

Slip, Trip, and Fall Prevention Guide

Slips, trips and falls can happen in any workplace. They can occur at the entry of a building, in the kitchen, in cold rooms, on loading docks and even as you walk outside the building.

Simple and cost effective measures can reduce the number and severity of injuries from slips, trips and falls. Procedures include worksite evaluations, elimination of slip, trip and fall hazards, and employee training.

This Prevention Guide has been developed to minimize injury, illness, or death associated from slip, trip and fall related incidents.

The objectives of the Slip, Trip and Fall Prevention Guide are to provide direction on:

- a. Identifying working environments where slip, trip and fall hazards are most likely to occur.
- b. Eliminating identified slip, trip and fall hazards.
- c. Training Raleigh County Board of Education employees who will be working in environments where slip, trip and fall hazards are likely to arise during a typical work shift.

RESPONSIBILITIES

Active participation by administration, supervisors and staff is necessary to prevent hazardous condition that could result in slip, trip or falls.

Directors/Administrators/Supervisors are responsible for the following:

- a. Identifying work locations that are “Higher Risk Areas.”
For purposes of this Guide, an area where slip, trip, or fall hazards may likely arise during a typical work shift is considered a “higher risk area”. Examples of higher risk areas include:
 - Dining hall kitchens – wet floor
 - Locker rooms – wet floor
 - Loading docks – elevated locations
- b. Ensuring periodic workplace inspection is conducted to identify slip/ trip/ fall hazards.
- c. Properly addressing slip, trip and fall hazards promptly and consulting with the Office of Safety and Loss Control if a slip, trip and/or fall hazard cannot be abated.
- d. Ensuring appropriate training is provided for all employees who will be working in higher risk areas where slip, trip and fall hazards are prevalent.
- e. Evaluating employees’ compliance with safe work practices.
- f. Where routine or occasional floor cleaning is performed, creating a floor maintenance procedure and ensuring that personnel properly and consistently follow floor maintenance procedures.
- g. Promptly reporting all employee injuries to the Office of Safety & Loss Control in accordance with the Board’s **Accident Reporting Policy**.

Employees are responsible for the following:

- a. Adhering to the recommended housekeeping practices & other safe work practices to prevent slip, trip and fall related incidents.
- b. Following all safety practices as listed in the Board’s **Safety Program**.
- c. Be aware of work environment surroundings and what temporary hazards that may be created during the course of daily duties.

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- d. Reporting potential hazards to the supervisor immediately.
- e. Promptly reporting all accidents to the supervisor immediately in accordance with the Board’s **Accident Reporting Policy**.

The Office of Safety & Loss Control is responsible for the following:

- a. Developing, implementing, and maintaining the Slip, Trip and Fall Prevention Guide.
- b. Assisting departments and schools in evaluating areas where slip, trip and fall hazards are prevalent and providing suggestions to help abate noted deficiencies.
- c. Making available training for employees who work in areas where slip, trip and fall hazards are prevalent.
- d. Analyzing and reporting trends in injury and/or incidence rates related to slip, trip and fall hazards.

HAZARD IDENTIFICATION/INSPECTION

Common slip, trip and fall hazards result from:

- a. Wet or contaminated floors (e.g. grease, liquids, ice, oil, dust fine powders, etc.).

Contaminant	Source
Rain water	<ul style="list-style-type: none"> • Transmitted internally from open external doors or from the feet, coats or umbrellas • Building leaks
Water, other fluids	<ul style="list-style-type: none"> • From spills, plumbing leaks, cleaning, ice machines
Floor cleaning products	<ul style="list-style-type: none"> • Resulting from failure to follow appropriate cleaning protocol
Body fluids	<ul style="list-style-type: none"> • Blood, vomit
Condensation	<ul style="list-style-type: none"> • Variations in temperature
Dusts	<ul style="list-style-type: none"> • Natural or from stored materials
Debris	<ul style="list-style-type: none"> • Bags, paper, food residues, soil, cardboard boxes

- b. Uneven walking surfaces, holes, changes in level, broken or loose floor tiles, defective or wrinkled carpet or uneven steps/thresholds.
- c. Mats or rugs not laying flat on the floor.
- d. Obstructions and accumulation of objects in walkways (e.g. hoses, cords, cables, debris, etc.).
- e. Unguarded platforms, walkways, and work areas 30 inches above ground.
- f. Inadequate illumination.

Inspections

Inspections to identify slip, trip and fall hazards are recommended at least twice a year. For higher risk areas, a formal inspection is recommended more frequently at least quarterly. It is recommended the building’s custodian and administration conduct inspections. A sample inspection form is contained in **Appendix A**.

Recommended inspections should minimally include evaluation of the following:

- Condition of floors, carpets, and steps
- Floor maintenance protocol
- Housekeeping practices
- Lighting levels
- Presence and condition of guardrails/ handrails at elevated work surfaces

HAZARD CONTROL MEASURES

General Housekeeping Procedures/Safe Work Practices

The following housekeeping procedures and safe work practices must be followed to prevent accidents associated with slip, trip and fall hazards:

- a. General Safety
 - Avoid running or walking too fast, especially in higher risk areas.
 - Avoid carrying items that will obstruct one's view of their walking pathway.
 - Avoid walking through potential slip, trip and fall hazards.
 - Use extra caution when traveling both outdoors and indoors during/following wet weather.
- b. General Housekeeping Procedures
 - Clean up spills immediately or notify responsible personnel to clean spills if not in job duties.
 - Do not leave floors wet after cleaning – clean them to a completely dry finish if possible. If "clean-to-dry" is not possible, then use barriers and "wet floor" warning signs to keep people off the wet area.
 - Use cleaning methods that do not spread the problem. Small spills are often better dealt with using a paper towel instead of a mop that wets a larger area of floor.
 - Do not use cardboard to soak up spills.
- c. Slip Hazards
 - Floors, platforms, and walkways shall be maintained in good repair, and reasonably free of oil, grease, or water. Mats, grates, or other methods that provide equivalent protection shall be used on areas where operation requires walking on slippery surfaces.
 - Slip-resistant floor coatings should be used in areas that are likely to get wet or subject to frequent spills.
 - Slip hazards must be identified and removed promptly.
 - Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.
- d. Trip Hazards
 - Platforms and walkways shall be free of obstructions & dangerous projections (e.g. extension cords, power cables, hoses, carts, boxes, debris).
 - Position equipment to avoid cables crossing pedestrian routes; use cable covers securely fix to surfaces, or consider use of cordless tools.
 - Surfaces in poor repair (i.e. holes, surface upheaval, and broken tiles) shall be repaired or guarded by readily visible barricades, rails or other equally effective means.
 - Ensure floor mats and rugs are securely fixed and do not have curling edges.

e. Fall Hazards

1) Elevated Locations

Guardrails shall be provided on all open sides of unenclosed elevated locations.

Example of elevated locations include: balconies, runway ramps, or working surfaces that are more than 30 inches above the floor, ground, or other working areas of a building.

For Roofs: Guardrails shall be provided at locations where there is routine need for an employee to approach within 6 feet of the edge of the roof. Where such roof access is needed no more than 4 times a year, safety belts, lanyards, or an approved fall protection system may be used in lieu of guardrails.

2) Stairways:

Stairways shall have handrails or stair rails on each side. For specific regulations, please contact the Office of Safety & Loss Control.

3) Ladder Use:

When a ladder is used, the employee shall follow safe ladder practices. Ladder safety training is available upon request from the Office of Safety & Loss Control.

4) Elevating Work Platforms & Aerial Devices (e.g. vertical tower, scissor lift, mast-climbing work platform):

Only employees who have been trained, and approved by the supervisor shall operate elevating work platforms and aerial devices. NOTE: Aerial device and elevating work platforms are vehicle-mounted or self-propelled device designed to elevate a platform/ individual in a substantially vertical axis.

Floor Mats and Other Floor Treatments

Where work processes are expected to create wet floor surfaces, such surfaces shall be protected against slipping by using mats, grates, cleats, or other methods that provide equivalent protection.

Where wet processes take place, drainage shall be maintained and false floors, platforms, mats, or other dry standing places provided.

a. Floor mats

1) Floor mats should be placed in building entrances and higher risk areas where walking-working surfaces may encounter wetness or other slippery conditions.

2) The design of floor mats should have the following features:

- Slip resistant surface on both top and bottom sides.
- Beveled edges, flat edges or similar design to help reduce the likelihood of workers tripping on the mat's edges.
- Slots or similar design to help promote drainage and prevent accumulation of water & grease.
- Antibacterial treatment or similar design to help prevent the growth of mold and mildew.
- Floor mats should not be installed and used in a way where the mat itself becomes a slip or trip hazard.

Slip-Resistant Footwear

Employees who work in potentially slippery higher risk areas may be required to wear slip-resistant footwear.

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When selecting slip-resistant footwear, the following will be considered:

- a. Level of slip-resistance.
- b. Tread design, tread hardness, and shape of sole and heel.
- c. Proper support and comfort.

NOTE: The use of slip-resistant footwear alone is not adequate in preventing slip-related accidents. General housekeeping procedures, safe work practices, and matting/ floor treatments (as necessary) must be used.

Floor Maintenance Procedures

A floor maintenance procedure must exist where routine or occasional floor cleaning is performed by service personnel staff. Recommend consulting with floor cleaner product manufacturer for guidance on suggested cleaning procedures. The following should be considered when developing a floor maintenance procedure:

- a. The type of floor finish products used, including slip-resistant polymer finishes, strippers, degreasers and general cleaners.
- b. Proper application methods for products, including proper dilution and time schedules for each component or process.
- c. Proper warning system used during floor maintenance operation to alert building occupants of the presence of potential slip, trip and fall hazards.
- d. Documentation of products used, including Material Safety Data Sheets, and specifications regarding the slip-resistance level of the product.
- e. Periodic review of maintenance program, especially after a report of an employee “near miss” or actual accident.

TRAINING

Training will be provided to ensure employees are in compliance with safe work practices throughout the school year. Department-specific training may be arranged upon request -- contact the Office of Safety & Loss Control at 304-256-4500 ext. 3355 for more information.

Appendix A

Slip, Trip and Fall Hazards - Inspection Form				
School:		Area/Room:		
Higher Risk Area Yes <input type="checkbox"/> No <input type="checkbox"/>		Date:		
Floor Condition	Yes	No	N/A	Comments
Floor is kept free from slip hazards such as food or liquid spills and other debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walkway is kept free from trip hazards such as torn carpets, electrical cords, fallen articles, broken tiles, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carpet/rugs are in good condition and secured to the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors are properly designed to allow for good drainage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor drains are not plugged/allow adequate drainage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor mats are in good condition, free of grease, and used appropriately (i.e. mat is not a trip hazard).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor mats have beveled edges, and where appropriate, are grease resistant and promote drainage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	Yes	No	N/A	Comments
Portable signs, and equipment used for spills cleanup are available for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Slip-resistant footwear is worn by employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Illumination is adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stepladders are in good condition and have non-skid feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building Perimeter/Stairways/Special Areas	Yes	No	N/A	Comments
Sidewalks and ramps are free of defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sidewalks and ramps do not show signs of surface upheaval or unevenness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stairway surfaces and nosing (leading edge of stair tread) are free of defects (e.g. broken steps, cracks).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handrail is present and secured at stairways and ramps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Guardrails are present and secured on working surfaces that are more than 30 inches about floor or other working areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restroom floors free from defects and properly maintained. No evidence of plumbing leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Comments/Notes				
Inspected by:		Title:		
Inspected by:		Title:		

Scan completed form and email to jcolvin@access.k12.wv.us or fax to 304-256-4527.