

An Employer's Planning Guide to Slip, Trip, Fall Prevention



Is gravity costing you? It is costing many employers in Montana. Sadly, it is costing employees too. Montana State Fund sees a fair share of slips, trips, and falls that occur while employees are at work. During the 2010 accident year, Montana State Fund received over 1,800 claims that were categorized as falls on the same level or falls to the walkway or working surface. These claims alone have incurred over \$5 Million in medical costs and compensation benefits. The costs incurred as a result of slips, trips, and falls effect workers compensation rates in the state of Montana, overall insurance premiums, and an organization's ability to maintain a profit or invest in its future.

Many slips, trips, or falls are minor causing scrapes, bruises, or embarrassment. However some incidents result in severe injury to include temporary disability, permanent disability, or even death. The costs are immeasurable when a person loses their livelihood or the ability to provide for their loved ones.

$$g = 9.8 \text{ m/s}^2$$

$$9.8 \text{ m/s}^2 = \$\$ \$ \$ \$$$

Use this guide to assist you in protecting your assets. You will find invaluable tools and ideas to maintain a slip, trip, or fall free operation in the next several pages. Put these ideas in action through the use of your management team, maintenance staff, and safety committee.

Contents Include

Five Common Contributing Factors to Slips, Trips and Falls.....	5
Grounds Maintenance	6
Parking.....	6
Walkways.....	6
Snow Removal Plan	7
Who and When?	7
Guidelines for Snow Removal.....	7
Snow Pile Accumulations	8
Establish a Snow Route	8
Inside	9
Entryways and Foyers	9
Lubricated Surfaces	9
Floor Care and Maintenance.....	10
Stairs	11
Elevated Storage and Ladder Use.....	11
Human Factors.....	12
Walking Cycle.....	12

Footwear13

 Footwear Considerations 13

 Footwear for Icy Conditions 13

Footwear Programs.....14

Inspect15

Investigate.....16

Trend and Analyze18

Build a Database19

Track with a Map.....20

Create a Plan21

Educate, Campaign, Communicate.....23

Appendix.....25

 Slip, Trip, Fall Detail Report 26

 Snow Removal Report 28

 Slip, Trip, Fall Inspection Checklist 29

 Floor Maintenance Log..... 30

 Planning Model..... 31

Bibliography32

Five Common Contributing Factors to Slips, Trips and Falls



1. Surface Design

Often flooring design is chosen for aesthetics, cost, and durability. The choice of design may impact a human's ability to stay upright. Slip resistance can vary from surface to surface, surface conditions, and type of footwear. Slip resistance can be measured by static coefficient of friction (COF). This measurement is most commonly taken with a tribometer. Studies and regulation differ in COF requirements. The Occupational Safety and Health Act recommends (through a proposed non-mandatory appendix that has not been adopted yet) that walking surfaces have a COF of 0.5 and the American Disability Act recommends a COF of 0.6. Higher COF may be necessary for certain tasks such as walking on ramps, pushing, pulling, or carrying objects.

2. Surface Conditions

Conditions can vary depending upon the environment and surface maintenance. Walkways that are likely to be wet or spilled upon present risk for slips or falls. Loose or torn carpeting, broken tiles, or curled matt edges create tripping hazards.

3. Surface and Level Changes

Each time a surface changes, a person needs to adjust his or her gait to work with that surface. Surface changes, such as carpet to tile, should be minimized as much as possible in an effort to control slips, trips, and falls.

Curbs, ramps, sloped areas, joints or ridges that are greater than ¼" in height are all examples of level changes. Level changes can pose a trip hazard, especially if an individual is not expecting it. Often color contrast is used to alert people of the level change.

4. Obstructions

Extension cords, furniture, scrap materials, pallets are few of many of examples that can be obstructions in walking areas. Housekeeping and organization easily eliminates obstruction related falls that occur every day.

5. Human Factors

Human interaction within the respective workplace plays a significant role upon slip and fall prevention. Humans depend upon good work surface design, maintenance, and housekeeping. Employers should also depend upon these items as they are so much easier to control than human factors. Humans each have different physiological, cognitive, physical, and psychosocial abilities. Age, impairments, gait, choice of footwear may also be contributing factors toward slips, trips, and falls. Employers should provide safety training, establish a good culture, and promote active wellness in an effort to prevent injury. However, removing or controlling hazards is the best means of preventing injury.

Parking

Safe parking should be provided for customers and employees alike. To achieve safe parking:

- Remove snow before majority of workforce arrives.
- Apply ice melt or sand before majority of workforce arrives.
- Sand and/or gravel is removed following winter months.
- Remove leaves from parking lot and walkways in the fall. Wet leaves can be very slippery.
- Address potholes, broken pavement, or uneven areas in parking areas.
- Paint parking bumpers or speed bumps with bright color.
- Provide well illuminated parking and walking routes.
- Design and designate a walking route for employees.

Walkways

- Address points mentioned in parking section above.
- Walkways should be smooth but not slippery.
- Ensure landscaping is maintained and kept clear of walking paths.
- Repair settling issues, root growth, or other dips and elevations.
- Paint elevation changes until repairs can be made.
- Ensure water does not accumulate on walkways.
- Review and reroute drainage systems to prevent puddle or ice accumulation.
- Utility access panels and drainage grates should be set even with the walking surface. Often these items settle creating a trip hazard. Paint the panel or grate to alert pedestrians.
- Ensure bike racks are set so that the rack itself or the bikes in the rack will not impede the walkway.

Winter's snow and ice can wreak havoc on Montana's businesses. Developing and implementing a plan for snow removal will minimize exposure to customer and employee injury. Whether you contract snow removal services, remove snow with internal resources, or do a little of both, it is important to consider the following:

Who and When?

Contracted snow removal is an excellent service provided the contractor is removing snow when you need it most. Plow service should have snow removed before the majority of employees arrive to work. The snow on the parking lot can be removed in its entirety since the lot is cleared of vehicles. For 24-hour operations, sections of the parking lot should be blocked from parking so that effective snow removal can take place. Set clear expectations with your contractor to ensure the service that you need can be provided.

Internal snow removal services must also arrive and have snow removed prior to the majority of employees. Often employers have two to three personnel who remain on call when snow storms are forecasted.

Removing snow after employees arrive does not minimize the hazard and you are dependent only upon human factors. If this is your plan, you can expect injuries.

If you are not responsible for snow removal at your facility, ensure the landlord, city, or whomever is responsible is providing effective services. Sometimes alternative snow removal plans must be considered at your expense to protect your customers and employees.

Guidelines for Snow Removal

The facility manager is responsible for arranging snow removal when accumulations are more than one inch or when sleet or ice is accumulating. The following are guidelines for effective snow removal practices:

- For snowfalls less than four inches, brooms can be used to clean walkways.
- If snow accumulation is four inches or greater, mechanical means such as a snow blower or skid steer loader should be employed.
- When ice cannot be promptly removed, sanding should be done in parking areas and walkways.
- Strategically place sand, salt, or ice melt and encourage "self service" treatment for your employees.
- Snow removal should be documented. See the snow removal report sample in the appendix.

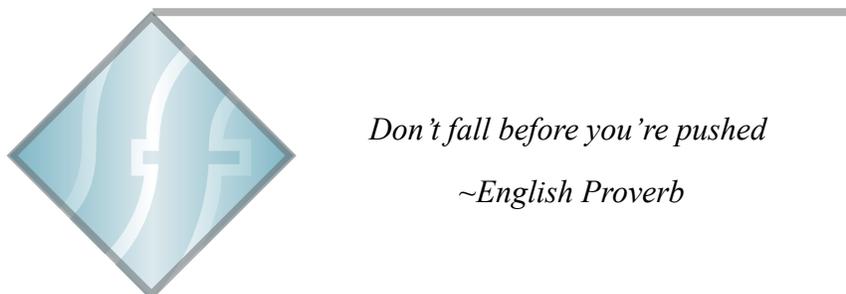
Snow Pile Accumulations

Identify a location for the snow to be plowed and stored. Below are a few things to consider when determining where the snow piles can accumulate:

- Choose an area where runoff is opposite of pedestrians traffic.
- Ensure that the snow pile is not creating obstructed view to traffic.
- Verify that roof drain outlets remain clear so that water can easily escape when it needs to.
- Keep fire protection equipment, hydrants, and control valves accessible.

Establish a Snow Route

Create a map to show employees the safest way to get from the parking lot the building. Ensure employees abide by the snow route for their own safety. Create traction in the walking areas through the use of sand or other material designed for ice. Close long or steep walkways from use until the snow and ice is gone.



Each business is vastly different in design and layout. Consideration of the points below will assist in making your operations a safe one:

Entryways and Foyers

- Consider canopy systems constructed over entry way to lessen material buildup.
- Ideally a grate system will be installed for high traffic entrances.
- Utilize a mat system to prevent tracking of moisture, dirt or mud, and other materials into your facility.
- Establish an effective mat strategy to cover expected pedestrian travel. Ideally a three component approach, each 5 feet:
 1. A scraper mat placed outdoors, but undercover, removes heavy debris from footwear.
 2. A wiper/scraper mat placed indoors to scrape and wipe off remaining debris.
 3. A wiper mat dries the bottom of the foot thoroughly for safe transition to the non-matted surface.
- Ensure the mat backing is appropriate for the surface in which it is placed. You do not want the mat to move while being walked upon.
- Ensure mats are well maintained and the edges do not create a trip hazard.
- The surface under the mat will need cleaned occasionally, otherwise the mat will become a moving object when dirt and dust accumulate underneath.

Lubricated Surfaces

- Break rooms, lunch rooms, coffee pot locations are all areas for potential spills. Store clean up materials and wet floor signage so that it is easily accessible. Expect immediate use of materials following a spill.
- Dish washing or other areas where large amounts of liquid are present should have anti-slip mat in place. Choose mats with beveled edges to prevent trip hazards. Mats should also have drainage ability to prevent soaked footwear.
- Kitchens or other areas where oils and grease are present should have anti-slip coating maintained on floor surface. Proper floor maintenance is essential in these areas.
- Mechanical shops should have oil absorbent easily accessible should a spill occur. Absorbent should be applied and cleaned up as soon as possible.
- Leaks on equipment should be repaired to prevent drips or accumulations on the floor.

Floor Care and Maintenance

Understanding and utilizing proper cleaning and floor maintenance practices is not only good for slip, fall prevention, but maintains the desired appearance and maximizes the life of the floor. Below are tips to consider within your floor care and maintenance program:

- Maintain surfaces according to the manufacturer’s guidelines.
- Frayed carpet or missing tiles should be an unacceptable condition.
- Ensure cleaning products do not create hazard. For example, several application of wax to slip-resistant flooring will alter the slip resistance.
- Use the right cleaning product for the floor contaminants. Oily surfaces cannot be adequately cleaned with mild detergent and water. See basic types of floor cleaners below.
- If the existing surface is slippery when wet, consider applying specialized treatment:
 - ◆ Professionally applied surface modifiers work well on mineral containing floors, such as marble, ceramic tile, or stone. Surface modifiers alter the physical properties of the floor’s surface without changing the aesthetics. The process creates micro-pores or tread patterns increasing the COF and rendering them safer to walk on; or
 - ◆ Mop on cleaners/treatments can be applied routinely by internal staff to raise the COF of finished floors; or
 - ◆ Investigate new products that claim to improve slip-resistance of floors.
- Consider having your floors tested with a slip meter to identify the existing COF.
- Provide ongoing education to your staff responsible for floor care on proper floor maintenance procedures.
- Use general safety measures when cleaning floors, such as “wet floor” signs or barricades.
- Maintain a documented floor care maintenance log that outlines the date, floor location, type of care provided, and by whom. See sample floor maintenance log in the appendix.

Basic Types of Floor Cleaners		
Cleaner	Effective for	Process
Alkaline Cleaner	Fats and Oils	Converts fat and oil into soapy slippery residue. The floor must be thoroughly rinsed with clean hot water and dried or polymerization can occur.
Acidic Cleaner	Fats and Oils Mineral Buildup	Uses oxide reduction instead of soapy solution. Reduces chance of polymerization.
Neutral Cleaner	Glossy Finish	Applied with typically no need for rinsing. Good for daily maintenance.

Stairs

- Stair design should comply with current building and life safety codes.
- Provide adequate lighting in stairwells and landings.
- Consider making treads more visible by adding color contrast to the nosing. The contrast will assist with safe descending as it allows better judgment on the vertical foot descent.
- Place and maintain handrails so that they are effectively used. Spherical railing is more user friendly than square railing. Splinter, paint chips, and soiled handrails reduce use.
- Handrails should extend at least 12 inches past the end of the stair. Handrails that end too soon cue the mind that stairs have also ended, creating potential for fall.
- Prevent distractions such as art work, signs or posters in close proximity to stairs.
- Establish safe use expectations.

Elevated Storage and Ladder Use

- Establish storage areas that are accessible from ground level.
- Strategically place ladders so that they are easily accessible, which prevents employees from climbing on desks, chairs, or cabinets to gain access.
- Inspect and maintain ladders through a documented process.
- Tag out or fully remove ladders from the operation if they are in ill repair.
- Design work platforms into areas or for equipment where elevated operations are necessary.
- Consider the use of portable stairs if employees have the need to carry items from their elevated storage place.

Human locomotion is, believe it or not, quite complex. There is constant threat of fall when traversing walkways, ramps, and stairs. The human body must control shifts in body weight at the exact time a foot is placed all the while reacting to balance, postural sway, and visual perception.

Walking Cycle

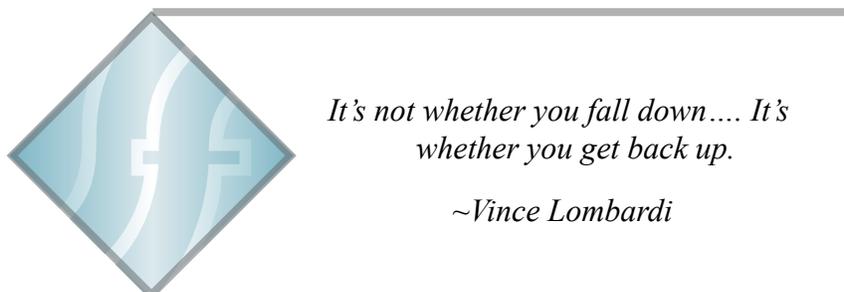
Understanding the basics of the walking cycle can assist in a full understanding of why falls occur and what countermeasures can be implemented for prevention. The walking cycle is describes as this:

- The body leans forward
- The lead foot swings into a heel strike and at about the same time
- The rear foot begins a rolling push-off and swings forward for a new heel strike

Both the heel strike and push-off are the most likely points in the walking cycle when a person is likely to slip. The heel strike force is about 15% of body weight. The push-off force is about 20% of the body weight. The force corresponds to the resistive force necessary to maintain stability during the walking cycle.

Tripping is most likely to occur when the leg is swung forward and there is insufficient ground clearance for the foot. Minimum ground clearance can range by a person's gait. One study observed a range between 3/8" and 1.5" as necessary clearance during the swinging forward phase of the walking cycle.

Each person has different gait, vision, balance, and recovery ability. Therefore it is best to design and maintain safe walking/working surfaces into your facilities rather than depend upon each individual.



Although your company may not have influence over the footwear chosen by customers and visitors, you do have the ability to control the type of footwear that employees wear while at work. Study after study of organizations implementing footwear policies for their employees have proven a great reduction in slip and fall related incidents.

Footwear Considerations

- Choose footwear to fit the activities performed by your employees. For example: Do they need ankle support, are they exposed to petroleum or food based oils, will they be working in a wet environment, do they need thermal or electrical protection?
 - ◆ Avoid footwear with hard plastic or leather soles and heels:
 - ◆ Plastic or PVC soles such as in a women's high heeled shoe provides little slip resistance on a hard walkway surface.
 - ◆ Leather is inconsistent material and changes over time. It can wear, become saturated with water, oil, or grease.
- Choose footwear with an adequate tread pattern and avoid smooth soles:
 - ◆ Tread patterns should be random patterns perpendicular to the direction of travel.
 - ◆ Tread patterns that run in the direction of travel tend to accentuate forward motion, like a skate or ski would.
 - ◆ Avoid tread patterns that would trap liquid rather than disperse it, as this can create a hydroplaning effect
- Softer soles are generally more slip-resistant than harder materials because they grab the surface more effectively

Just like tires, the tread, along with other features on footwear wears down. Footwear should be inspected, maintained, cleaned, alternated, and replaced.

Footwear for Icy Conditions

Good tread and soft soles grips the surface and assists in preventing slips and falls. However, when ice is present, the tread and sole properties only “float” atop the surface. Caution can be exercised while traversing ice, but the risk of slipping and falling is still present. Traction devices can be built into shoes or placed over the shoes to reduce the risk. The traction devices “dig” into the surface and help improve the coefficient of friction. Traction devices become dangerous on non-icy surfaces such as concrete or tile, as they only sit atop the surface rather than “dig” into it.

Various options can be considered in establishing a footwear program. Most employers are concerned about purchase options. A few of many purchase options are outlined below to assist with the decision making process:

Provision	Pros	Cons
Company Purchase	<ul style="list-style-type: none"> • Consistent protection • Consistent look or style • Easy to ensure daily use • Age of shoe can be tracked and consistent change out schedule 	<ul style="list-style-type: none"> • Purchase price • Employee turnover • Administration of program
Employee Purchase	<ul style="list-style-type: none"> • No investment by company • Shoe purchase can be made through payroll deduction 	<ul style="list-style-type: none"> • Need to ensure correct shoe purchased • More difficult to enforce • Employees less likely to buy new pair when shoe wears • Unaffordable to employee
Shared Cost	<ul style="list-style-type: none"> • Vested interest from both parties 	<ul style="list-style-type: none"> • Cost burden to employees
Loaners	<ul style="list-style-type: none"> • Cost savings with employee turnover 	<ul style="list-style-type: none"> • Multiple sizes • Sanitation concerns • Storage • Lost or left at home

Footwear policies can be set up as a mandate, a strong recommendation, or voluntary. Mandated policies should be carefully written and consistently enforced. Footwear vendors and/or legal council may be able to assist you with your policies.



Continental Airlines implemented a footwear requirement in 1995. They set a standard that lowered their required shoe height (for personnel including flight attendants) to 1/4" and a spokesperson reported falls incidents fell by 80 percent (Sixel, 1998)

Facility inspections focusing solely on slip, trip, fall hazards should be conducted proactively on a scheduled basis. Personnel who do not have assigned maintenance responsibilities should be involved in performing the inspections. The intent of the inspection is to record facility conditions, improve the condition, and continue monitoring the improved condition.

Inspections following an incident should also be conducted. See the investigation process for more information.

A sample slip, trip, fall inspection checklist is located in the appendix. A checklist should be customized to meet the needs of your facility.

A good investigation of a slip, trip, or fall incident will lend well to accurate implementation of countermeasures.

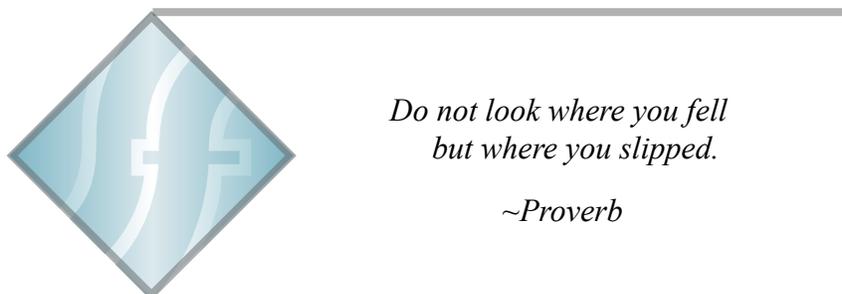
There are two types of investigations to be conducted when it comes to slips, trips, and falls:

1. Customer Investigations
2. Employee Investigations

This guide focuses mostly on employee incidents. Although prevention tactics applied can benefit both customers and employees. Consult with your general liability insurance provider to identify the steps and documentation necessary in handling a customer slip, trip, or fall on your company's property.

Completion of a First Report of Injury is not necessarily an investigation as it is more a necessary report to your workers compensation carrier that an employee was injured in the course and scope of employment. Often your workers compensation carrier will conduct an investigation to identify compensability of the claim. As an employer you should conduct an internal investigation to determine the details of the incident and implement measures for future prevention. Investigations have multiple benefits, some are listed below:

- Establishes a caring culture
- Identifies unsafe areas to eliminate accidents
- Allows for improvement of the physical environment as well as improvement of work practices, policies, and procedures
- Prevents lost revenue
- Deters fraudulent claims



Investigations should not serve as a mechanism to find fault or carelessness. Below are some basic principles to be used during an investigation:

1. Allow appropriate time for the interview process
2. Interview in neutral area, accident site is best
3. Prepare an introduction to establish a comfortable atmosphere
4. Discuss the purpose of the investigation and emphasize that you are gathering facts not looking for fault
5. Prepare simple and direct questions
6. Don't ask questions that insinuate bad behavior
7. Ask for the injured employees advice on prevention
8. Express your appreciation for the person's cooperation
9. Gather details from the accident scene as soon as possible. Do not attempt to recreate the accident.
10. Interview witness separately

Do's and Do Not's of an Investigation	
Do	Do Not
<i>Separate witnesses</i>	<i>Suggest answers</i>
<i>Get written statements</i>	<i>Interrogate</i>
<i>Ask open ended ?s</i>	<i>Dismiss details</i>
<i>Provide diagrams</i>	<i>Focus blame</i>
<i>Encourage details</i>	<i>Insinuate bad behavior</i>
<i>Show concern</i>	<i>Make judgment</i>
<i>Visit the scene</i>	<i>Recreate the accident</i>

Suspicious that a claimed slip, trip, fall did not occur or did not occur while the employee was at work may arise. Be courteous and hold your thoughts and beliefs for discussion with your workers compensation carrier.

You may have an internal accident investigation form that you are already accustomed to using. Consider utilizing a specific form for slip, trip, or fall incidents. The slip, trip, fall detail report provided in the appendix gathers thorough information on the details of the incident. The details can be trended over time to identify problem areas within your organization, allowing you to implement safety improvements. You may consider developing your own form specific to your operations.

Analyzing the details of slips, trips, and falls can assist to address problem areas within an operation. An in depth analysis often points out physical and environmental hazards, but may also reveal operational difficulties and cultural norms that can be improved upon. Over time trends may identify necessary improvements in:

Hiring Practices

- Interview process
- Pre-employment physicals
- Drug free
- Character check
- Team fit

New Employee Training

- Job understanding
- Clear expectations
- Safety rules and procedures
- Task specific safety
- Avoid assumptions of knowledge or skill
- Established footwear requirements

Employee Health and Fitness

- Vision correction
- Flexibility
- Physical strength
- Preventative health care
- Need for medical benefits
- Affects of prescribed medicine
- Lifestyle habits
- Mental wellness
- Dealing with personal problems

Job Dissatisfaction

- Personality Conflicts
- Despises Certain Tasks
- Poor Attendance
- Repetitive Work
- Boredom
- Needs Challenged

Sick Time and Vacation Policies

- Paid time off
- Enough days
- Seasonal Hobbies

Work Schedules

- Prefers different shift
- Needs consecutive days off
- Managing home life
- Set hours or task completion
- Breaks

Workloads

- Filling in for others
- Too many tasks for a day
- Piecework or production incentives
- Effects morale
- Fatigue

Floor Maintenance Practices

- Correct cleaners
- Correct application technique
- Adequate cleaning schedule
- Signage
- Safe work practices
- Housekeeping practices

Footwear Needs

- Slip resistance
- Traction
- Traction devices
- No or low heel
- Closed toe and heel

Near Miss or Close Call Reporting

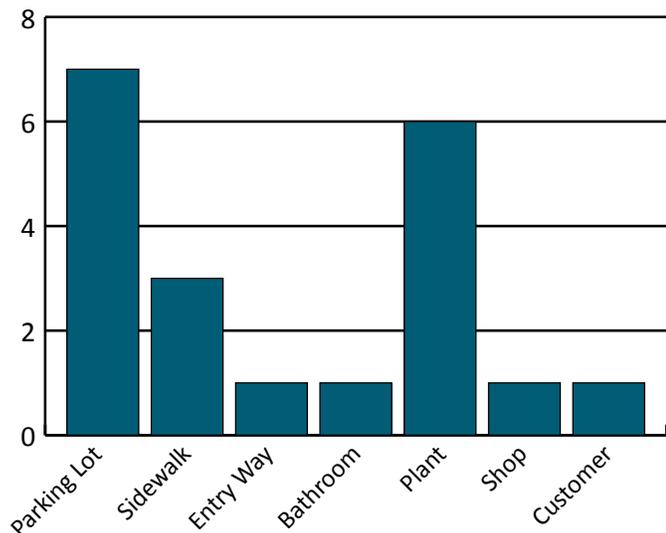
- Non-injuries / incidents reported
- Time taken to get details
- Encouraged or rewards for reporting

Details gathered from each incident or investigation will eventually start identifying visible trends. Consider tracking:

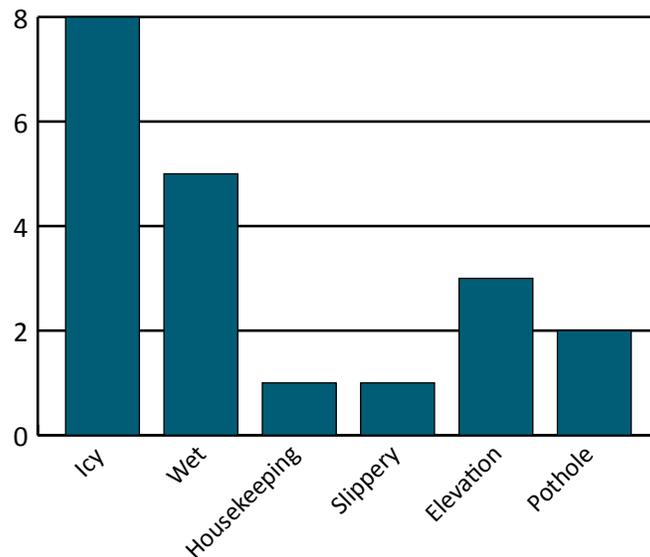
- Injured employee
- Date of Hire
- Age
- Occupation
- Day
- Time of Day
- Location
- Footwear Details
- Body Part
- Cost of Injury
- Activity
- Surface and condition

Start with existing information: Review OSHA 300 Logs, workers compensation reports, near misses. Maintain the database and add new incident details as they are reported and investigated. Below are examples of trending details:

Location of Slip, Trip, Fall



Surface Condition

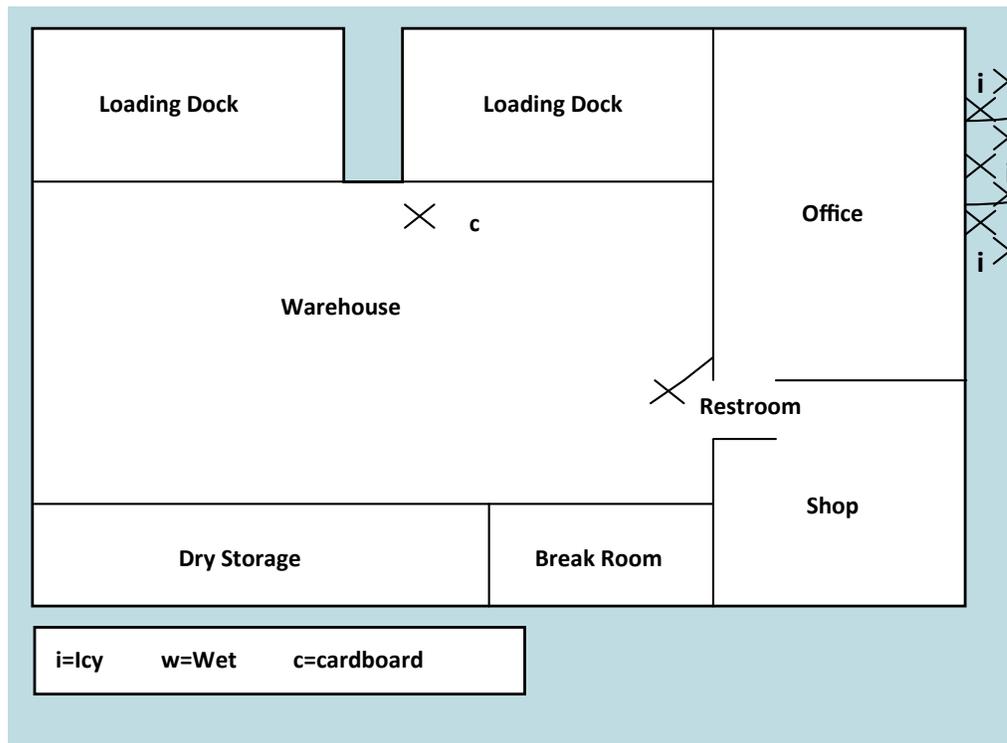


A database can be generated to collect details from the Slip, Trip, Fall detail report located in the appendix.

Utilize existing facility maps or create a facility map to track:

- Where slip, trip, fall incidents are occurring or almost occurring; and/or
- Where hazards are identified

The map should be detailed for pinpointing problem areas. An X could mark location of a slip, trip, or fall. A corresponding letter could identify the contributing hazard, if there was one.



Mapping Case Study:

An organization continued to experience slips and falls at its facility by both customers and employees. The organization knew that ice was often a contributing factor and put heavy focus on sanding outdoor pedestrian areas, but the trend continued.

The safety committee decided to begin mapping incidents to identify if there were certain areas that needed more sanding than others.

Over a two-year analysis, the map identified that many of the ice related falls were occurring at the entryway. The maintenance staff was positive that much of their focus was already placed at this location.

Upon further inquiry, the committee revealed that the roof's drainage outlet was at the entryway. The melt off would freeze leaving an icy area that the sanding simply couldn't keep up with.

As a short term solution the committee recommended installation of an electric heated mat to prevent ice buildup in the area. The maintenance staff researched heated mats and found the most durable and cost effective for their need. After an investment of around \$2,000, the slips and falls which have cost the organization well over \$30,000, have ceased.

Long term solutions are planned for. The roof will be redone at which time the slope and drain outlet will be redesigned.

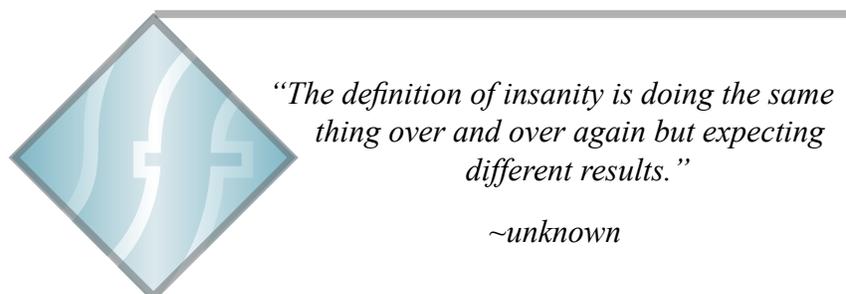
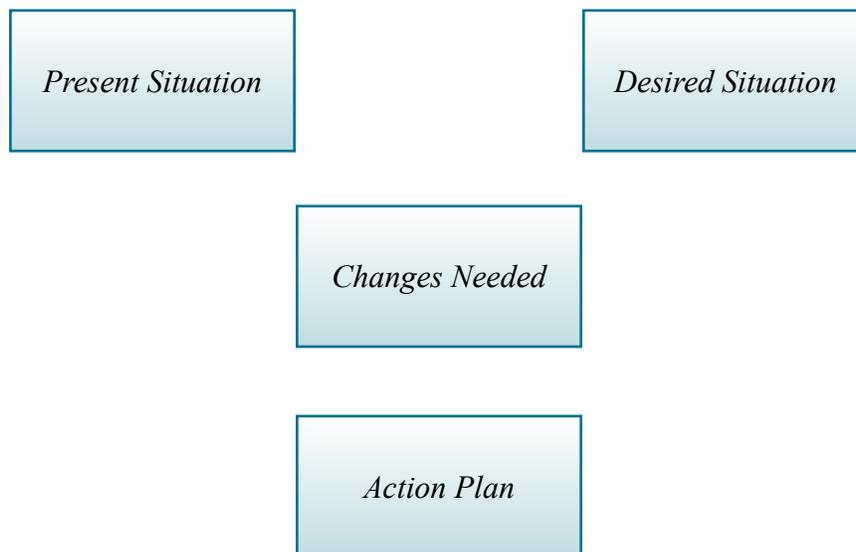
All elements of safety should be fully integrated into the business operations. When safety management is separated from overall operations, it is often difficult to have success.

Strategic safety planning can be approached in a simplified manner on the premise that:

1. Current status is known; and
2. Future status is desired.

Between the current and future status lie obstacles and barriers. The obstacles and barriers need to be identified, worked around, changed or removed in order to have a successful plan.

There are many planning models available and all can be used effectively. Below is an example of a Y model that can be successfully used to create your plan. A blank model is located in the appendix to be copied and used over and over as a planning tool.



1. Describe current situation:

The current situation could be multifaceted. Describe current behaviors, conditions, policies, etc. that are contributing negatively toward injury prevention. A comprehensive assessment may be necessary to fully understand the current situation.

2. Describe the desired situation:

Describe what the vision is for future behaviors, conditions, policies, etc. that would contribute positively toward injury prevention. A measurable goal, if possible, should be stated so that it is clear when the desired situation is attained.

3. Identify the changes needed:

Spell out the barriers to the desired situation. If the barriers are not identified and addressed it is almost certain that the desired situation will never be reached creating disappointment. Barriers could also be multifaceted: cost of improvements, unidentified responsibilities, lack of understanding. Barriers need to be described in terms that can be controlled or impacted.

4. Develop an action plan:

Action plans must state specific steps necessary to address the needed change. Action plans must outline responsibilities and timelines. A gantt chart is an excellent model for an action plan. Gantt charts outline specific project timelines and details, as provided in the example below:

Action Item	Champion	When / How Often
Complete cost analysis for equipment	Safety Manager	End of First Quarter
Inspect problem areas	Maintenance Manager	Daily
Establish use policy	Plant Manager	End of Second Quarter
Train employees	Respective Supervisor	First month in second quarter

Once action plans are completed for the needed changes, identify the current situation and measure against the desired situation. The cycle will likely continue, as this is an improvement process.

Just as any other element of your safety program, training and communication is an essential component in regard to slip, trip, and fall prevention.

Clearly communicated expectations will allow your staff to work toward the common goal of remaining injury free. The following elements should be discussed thoroughly with new employees and addressed with existing staff on a scheduled basis.

- Footwear requirements or recommendations
 - ◆ Limits of footwear
- Housekeeping policies and procedures
- Ladder safety
- Sign usage
- Floor cleaning and maintenance
- Hazard reporting
- Near miss and accident reporting
- Horseplay, running, jumping
- Accountability process

Conducting a loss analyses will allow your organization to identify improvements that can be made. Set SMART (specific, measureable, attainable, realistic, timely) goals and communicate to the staff. Get each employee on board through assigned activities and objective measurements of success.

Use slip, trip, and fall campaigns to maintain awareness. Below are a few examples used by other organizations:

Yak Traks on Loan: Purchase an adequate supply in multiple sizes of over the shoe traction devices and encourage employee use when conditions are icy. Place devices in a visible area by the employee entrance/exit area. Include a seat so that employees can safely don and doff the devices. Heed warnings on the devices so that unnecessary falls do not occur.

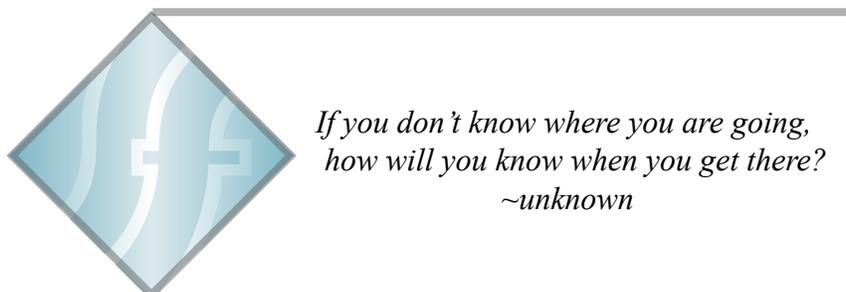
**One company said that a small investment of \$500 for traction devices annually may return thousands of dollars if even one fall was prevented. Often the traction devices need to be replenished each year, but that means the devices are being used by our employees.*

Walk Like A Duck: Train employees how to safely walk on lubricated surfaces. They need to lower their center of gravity by slightly bending their knees; increase their base of support by turning feet outward; take short steps slowly; and use their “wings” for balance. Make it fun by putting up pictures of ducks, handing out rubber duckies, or using a duck call to alert employees of outdoor conditions before they leave.

Penguin Pete: Use the similar awareness technique as Walk Like A Duck, but use penguins as a campaign mascot.

Shake Your Way to Safety: Fill reusable bottles with sand or ice melt and provide each employee a bottle to shake their way to safety. Ensure the bottle is adequately labeled. Provide convenient areas to refill the bottles so that they can be used over and over during the winter months.

Wellness Programs: Implement active wellness programs that get employees involved in their physical fitness. Individuals who have more strength and flexibility are more likely to recover their balance before actually falling. Recovery from injury if an individual does fall is often much more quick for healthy individuals versus those with ill health.



Slip, Trip, Fall Detail Report

Injured or Incident Employee Name:	Date and Time of Incident: <div style="text-align: right;">a.m. / p.m.</div>
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Was there injury? Yes No	Day of Incident:
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What was the injury?	M T W Th F Sat Sun
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	Date Reported:
--	----------------

	Names of Witness(s):
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Did the person fall? Yes No	
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Was this result of a slip or trip? S T	
--	--

Incident Details

Explain what happened:	
------------------------	--

Where did the incident occur?

Parking Lot Sidewalk Indoor Area Ramp Stairs Customer Site

Other:

What was the surface of the walkway?

Asphalt Concrete Tile Vinyl Marble Wood Carpet
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Dirt/Gravel Transitioning Surface

Other:

Were surface hazards present? Yes No	If yes, describe hazard (s) below:
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Examples may be crack, hole, lip, non-stationary object, stationary object, gravel, poor housekeeping, ice, wet, oily, muddy, slippery, poor color contrast, poor lighting, curled mat, raised carpet, cords or hoses in walkway, etc.

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Was the hazard identified through some form of communication? Yes No	Name identification means:
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Activity Details

Walking Forward	Yes	No	Walking Backward	Yes	No
Changing Direction			Pushing		
Turning a Corner			Carrying		
Talking			Listening		
Ascending			Descending		
Rushing			Jumping		

Injury Details	
Complete for Fall	Complete for Slip or Trip
Did the person fall forward or backward?	Did the person slip forward or backward?
Which body part did the person fall on?	Is there pain as a result of this slip or trip?
Is there pain in other areas as a result of this fall?	Where is the pain?
Was medical personnel called to the scene? Yes No	
If the incident was on stairs, list number of steps present _____ and which step contributed to the incident (count from bottom) _____.	
Footwear Details (choose all that are applicable)	
What type of footwear was worn?	What was the sole material?
Flats Fashion Boot	Hard Material Soft/ Rubberized
Pumps Cowboy Boot	Smooth Surface Treaded
Slings Open Toe	Other: Felt
Oxford/Loafer Open Heel	
Clog Platform	What was the heel design?
Flip Flop Tennis Shoe	Continuum of sole
Work Boot Ankle Supported	Separate from sole:
Other:	Squared edges Round Edges Pointy
	Heel Height:
	0-1" 1.1-2" 2.1-3" 3"+
Was footwear in good condition before the incident? (broken straps, loose sole, broken heel, etc)	Was footwear damaged in the incident? (broken straps, loose sole, broken heel, etc)
Yes No: _____	No Yes: _____
Additional Information:	
Completed by:	Date:

Snow Removal Report

Date and Day: _____ Temperature: _____

Weather Conditions:

Snow Sleet Hail Rain Cloudy Clear

Area	Direction				Treatment				Time
	N	S	E	W	Shovel	Blow	Plow	Sand	am/pm
Steps, Front	<input type="checkbox"/>	_____ a/p							
Steps, Rear	<input type="checkbox"/>	_____ a/p							
Steps, Right	<input type="checkbox"/>	_____ a/p							
Steps, Left	<input type="checkbox"/>	_____ a/p							
Ramps	<input type="checkbox"/>	_____ a/p							
Sidewalk, Front	<input type="checkbox"/>	_____ a/p							
Sidewalk, Rear	<input type="checkbox"/>	_____ a/p							
Sidewalk, Right	<input type="checkbox"/>	_____ a/p							
Sidewalk, Left	<input type="checkbox"/>	_____ a/p							
Front Lot	<input type="checkbox"/>	_____ a/p							
Side Lots	<input type="checkbox"/>	_____ a/p							
Back Lot	<input type="checkbox"/>	_____ a/p							

Employee: _____

Title: _____

Slip, Trip, Fall Inspection Checklist

Inspector: _____ Date: _____

Provide written comments on back for all items checked No.

Area / Item	Yes	No	N/A
Parking Lots			
Well illuminated			
Free from potholes or disturbed asphalt			
Vehicle parking is properly marked			
Curbing and speed bumps are brightly colored			
Drain grates or utility hatches are brightly colored			
Walkway routes are properly marked			
Snow and ice is sufficiently controlled			
Outdoor Walkways			
Surfaces are level, free of cracks, bulges, or settling			
Drainage is adequate and does not accumulate on walkway			
Walkways are illuminated well			
Surfaces are free of debris			
Snow and ice is sufficiently removed			
Bike racks or bikes are not intruding into walkway			
Landscaping does not intrude into walkway			
Indoor Walkways			
Surfaces are level, free of cracks, bulges, tears, breaks			
Carpets are flat and firmly fastened			
Surface changes do not have gaps			
Entryway mats are in place as needed			
Materials are stored out of the walkway			
Hoses and cords are stored out of the walkway			
Stairways			
Steps are uniform and in good repair			
Handrails are provided, secure, and maintained			
Treads have non-slip material			
Stairwells are well illuminated			
Landings and stairways are free of debris			
Signs and art are not distracting			
Running and jumping is not an observed behavior			
Break rooms, Bathrooms, Lunchrooms			
Floor surfaces are not slippery			
Floors are free of water			
Wet floors are barricaded			
Buckets, mops, brooms, kept out of walking area			

