

# STAFF RESOURCES

## Preventing Slips, Trips and Falls in the Workplace

Slips, trips and falls are a major cause of injuries both at and away from work. According to the Occupational Safety and Health Administration (OSHA), such accidents cause 15 percent of all accidental deaths (second only to motor vehicles). Across the nation, 10 percent of all injuries are caused by slips, trips and falls.

Many office and school accidents are caused by slippery floors, uncleaned spills, objects lying on the floor or protruding into aisles, poorly maintained floor surfaces, open drawers, and many others. These accidents can often be avoided.

### Hints to Prevent Slips, Trips and Falls at Work

1. Immediately clean up spills of water, oil and other liquids from the floor. Post signs/cones to warn of slippery areas.
2. Turn on the lights before entering a dark room.
3. Pick up all loose objects such as pencils, pens, paper clips and paper from floor surfaces.
4. Report loose carpet or damaged floors to the building administrator.
5. Ensure that all hallways and other walkways are properly maintained, adequately illuminated and kept free from obstruction.
6. Avoid blocking your view when carrying/pushing large objects; make sure you can see where you are going.
7. Do not tilt your chair back on two legs while seated.
8. Do not run electrical and other cords across doorways, aisles or hallways.
9. Do not tolerate or conduct horseplay in swivel chairs.
10. Do not raise the seats on swivel chairs to the point that feet will not touch the floor.
11. Slow down! Moving too fast increases the likelihood that you will misjudge a step or encounter a hazard without noticing it.
12. Do not leave drawers to desks or file cabinets open. They pose a risk to others in the area.
13. Wear shoes appropriate to the surfaces on which you work.
14. Use the handrail on staircases.



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