

Employee Programs Slips, Trips, and Falls



Healthy Aging Training Academy

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Course Instructions

During this course, you will be using two internet websites:

- YouTube—for course video
- Survey Monkey—for Knowledge Checks, Course Certification, and Course Evaluation

Links for each course task can be found in this book.

The checklist of tasks for this course is as follows:

√	Course Task
	1. What are slips, trips and falls
	2. The cost of slips, trips and falls
	3. What OSHA says
	4. Causes of Slips
	5. Video 1—Don't Slip Get a Grip—YouTube
	6. Causes of Trips
	7. Video 2—Slips, Trips, and Falls—The Fatal Half Inch —YouTube
	8. Conditions that increase the risk of slips, trips and falls
	9. Factors that increase the risk of incidents
	10. Prevention
	11. Video 3—Slips, Trips, and Falls—Distracted Walking—YouTube
	12. If you find yourself falling
	13. If you are injured, remember this Worker's Compensation information
	14. Video 4—What Causes Accidents—YouTube
	15. Knowledge Check—Survey Monkey—about Video 1
	16. Course Certification
	17. Course Evaluation

- 1) Each video will stop when it is finished.
 - a. Only watch one video, and then return to this course book
 - b. *If you click on or watch any other videos that appear on YouTube, the sequence of videos may not follow what is listed in this course*
- 2) Survey Monkey is used for Knowledge Checks, Course Certification, and Course Evaluation.
 - a. *Avoid opening an account or taking other surveys suggested by Survey Monkey*
 - b. *Purchases are never required for these courses*
- 3) Give time for the videos and surveys to load—extra clicking or trying to go back will create a problem.



Causes of Slips

- ▶ Wet spills or contamination on floors: water, mud, oil, grease, food, etc.
- ▶ Dry contamination on floors: dusts, powders, wood, lint, plastic, etc.
- ▶ Highly polished floors especially marble, terrazzo or ceramic tile
- ▶ Freshly waxed floors
- ▶ Transitioning from one surface to another, e.g. carpeted to a smooth surface
- ▶ Sloped walking surfaces
- ▶ Loose, unanchored mats or rugs
- ▶ Loose tiles or floorboards that can shift
- ▶ Wet muddy or greasy shoes
- ▶ Ramps without skid or slip-resistant surfaces
- ▶ Metal surfaces such as platforms, construction plates or covers on sidewalks or roads (Metal has lower traction than many other surfaces, so it can become very smooth with wear, becoming even more hazardous when wet or frosty)
- ▶ Environmental factors: rain, frost, snow, ice or humid surfaces
- ▶ Uneven surfaces or terrain
- ▶ Irregular surfaces, such as gravel or bricks

Video 1—Don't Slip Get a Grip—YouTube

View— <https://www.youtube.com/watch?v=t28Ws-HjW1w>



Causes of Trips

- ▶ Uncovered cables, wires or extension cords (temporary wiring)
- ▶ Clutter, obstacles in walkways
- ▶ Open cabinets or desk drawers
- ▶ Changes in elevation, e.g. unmarked steps
- ▶ Carpets or mats that are not lying flat or have rolled up edges
- ▶ Missing or uneven floor tiles
- ▶ Irregular walking surfaces
- ▶ Damaged steps (Each year there are over 3 million disabling stair fall accidents, including over 4000 deaths)
- ▶ Non-uniform or irregular steps: varying tread depth, varying height or otherwise uneven
- ▶ Accumulated waste materials or debris
- ▶ Trailing cables, pallets, tools, etc. in walkways
- ▶ Objects protruding from walking surface
- ▶ Uneven surfaces
- ▶ Sidewalk-curb drops
- ▶ Speed bumps
- ▶ Tire bumpers
- ▶ Wheelchair ramps

Video 2—Slips, Trips, and Falls—The Fatal Half Inch—YouTube

View— https://www.youtube.com/watch?v=H_iYaQSJTdc

Conditions increasing the risk of slips, trips and falls

- ▶ Conditions in the surrounding environment can have a huge impact on slip, trip and fall hazards
- ▶ Poor lighting
- ▶ Glare
- ▶ Using bulky equipment

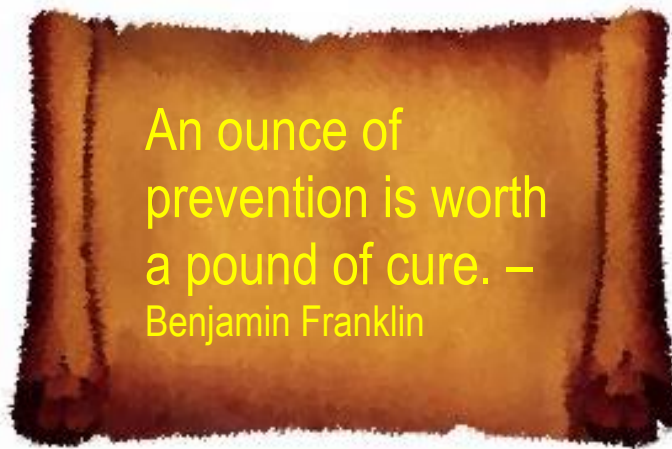
Human conditions increasing the risk of slips, trips and falls

- ▶ Physical condition, illness
- ▶ Psychological factors, stress and distractions
- ▶ Medications, alcohol or drug effects
- ▶ Visual perception, eyesight

Human behaviors increasing the risk of slips, trips and falls

- ▶ Human behaviors have an impact on the risk of accidents
- ▶ Carrying too much at once, or carrying awkward objects, preventing you from: seeing where you are going; holding onto railings; or keeping your balance.
- ▶ Inattentive walking; using a cell phone, reading, talking and not watching where you are going while walking (distracted walking)
- ▶ Taking shortcuts; not using pathways or designated walkways
- ▶ Being in a hurry
- ▶ Poor housekeeping; allowing clutter to accumulate, not cleaning up spills in a timely manner
- ▶ Using improper cleaning processes; over-using wax or polish on floors, using water to clean up a grease spill
- ▶ Failing to use signs when slip, trip or fall hazards are present.
- ▶ Use of footwear not suitable for your work environment or environmental conditions; open-toed shoes, high heels, smooth-surfaced soles, old, worn-out shoes.

Now, let's talk prevention!



Workspace and work practice design

- Highlight step edges and transitions with anti-skid paint
- Make sure stairways have sufficient lighting and handrails; if stairway is not often used and not always lit, make sure access to light switches is readily available at both top and bottom of stairwell.
- Use anti-slip coating and tape where applicable; at edges of stairs and ramps
- Use drainage or false floors where needed
- Use slip-resistant floor in high-risk areas like entrances
- Highlight slip and trip hazards for better visibility



Housekeeping

- Keep walkways, aisles and stairs clear of clutter
- Cover or secure cords, cables, wires or hoses and keep them away from high traffic areas
- Make sure mats lay flat and secure. Avoid throw rugs in the workplace.
- Close desk, cabinet and file drawers after use
- Keep floor around the workspace free of cords, boxes, materials, papers and other objects.
- Clean surface areas regularly as recommended, following appropriate cleaning and drying procedures
- Repair or replace any damaged flooring as necessary

Safe walking procedures

- ▶ Pay attention to your surroundings, look where you are going and pay attention to slip and trip hazards
- ▶ Walk, don't run—take your time
- ▶ Don't read, write, work, or talk on cell phones while walking

Video 3—Slips, Trips, and Falls—Distracted Walking

View— <https://www.youtube.com/watch?v=FtFKRYgtamk>

- ▶ Use handrails while ascending and descending stairs, take your time and don't skip steps
- ▶ Bring a flashlight with you if you are going into a dim area
- ▶ Before you lift anything, check to make sure your path is clear and your view is not obstructed
- ▶ Utilize carts—don't carry anything that you cannot see over or around
- ▶ Carry small loads close to your body
- ▶ Use the elevator if you are going to another level and are carrying something that requires you to use both hands.
- ▶ Walk cautiously when you transition from one walking surface to another
- ▶ Slow down and take small steps when a surface is cluttered, uneven or at an angle
- ▶ Wear stable non-slip shoes

If you find yourself falling

- ▶ Bend your elbows and knees and use your legs and arms to absorb the fall.
- ▶ Protect the vulnerable parts of your body, like the head, neck and spine.
- ▶ Don't move if you think you've hurt yourself. Wait for help.

Rules of Thumb...

- ▶ If you drop it, pick it up.
- ▶ If you spill it, wipe it up.
- ▶ Go where you are looking, and look where you are going.
- ▶ There is always time for safety!

If you are injured, remember this Workers' Compensation information:

All employees shall immediately report to their immediate supervisor/manager AND the Human Resource Bureau and accident, injury or minor injury that has occurred during the normal work assignment. All employment program participants must complete the Workers' Compensation Notice of Accident Form—NOA-1, available through your case manager.

If you are injured and are in need of medical assistance please feel free to head to a local physician of your choice. If your injury is an emergency you should seek care at your local emergency room.



Video 4—What Causes Accidents—YouTube

View—

<https://www.bing.com/videos/search?q=slips+trips+and+falls&&view=detail&mid=901080E17D8C1E03A812901080E17D8C1E03A812&rvsmid=59E571EFF565DCCB09EC59E571EFF565DCB09EC&FORM=VDQVAP>

Presentation Review

Step 15. Knowledge Check— <https://www.surveymonkey.com/r/D6FZFW7>

Course Certification and Evaluation

Slips, Trips, and Falls Course—

Course Certification

Step 16. Please certify your course completion—

<https://www.surveymonkey.com/r/D6Q7FPT>

Slips, Trips, and Falls Course—

Course Evaluation

Step 17. Please complete the course evaluation—

<https://www.surveymonkey.com/r/927N3RN>

That's all folks...The End

