager's response to the incident (i.e. actions taken)
- Description of the incident from employees'/other witnesses' perspective
- Description of the surroundings, including weather conditions
- Circumstances preceding the accident

