

# Slips, Trips and Falls

## Lesson 1: Objectives

After completion of this course, you will be able to:

- ❖ List ways to prevent slips, trips and falls;
- ❖ Fall correctly to reduce your risk of injury; and
- ❖ Appropriately report slips, trips, and falls.

### *Introduction*

The act of walking has potential hazards, however since it is such a familiar part of our daily lives, many of us tend to overlook them. Slips occur when you are walking and there is a loss of traction between your shoe and the walking surface. Trips occur when you are walking, and the front of your foot strikes an object and is suddenly stopped. Both a slip and a trip can cause you to fall.

## Lesson 2: Prevention of Slips, Trips and Falls on the Same Level

Slips, trips and falls may occur on the same level (floor level) or from a different level. The majority, however, occur on floor level and not from high places.

### *Housekeeping*

Good housekeeping activities such as picking up, wiping up, and cleaning up can greatly decrease the risk of slips, trips and falls. Although these activities are routinely assigned to environmental services or housekeeping personnel, like "safety" itself, it is everyone's responsibility. Each employee should do his or her part to keep the work area clean.

### *Wet or Slippery Surfaces*

Slips and falls due to wet or slippery outdoor and indoor walking surfaces can result in significant injuries.

The traction on outdoor surfaces can quickly change due to environmental factors such as rain or snow. Use caution when walking on these surfaces.

Moisture, and liquid, food, grease and oil spills cause hazardous indoor walking conditions. Floors must be kept clean and dry. To prevent or decrease slips and falls resulting from wet or slippery indoor surfaces:

- Immediately clean up food, liquid, grease, or oil spills or report the spill to appropriate personnel if you not authorized to clean it up. When cleaning the

spill, avoid getting any more area than necessary wet. Do not wait for a spill to dry itself.

- Display wet floor caution signs or use safety cones to advise others to avoid the area. You may need to post a sign that shows another route around the area. Once the hazard has been resolved the sign should be removed. If not, the sign may become commonplace and lose its effectiveness.
- Place absorbent mats in entrance areas when moisture from environmental factors such as rain or snow may be tracked inside by others. Please note, however, that improper mats can become tripping hazards. Floor mats should have beveled edges, lie flat on the floor, and be made from material or contain a backing that will not slide on the floor.
- Place appropriate rugs, mats, or other non-slip surfaces in food preparation areas and bathing facilities.

Be advised that highly polished floors such as ceramic tile can be extremely slippery when wet.

### *Obstacles*

Trips due to obstacles can result in significant injuries. To prevent or decrease trips and falls resulting from obstacles:

- Keep work areas, aisles, passageways, stairs and exits clean and clear.
- Do not string cords or lines across hallways or in any walkway.
- Use safe work practices such as closing file cabinet drawers after use and picking up and storing loose items from the floor. Even the smallest object such as a pencil should be immediately picked up to keep the work area clean and clear.

If an obstacle is in your way, move it or walk around it, do not climb over it.

### *Lighting*

Poor lighting can hide obstacles and wet or slippery surfaces, therefore work areas should be well lit. Proper illumination is used in walkways, stairways, and hallways to help individuals avoid slips, trips, and falls. If you find an area that is not well lit or a light bulb that needs to be replaced, complete a work order and/or contact the appropriate personnel within your organization.

### *Footwear*

Prevent or decrease slips and falls by wearing shoes with nonskid soles. High heels, slides, and open toe shoes create the greatest risk of falling. You are expected to wear footwear appropriate for the duties of your job. The hems and cuffs of your clothes should also be short enough to reduce the risk of catching your heel while walking.

### *Individual behavior*

The most common cause of slips, trips, and falls is not paying attention. A brief moment of inattentiveness can lead to injury such as a bruise or a concussion or even death. It is important that you stay alert and plan ahead. Lack of planning may cause you to get behind, triggering you to hurry, walk too fast or focus on a task at hand and become unaware of your surroundings. To prevent or decrease slips, trips, and falls - plan, stay alert, and pay attention.

Quiz Question:

Select all of the common reasons for slips, trips, and falls on the same level.

**\*Wet outdoor walking surfaces**

Good housekeeping

**\*Poor lighting**

Nonskid shoes

**\*Not paying attention**

Dry indoor walking surfaces

**\*Cords strung across hallways**

**\*Loose items on the floor**

### **Lesson 3: Prevention of Slips, Trips and Falls from Different Levels**

As previously mentioned, slips, trips and falls may occur from different levels. Falls from elevated surfaces are less frequent but, in most cases, more severe than same level falls.

#### *Uneven surfaces*

Use caution when walking over uneven surfaces such as loose tiles, bricks, or pavement, or carpet that does not meet evenly with another surface. Report uneven surfaces to the appropriate personnel within your organization.

#### *Stairs*

Nearly half of all falls occur on steps and stairways. To prevent or decrease your risk of falling on stairs:

- Plan, stay alert, and pay attention. Do not hurry.
- Use the handrail.
- Keep stairways well-lit and clear of obstacles.
- Report ice and snow on stairs.
- Report worn or loose carpeting or chipped or torn stair tread.
- Carry loads that do not block your view of each step.
- Make sure rugs positioned at the top or bottom of a stairway are securely fastened.

Be aware of steps when entering or existing a room or building.

### *Ladders*

You may be expected to use a ladder as a result of the duties of your job. In these situations, you must follow certain guidelines when placing, climbing, and coming down the ladder. The guidelines provided in this course apply to the safe use of a straight ladder, stepladder or stepstool. Be advised, if a situation requires the use of a ladder, use one! Do not substitute with a chair, box, or other piece of furniture.

- You should always inspect the ladder first. It should be clean and in good condition. Use it only for its intended purpose. Follow the manufacturer's guidelines regarding maximum weight and always use the locking device.
- Choose the correct ladder length for the job. A stepstool is usually two feet high, a stepladder is generally 8 feet and an extension-type straight ladder can be 16 feet or longer. A straight ladder should be long enough so that when it rests against the upper support the employee can work with their waist below the top rung or the rung at which the siderails are resting against the support. Never stand on the top three rungs of a straight ladder or the top two steps of a stepladder.
- Only use ladders on stable, level, and dry surfaces. Do not place a ladder on make-shift objects such as a table or box. Keep the upper resting edge of a straight ladder on a firm foundation.
- Ladders should be set at a 4:1 angle. For each four feet of rise from the base to the upper resting edge of the ladder, the base should be one foot out from the upper resting edge of the ladder to the working surface.
- Face the ladder and use both hands to hold the siderails when going up or down. Be sure your shoes are not slippery before using a ladder.
- Carry small tools in a tool belt, not in your hands. Raise other tools and supplies with a rope.
- Never lean too far to the sides. Keep your belt buckle within the siderails.
- Never move or attempt to adjust a ladder while someone is on it.
- Never have more than one person on a ladder at a time.
- Never jump from a ladder. Always step down from the bottom rung.
- Do not use a metal ladder in locations in which it or its user could come into contact with electricity.

Quiz Question:

Select all of the ways to prevent or decrease your risk of falling on stairs.

**\* Plan, stay alert, and pay attention**

Do not use the handrail

**\*Keep stairways well-lit and clear of obstacles**

Carry as many objects as possible

**\*Report ice and snow on stairs**

Kick loose rugs out of your way

**\*Report worn or loose carpeting or chipped or torn stair tread**

#### **Lesson 4: The Correct Way to Fall**

If you find yourself falling, do so correctly to reduce your risk of injury:

- Tuck your chin in, turn your head, and throw an arm up. It is better to land on your arm than on your head.
- While falling, twist or roll your body to the side. It is better to land on your buttocks and side than on your back.
- Keep your wrists, elbows and knees bent. Do not try to break the fall with your hands or elbows. When falling, you want to have as many square inches of your body as possible contact the surface at the same time, thus, spreading out the impact of the fall.

#### **Lesson 5: Reporting**

(NOTE: You may wish to display contact information for the appropriate personnel to contact within your organization.)

All slips, trips and falls, with or without injury, should be reported, recorded and reviewed. Action to prevent a repeat occurrence should be taken immediately. To report a slip, trip or fall, contact the appropriate personnel within your organization.

#### **Lesson 6: Conclusion**

(NOTE: You may wish to display contact information for the appropriate personnel to contact within your organization.)

Everyone has the right to work in a safe environment. By working together, employers and employees can eliminate or reduce injuries related to slips, trips, and falls.

## **Test Questions** (10 questions Pre-test or 5 questions Post-test)

### **Pool 1 (4 or 2 questions)**

#### **MULTIPLE CHOICE**

1. The following housekeeping activities can greatly decrease your risk of slips, trips and falls:
  - a. Picking up.
  - b. Wiping up.
  - c. Cleaning up.
  - d. All of the above.
  
2. Footwear that will decrease your risk of a slip and fall include:
  - a. High heels.
  - b. Slides.
  - c. Shoes with non-skid soles.
  - d. Open toe shoes.
  
3. The most common cause of slips, trips and falls is:
  - a. Not paying attention.
  - b. Poor lighting.
  - c. High heels.
  - d. Uneven surfaces.
  
4. Uneven surfaces include:
  - a. Carpet without holes.
  - b. Carpet that meets evenly with tile.
  - c. Carpet that has become bunched.
  - d. Carpet without tears.
  
5. To decrease your risk of falling on stairs, you should:
  - a. Plan, stay alert and pay attention.
  - b. Use the handrail.
  - c. Keep the stairway well lit and clear of obstacles.
  - d. All of the above.
  
6. The correct way to fall includes:
  - a. Landing on your head.
  - b. Landing on your buttocks or side.
  - c. Landing on your back.
  - d. There is no correct way to fall.
  
7. If an obstacle is in your way, you should:
  - a. Climb over it.
  - b. Move it or walk around it.

- c. Jump over it.
- d. Step over it.

**Pool 2 (6 or 3 questions)**

**TRUE/FALSE**

- 8. Slips occur when you are walking and there is a loss of traction between your shoe and the walking surface.
- 9. Trips occur when you are walking and the front of your foot strikes an object and is suddenly stopped.
- 10. The majority of falls occur on floor (ground) level and not from high places.
- 11. Activities such as picking up, wiping up, and cleaning up are the responsibility of housekeeping personnel only.
- 12. Small liquid spills should be left alone to dry by themselves.
- 13. Small objects, such as a pencil, on the floor should be picked up by housekeeping personnel only.
- 14. A pencil on the floor can cause you to slip.
- 15. A light bulb that is burned out will be noticed by housekeeping personnel and therefore does not need reported.
- 16. If a ladder is not available, it is acceptable to climb on a chair to reach a desired object.
- 17. It is acceptable to stand on the top rung of a straight ladder.
- 18. It is acceptable to have more than one person on a ladder at a time.
- 19. Do not move a ladder while someone is on it.
- 20. You should report all slips, trips, and falls to the appropriate personnel within your organization.

# Slips, Trips and Falls – Clinics

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After completion of this course, you will be able to:

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- ❖ Appropriately report slips, trips, and falls.

### *Introduction*

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Slips, trips and falls may occur on the same level (floor level) or from a different level. The majority, however, occur on floor level and not from high places.

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Good housekeeping activities such as picking up, wiping up, and cleaning up can greatly decrease the risk of slips, trips and falls. Although these activities are routinely assigned to environmental services or housekeeping personnel, like "safety" itself, it is everyone's responsibility. Each employee should do his or her part to keep the work area clean.

### *Wet or Slippery Surfaces*

Slips and falls due to wet or slippery outdoor and indoor walking surfaces can result in significant injuries.

The traction on outdoor surfaces can quickly change due to environmental factors such as rain or snow. Use caution when walking on these surfaces.

Moisture, liquid, and food cause hazardous indoor walking conditions. Floors must be kept clean and dry. To prevent or decrease slips and falls resulting from wet or slippery indoor surfaces:

- Immediately clean up food or liquid. When cleaning the spill, avoid getting any more area than necessary wet. Do not wait for a spill to dry itself.

- Display wet floor caution signs or use safety cones to advise others to avoid the area. You may need to post a sign that shows another route around the area. Once the hazard has been resolved the sign should be removed. If not, the sign may become commonplace and lose its effectiveness.
- Place absorbent mats in entrance areas when moisture from environmental factors such as rain or snow may be tracked inside by others. Please note, however, that improper mats can become tripping hazards. Floor mats should have beveled edges, lie flat on the floor, and be made from material or contain a backing that will not slide on the floor.

Be advised that highly polished floors such as ceramic tile can be extremely slippery when wet.

### *Obstacles*

Trips due to obstacles can result in significant injuries. To prevent or decrease trips and falls resulting from obstacles:

- Keep work areas, aisles, passageways, stairs and exits clean and clear.
- Do not string cords or lines across hallways or in any walkway.
- Use safe work practices such as closing file cabinet drawers after use and picking up and storing loose items from the floor. Even the smallest object such as a pencil should be immediately picked up to keep the work area clean and clear.

If an obstacle is in your way, move it or walk around it, do not climb over it.

### *Lighting*

Poor lighting can hide obstacles and wet or slippery surfaces, therefore work areas should be well lit. Proper illumination is used in walkways, stairways, and hallways to help individuals avoid slips, trips, and falls. If you find an area that is not well lit or a light bulb that needs to be replaced, complete a work order and/or contact the appropriate personnel within your organization.

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Good housekeeping

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- Keep stairways well-lit and clear of obstacles.
- Report ice and snow on stairs.

- Report worn or loose carpeting or chipped or torn stair tread.
- Carry loads that do not block your view of each step.
- Make sure rugs positioned at the top or bottom of a stairway are securely fastened.

Be aware of steps when entering or exiting a room or building.

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- Carry small tools in a tool belt, not in your hands. Raise other tools and supplies with a rope.
- Never lean too far to the sides. Keep your belt buckle within the siderails.
- Never move or attempt to adjust a ladder while someone is on it.
- Never have more than one person on a ladder at a time.
- Never jump from a ladder. Always step down from the bottom rung.
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Carry as many objects as possible

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**Pool 2 (6 or 3 questions)**

**TRUE/FALSE**

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