



SLIPS, TRIPS & FALLS SAFETY STAND-DOWN RESOURCES



Relationships at Work

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FFVA Mutual Resources

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Join FFVA Mutual's Safety Stand-Down Campaign to Prevent Slips, Trips and Falls at Work

Slips, trips and falls (STF) are 100% preventable but are still a leading cause with 16% of all work-related injuries reported to FFVA Mutual from 2021-2023 and are the #1 most costly claim. More alarmingly, falls alone are the leading cause of workplace fatalities, with more than 800 fatalities reported annually in the United States per the National Safety Council. This figure highlights the gravity of STF-related incidents and the urgent need for effective prevention strategies.

FFVA Mutual understands the importance minimizing the risk of slips, trips and falls in the workplace. As part of this annual Stand-Down campaign, FFVA Mutual is placing increased emphasis on preventing injuries from slips, trips, and falls. This Slips, Trips and Falls Safety Stand-Down helps employers identify hazards and provides tips to prevent these types of injuries, and creates awareness and a positive safety culture for your employees. In addition to the hands-on services our Loss Control team will be providing, we have developed this Resource Guide to help you eliminate slip, trip, and fall injuries in your workplace.

The Difference between Slip, Trip and Fall Injuries at Work and Ways to Prevent them

Slips are a loss of balance caused by too little friction between your feet and the surface you walk or work on and can be caused by wet surfaces, spills, or weather hazards like ice or snow. Loss of traction is the leading cause of workplace slips.

Trips happen when your foot hits an object or steps down to a lower, uneven surface. These injury types are more likely to happen when you are in a hurry and don't pay attention to where you're going.

Falls occur whenever you move too far off your center of balance. Falls account for the most workplace fatalities than any other reason and commonly occur for those working at heights.

Why Hold a Slips, Trips and Falls Safety Stand-Down? Safety stand-downs create an opportunity for employers to meet with employees to talk about safety and reinforce ways to prevent slips, trips and falls.

Ideas for Successful Safety Stand-Down Participation

- Review your company's safety program.
- Have workers complete safety training.
- Develop hands-on activities to increase strains and sprains hazard awareness.
- Encourage active employee participation.
- After your stand-down, be sure to download the customizable Certificate of Participation to recognize your company and your employees for participating.

Plan for your Safety Stand-Down

- Take a break to talk about how to prevent slips, trips and falls at work.
- Provide STF safety training for all workers.
- Plan a safety toolbox talk or other safety activity.
- Take a photo of your group and tag #FFVA Mutual and #SafetyStandDown

This resource guide has been created to help prevent slip, trip and fall injuries at your workplace.

For more information, go to www.ffvamutual.com/slips-trips-falls-safety-stand-down

To view our **no-cost training options** on 30+ topics, visit www.ffvamutual.com/safety/safety-training-request

Tap into our Safety Expertise and get to know our safety team at go.ffvamutual.com/Safety-Team-Expertise
As always, please reach out to your FFVA Mutual Safety Consultant to help you maintain a safe workplace.



Trending Topic

Slip, Trip and Fall Prevention (Same Level)

Slip-and-fall accidents are an equal opportunity hazard. From floors of a fast-paced restaurant kitchen to construction sites, falls are common in virtually every industry – and the results can be devastating for both employees and employers. Consider:

- Fall-related injuries cost \$70 billion annually in the U.S. alone.
- Approximately 33,381 people die in the U.S. annually due to injuries caused by unintentional falls.



Top Resources to Download and Customize <https://go.ffvamutual.com/slip-trip-fall-protection>

- Preventing Slips, Trips and Falls: Construction
- Preventing Slips, Trips and Falls: General
- Slips, Trips, and Falls Meeting [English|Spanish]

Related Blog Post <https://www.ffvamutual.com/blog>

- *How to Sidestep Slip and Fall Accidents at Work* <https://www.ffvamutual.com/blog/slip-and-fall-accidents>

On-Demand Short Talk <https://www.ffvamutual.com/safety/short-talks>

- Slips, Trips, Falls: Same Level Falls [English|Spanish]

Additional Materials Available in *Safety Key* www.ffvamutual.com/safety/safety-key

- Automotive Service – Preventing Slips, Trips and Falls Safety Tips
- Fall Protection Tips
- Restaurant: Slip, Trip and Fall Prevention Safety Tips
- Update to OSHA’s Walking Working Surfaces and Fall Protection Standard Meeting

Other FFVA Mutual Quick Links:

Request a *Safety Key* login www.ffvamutual.com/safety-key-login-request

Safety training events www.ffvamutual.com/events

National Safety Council (NSC) Resources:

<https://www.nsc.org/work-safety/safety-topics/slips-trips-falls>

<https://www.nsc.org/safety-first-blog/the-importance-of-signage-to-prevent-slips-trips-and-falls>



Slip, Trip and Fall Prevention: In The Workplace

Injuries at work from slips, trips, and same-level falls occur frequently, and are often viewed as not preventable and due to the worker not paying attention conditions that are out of the worker's control. However, nearly all of these accidents are preventable if we understand the various causes, identify the hazards, and take the appropriate steps to eliminate or minimize these hazards.

Slips are caused by too little friction between a person's foot and the walking surface. Common causes of injuries from slips include slippery surfaces caused by water, oil, or other materials (including dry materials such as dust). Slips may also be caused by improper footwear and loose/unsecured floor coverings such as mats, rugs, and protective materials such as plastic.

Trips are caused by an unexpected interruption of a person's forward motion when the person's foot contacts an object or surface. This can be caused by obstructions in walkways, poor lighting, floor mats not laying flush, and changes in the elevation of walking surfaces.

Top 5 Causes of Slips, Trips, and Falls:

- 1) Personal Behavior
- 2) Poor Housekeeping and Maintenance Practices
- 3) Stairways
- 4) Walking and Working Surface Conditions
- 5) Work Practices

Housekeeping and Maintenance: Best Practices

- Inspect your work areas daily before you start your work and routinely during the day, when conditions change, and when returning from breaks.
- Inspect walkways to ensure they are free from obstructions and trip hazards. Look for items that may be protruding into walkways and keep walkways clear. Keep exits clear at all times.
- Inspect all floor mats and rugs to ensure that they lay flat. Replace damaged mats and rugs if the edges are curled or cracked. Use mats that have beveled edges.
- Look for areas that may be exposed to frequent moisture such as gutter discharge areas, air conditioning condensation pipes, ice machines, or leaking/dripping water. These areas can be prone algae and mold and may contribute to slips and falls. Make sure these areas are placed on regular cleaning schedule or divert the walkway around the area. Repair leaking equipment and containers.
- Clean up spills immediately or close the area off to prevent others from entering the area until it can be cleaned up adequately.
- Use caution signs or "Wet Floor" signs when floors are wet/damp from mopping, or during/following weather that may create slippery floors at entryways, exits, etc.
- Ensure all work areas and walkways are well lit.
- Keep walkways and paths of travel free of obstructions, stage materials and equipment out of walkways and work areas. Store pipes and long materials against/along walls and do not allow them to extend into walkways.

Housekeeping and Maintenance: Best Practices, Continued

- Route cords along walls and out of walkways. If they must cross walkways, keep them flat to the floor and cross the walkway in perpendicular manner. Do not route cords down the middle of stairs. Keep them along the walls.
- If cords or wires are constantly run in or across walkways, consider adding or moving receptacles and other sources or run the lines overhead.
- Keep cords, phone lines, computer wires, etc. organized and secured at workstations, cashier areas, sales desks and counters and keep them out of areas where they can become tangled in worker's feet.
- Take time for regular housekeeping, maintain and clean your work area frequently. The little time it takes to keep the site clean is made up through working more efficiently and reduces the potential for injuries.
- If you are aware of an area that may cause a fall due to the walking surface condition or other hazardous condition, report it to a supervisor or manager immediately before someone is injured. If you or someone else almost falls due to a workplace condition, report it as quickly as possible and make sure the proper corrective action is taken to prevent a future accident.

Walking and Working Surface Conditions

- Inspect the entire work area before starting work including all walking surfaces and stairways. Continuously inspect the work areas throughout the day.
- Inspect drain covers and ensure that floor grates and floor drain covers are secure and flush to the surrounding flooring.
- Keep walkways and working surfaces clean and dry. Clean up spills immediately and do not let sawdust or other types of dust accumulate on floors and walkways.
- Be aware of changes in walkway elevations such as uneven planking or decking. Changes in elevations as small as ½" could cause a person to trip and fall. Inspect sidewalks for elevation changes due to tree roots or cracking.
- Cover any holes in floors and secure the cover to keep it from shifting.
- Use extra care when working in areas where the flooring materials vary from tile to carpet, etc.

Work Practices

- Wear appropriate flat footwear that fit properly and that have slip-resistant soles. All employees should be required to wear closed-toe and closed-heel shoes. Footwear should be fully laced with laces tied and secured at all times.
- If work conditions expose the employee's feet to crushing hazards, sharp objects, puncture hazards or other hazards, then appropriate footwear should be worn to adequately protect the worker's feet.
- Footwear with worn soles and/or treads increase the potential for slips, trips, and falls. Do not wear damaged footwear with holes or if the tread is loose or peeling away from the body of the shoe.
- Keep soles clean and free of mud and other debris that could reduce friction.
- Do not carry materials that obstruct your view.
- Do not rush to complete your work. Do not run or hurry on the site. Take extra care when walking in wet or soft soil or on wet surfaces.

Personal Behavior

- Footwear should be fully laced with laces tied and secured at all times.
- Do not walk on uneven or excavated soil.
- Do not cut through areas that are not designated as walkways. Do not cut through landscaped areas or attempt to jump over shrubs or other objects.
- Do not walk or work while distracted by your smartphone. Do not talk on your phone, text, or read texts or e-mails on your phone while walking or working. Pay attention to walkways and work areas at all times.
- Do not wear ear buds or headphones to listen to music or in a way that may distract you or make it difficult to hear what is going on around you.
- Do not engage in horseplay, play games or sports at work.

Stair Safety

- Do not store items such as materials, tools, equipment, or debris on stairs.
- Do not route cords or hoses on stair treads.
- Always hold the handrail when ascending or descending stairs. We should never carry items up or down stairs that prevent us from holding onto the handrail.
- Do not run or hurry up or down stairs.
- Do not use stairs or stairways that are not adequately lit.

Awareness is the most important and effective way of preventing injuries from slips, trips, and same-level falls. Stay aware and alert while you are walking. Make sure to constantly inspect your work areas, especially the walkways and walking surfaces to keep them free of slip, trip, and fall hazards. Report any hazards or potentially hazardous conditions immediately to a supervisor or manager or correct the problem promptly.



SAFETY TIPS

Slip, Trip and Fall Prevention: Construction

Construction sites, (including remodel, renovation, service, and maintenance sites), can be very dangerous and present a wide variety of workplace hazards with thousands of workers injured and even killed on job sites every year. Many of the serious hazards we easily associate with construction work are often discussed and addressed through safety training and safety meetings. However, the potential for injuries due to slips, trips, and same-level falls are often overlooked or dismissed by employers and workers in the construction industry.

Injuries from slips, trips, and same-level falls occur frequently on job sites and are often viewed as not preventable and due to the worker just not paying attention or due to job site conditions that are out of the worker's control. However, nearly all of these accidents are preventable if we understand the various causes, identify the hazards, and take appropriate steps to eliminate or minimize these hazards.

Top 5 Causes of Slips, Trips, and Falls:

- 1) Personal Behavior
- 2) Poor Housekeeping and Maintenance Practices
- 3) Stairways
- 4) Walking and Working Surface Conditions
- 5) Work Practices

Housekeeping and Maintenance: Best Practices

- Inspect the worksite daily before you start your work, and routinely during the day when jobsite conditions change, and when returning from breaks.
- Ensure the work areas and walkways are well lit.
- Make sure walkways and paths of travel are free of obstructions, stage materials and equipment out of walkways and work areas.
- Pipe and pipe cutoffs can create a definite and serious fall hazard so be considerate of other workers on the site. Store pipes and long materials against/along walls and don't allow them to extend into walkways. Place pipe cutoffs and other debris in areas away from walkways or work areas.
- Keep areas around the base of ladders and scaffolding clear and free of debris, materials, hoses/cords, tools and equipment.
- Route hoses and cords along walls and out of walkways. If they must cross walkways keep them flat to the floor and cross the walkway in perpendicular manner. Do not route hoses and cords down the middle of stairs, keep them along the walls.
- Do not allow cords and hoses to gather or be routed in work areas, cutting stations, or where workers are moving materials.
- Take time for regular housekeeping, maintain and clean your work area frequently. The little time it takes to keep the site clean is made up through working more efficiently and reduced potential for injuries.

Walking and Working Surface Conditions

- Inspect the entire work area before starting work including all walking surfaces, stairways, and balconies. Continuously inspect the work areas during your workday.
- Keep walkways and working surfaces clean and dry. Clean up spills immediately and do not let sawdust or other dusts accumulate.
- Be aware of changes in walkway elevations such as uneven planking or decking.
- Do not use stairs or balconies that are not fully planked. Pan stairs should be filled.

Work Practices

- Wear appropriate footwear. Work boots that fit properly and that have slip-resistant soles. Over-the-ankle boots provide better ankle support than below ankle boots. Work boots should be fully laced with laces tied and secured at all times.
- Work boots with worn soles and/or treads increase the potential for slips, trips, and falls. Do not wear damaged footwear with holes or if the tread is loose or coming away from the body of the shoe.
- Keep soles clean and free of mud and other debris that could reduce friction.
- Pay attention while you are walking on the work site.
- Do not carry materials that obstruct your view.
- Do not rush to complete your work. Do not run or hurry on the site. Take extra care when walking in wet or soft soil or on wet surfaces.

Personal Behavior

- Do not walk on uneven or excavated soil. Use safe means and path of travel to access job sites. Do not cut through areas that are not designated as walkways.
- Do not walk or work while distracted on your smartphone. Do not talk on your phone, text, or read texts or e-mails on your phone while walking or working. Pay attention to walkways and work areas at all times.
- Do not wear ear buds or headphones to listen to music or in a way that may distract you or make it difficult to hear what is going on around you.
- Do not engage in horseplay, play games or sports on job sites.

Stair Safety

- Do not store items such as materials, tools, equipment, or debris on stairs.
- Do not route cords or hoses on stair treads.
- Do not use stairs that are not fully constructed.
- Always hold the handrail when ascending or descending stairs. Never carry items up or down stairs that prevent you from holding to the handrail.
- Do not run or hurry up or down stairs.
- Do not use stairs or stairways that are not adequately lit.



Slips, Trips, Falls Safety Meeting

Meeting Objectives

To point out the danger of one of the most common—and preventable—causes of serious accidents and accidental deaths, and to explain practices to help avoid such accidents. The result should be increased attention to safety and a reduction in slips, trips, and falls on and off the job.

Suggested Materials to Have on Hand

- Ladders

(Note: If possible, hold this meeting on the floor so you can move around and point to possible slip, trip, and fall hazards.)

Introduction/Overview

We've all had the experience of slipping, tripping, stumbling, and falling. Usually, the only result is that you feel silly and perhaps get a scrape or bruise.

But falls kill over 12,000 people a year, about 1,200 of them at work. That makes them the biggest cause of accidental death after traffic accidents. They're also the most common cause of deadly accidents at home. In addition, 33,000 people are disabled every year from falling on stairs. And many, many people receive lesser injuries: strains, sprains, broken bones, fractures. These can all keep you out of work and run up big medical bills.

Most of these accidents can be prevented if you look where you're going, know what hazards to look for, and try to maintain your work area to reduce the possibility that you or someone else will end up flat on his or her back.

General Hazards

There are a number of common causes of slips, trips, and falls.

Ladders that are unsafe or are used unsafely are one of the most common—so common that they're worth a safety meeting of their own.

The other most typical causes are:

- Being tired or distracted.
- Improper shoes
- Moving too fast
- Obstructions in walkways or on stairs
- Poor lighting
- Slippery or uneven surfaces
- Unsafe stairs

But even more typical is not paying attention. You're in a hurry or thinking about something else, so you don't look where you're going or at what's around you, and the next thing you know, you're on the floor.

So today we're going to try to help you recognize risky or unsafe conditions. With that knowledge, you can learn to focus better on what's around you, eliminate or work around what's unsafe, and always expect the unexpected.

OSHA Regulations and Frequent Violations

OSHA is very aware of slip, trip, and fall dangers and has quite a few specific regulations designed to prevent them. It regulates ladder design, inspection, and use (29 CFR 1910.25, 26 and 27). And OSHA specifically requires floors to be clean and, if possible, dry, with drainage and dry standing places for wet process areas (29 CFR 1910.22(a)(2)). The same regulation goes on to require floors and passageways free from protruding nails, splinters, holes, and loose boards.

In addition, OSHA goes into some detail on guarding floor and wall openings and holes (29 CFR 1910.23). The bottom line of these regulations is that rails and other types of guards must be in place to keep you from falling.

These OSHA regulations seem like commonsense safety. However, not everyone seems to treat them that way. The general housekeeping regulation, "All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition," 29 CFR 1910.22(a)(1), has hundreds of violations each year.

See the Violations section for the most recent citations and penalties issued by OSHA under these regulations.

Identifying Hazards

Learning to identify the hazards that might cause you to slip, trip, or fall is the key to avoiding these accidents.

Stairs should be checked before use to make sure that:

- Lighting isn't too dim or nonexistent.
- Railings aren't missing or loose
- Steps aren't slippery, worn, or broken

Report any such problems immediately and try not to use those stairs until they're fixed.

Ramps and loading docks should have handrails and nonslip surfaces. They also tend to get slippery if they're wet or if oil has leaked on them, so be alert.

An amazing number of slips, trips, and falls happen on level ground. The usual culprit is a surface that's wet or worn, so, again, be alert.

I also want to just mention **ladder** safety hazards:

- Loose or broken rungs or steps
- Missing or broken spreaders, tie rods, and braces.

The most important thing to remember about ladders is to inspect them carefully before each use. And don't use a ladder that has any missing, broken, or loose parts.

Protection against Hazards

Your best protection against hazards is to **be alert!!** Look where you're going. Check the condition of floors, stairs, ladders, and the work area.

Be especially careful in places where the floor elevation changes. And keep your eyes open if you work around manholes and drains to make sure they're not uncovered. If there's clutter in your path, move it before you proceed.

Slippery floors are always dangerous. If they're waxed or polished, icy or wet, take it real slow. Other possible problems: oil, grease, or chemical spills, or floors made of tile, marble, or other slippery surfaces.

If the floor is wet, clean it up or report it. And always be more cautious than you think you need to be.

Safety Procedures

There are a number of safety procedures you should follow to prevent these accidents. None of them are very complicated and it shouldn't take very long before they become habits.

Many of these habits-to-be involve good housekeeping:

- Be sure there's enough lighting before you move ahead. If need be, use a flashlight.
- Block off and mark areas that are being cleaned or repaired.
- Clean up spills and leaks right away.
- Dispose of trash promptly and properly.
- Don't leave machines, tools, or other materials on the floor.
- Keep cords, power cables, and air hoses out of walkways.
- Keep drawers closed.
- Keep everything in its proper place and put things away after use.
- Keep walkways and aisles clear of obstacles.
- Repair or report any floor problems: loose or missing tiles, warped wood planks, turned-up rug edges.

The way you move, and even dress, can make the difference between getting where you're going and having an accident. Keep these tips in mind:

- Beware of loose pant cuffs; you could trip over them.
- Don't carry a load you can't see over—especially on stairs.
- Don't fool around and engage in horseplay.
- Don't jump off platforms or loading docks.
- Keep your hands at your sides, not in your pockets, for balance.
- Pay attention to where you're going and what might be in your way.
- Step around obstructions.
- Use railings when climbing up or down stairs.
- Walk slowly, with a sliding motion, on slippery or uneven surfaces.
- Walk, don't run.
- Wear shoes with nonskid soles and flat heels.
- When you sit in a chair, keep all four chair legs on the floor.

The last point is really the most important. If you look where you're going, you're more likely to get there in one piece.

One more thing: Sometimes, even when you're careful, you can fall. But you can still try to keep from being injured seriously by "falling correctly."

There are two ways to do it: One way is to roll with the fall. The other is to bend your elbows and knees so your legs and arms absorb the fall.

If you do fall, it's a good idea to get medical attention. You can't always tell if something has been torn, sprained, or broken.

Suggested Discussion Questions

1. What are some of the most common causes of slips, trips, and falls?
2. What types of things does OSHA regulate to try to prevent slips, trips, and falls?
3. What hazards can cause you to fall on stairs?
4. What's most likely to make you fall on level ground?
5. What kinds of situations can make floors dangerous?
6. What are some of the good housekeeping practices that can help prevent slips, trips, and falls?
7. What kind of shoes should you wear to prevent slipping?
8. What's the best overall rule to follow so you won't slip, trip, or fall?
9. How do you "fall correctly"?
10. Are there any other questions?

Wrap-Up

Slips, trips, and falls are among the most common kinds of accidents. Even worse, they're among the most common kinds of accidents causing death or disability.

So keep the work area clear—especially aisles, walkways, and stairs. Make sure that stairs, ladders, and guardrails are in good condition. Wear sensible shoes with nonskid soles and flat heels, and be especially careful around wet or slippery surfaces.

And, most importantly, pay attention. Check the areas you're entering. Look for hazards. Keep your mind on what you're doing and where you're going. That's the best way to maintain your balance and your safety.



Preventing Slips and Falls Meeting

Meeting Objectives

- Identify the causes of most slip and fall accidents
- Understand proper spill cleanup procedures
- Identify shoes that increase traction and stability
- Identify behaviors that can lead to slips and falls

Flooring Conditions

- Common Flooring Hazards That Can Reduce Traction
- Unattended Spills
- Slippery films/residues
- Missing, saturated or greasy floor mats
- Other unreported flooring hazards

Cleaning Up Spills

- Secure the area
- Identify the area with a wet floor sign
- Clean-up the spill
- Ensure the floor is dry

Step 1: Secure the Area

- Stay in the area where the spill has occurred to ensure no one else walks by and slips
- Ask for help. Ask a fellow employee to bring you cleaning supplies:
 - Wet floor sign
 - Mop and bucket with clean water
 - Proper cleaning solution
- If no one is around to assist - simply wait. Someone is bound to walk by!

Step 2: Cleaning Up Spill

- Use a wet floor sign at the center of the doorway or in front of the traffic pattern
- If carpet is wet use brightly colored signs with a warning that the floor may be slippery
- Try to restrict access to the area/room as much as possible
- Return all cleaning supplies to the storage room, but leave the wet floor sign in place

Step 3: Clean the Spill Area

- Small spills may be cleaned with simply a towel
- For larger spills, position yourself 12" to 16" in front of the spill (standing on dry floor)
- Mop in a figure 8 fashion from top of the spill to the bottom
- Wring the mop when saturated
- Repeat until all liquid has been removed
- Return all cleaning supplies to the storage room, but leave the wet floor sign in place

Step 4: Ensure the Area is Dry

- Return to the area a few minutes to verify that the floor is dry
- Keep in mind that even a thoroughly wrung mop can leave a thin film slippery enough to cause a slip and fall!
- Dry any stubborn wet spots with a dry towel
- Remove the wet floor sign once you are confident that the area is completely dry and return it to the storage room

Did You Know?

- High humidity can nearly double drying time!
- Studies show that some common household cleaners can leave a thin residue that can reduce traction by up to 43% even after 2 hours of drying time!

Floor Mats

- Waffle design outside entrance way
- Carpet inside entryway
- Common wet areas (ice machine, kitchen sink area)

Floor Mat Maintenance

- Mats themselves can pose a hazard if not maintained properly
- Keep them clean, dry and free of grease/oils

Umbrella Stands

Keep an umbrella stand at front lobby entrance

Behaviors that can lead to falls

- Walking too fast or running
- Sudden moves
- Distractions
- Not watching where you are going
- Carrying materials which obstruct your view
- Wearing sunglasses in low-light areas
- Failure to use handrails
- Not wearing slip resistant and stable shoes

Footwear

Wear shoes that provide good slip resistance to improve traction and good stability to counteract a loss of balance.

Consider the following when selecting shoes for work:

- Outsole tread and material
- Shoe style
- Shoe fit

Outsole Tread and Material

Some materials and treads provide more traction and grip the floor better than others.

Look for the following:

- A rubber-like outsole
- Soft and flexible outsole that conforms around uneven surfaces
- If possible, wear slip resistant shoes. Look for the slip resistant label!
- Raised treads
- Tread pattern with leading edges in multiple directions
- Tread pattern that wicks liquids away from the bottom of the shoe
- Tread patterns should be perpendicular to the direction of travel
- Avoid tread patterns that may 'trap' water
- Replace shoes when the tread depth wears out

Footwear Tips

Shoe Style:

- Avoid heels!
 - Less than 50% of a woman's heeled shoe actually touches the floor surface – this significantly decreases traction and stability.
 - If you do wear heels, keep them low and wide.
 - Stay clear of areas with a high risk of slips and falls such as service and detail areas.
- A fully enclosed shoe provides more stability than open heels or strappy shoes.
- If using athletic style shoes – choose a cross trainer. This style provides more side-to-side foot support.

Shoe Fit:

- Too big and the shoe wobbles providing less stability
- Too small and feet are cramped, reducing stability
- Shoes should be comfortable
- Preferably, adjustable (lace-up shoes are best, followed by those with Velcro closures)



Slips, Trips, Falls | Do's and Don'ts Checklist

DO:	
	Beware of loose pant cuffs; you could trip over them.
	Check condition of stairs and fix or report the following:
	<ul style="list-style-type: none"> • Inadequate lighting.
	<ul style="list-style-type: none"> • Items left on steps.
	<ul style="list-style-type: none"> • Missing or broken steps.
	<ul style="list-style-type: none"> • Missing or loose railings.
	Clean up spills and leaks right away.
	Dispose of trash promptly and properly.
	Fix or report any floor problems immediately:
	<ul style="list-style-type: none"> • Loose or missing tiles.
	<ul style="list-style-type: none"> • Turned-up rug edges.
	<ul style="list-style-type: none"> • Warped wood planks.
	Keep all four chair legs on the floor.
	Keep areas being cleaned or repaired blocked off and labeled.
	Keep drawers closed.
	Keep everything in its proper place and put things away after use.
	Keep walkways and aisles clear of obstacles.
	Keep your hands at your sides, not in your pockets, for balance.
	Make sure lighting is adequate; use flashlights if lighting is too dim.
	Pay attention to where you're going and what might be in your way.
	Step around obstructions.
	Use railings when climbing up or down stairs.
	Walk slowly with a sliding motion on slippery or uneven surfaces.
	Walk, don't run.
	Wear shoes with nonskid soles and flat heels.
DON'T:	
	Carry a load you can't see over—especially on stairs.
	Jump off platforms or loading docks.
	Keep machines, tools, or other materials on the floor.
	Leave cords, power cables, and air hoses in walkways.



5 minute safety talk

Slips, Trips & Falls

In 2015, the U.S. Bureau of Labor Statistics reported over 223,000 non-fatal falls on the job. The majority of those falls—149,180—were not from a height or elevation. These workers fell on the same level due to slipping on a slick surface or from tripping over a hazard in the work area. Many of these incidents resulted in missed work days and injuries including fractures, sprains and strain tears, according to 2016 *Injury Facts*®, the statistical report on unintentional injuries by the National Safety Council. Due to underreporting, the number could be even higher.

Distractions and hazards

Slips, trips and falls are the No. 2 cause of nonfatal disabling injury in the workplace following overexertion. Fortunately, by being aware of our surroundings, slips, trips and falls are easily preventable. It starts with awareness. We're always on the move so it can become second-nature to go into autopilot when

walking, especially in familiar places like the workplace. Take a moment to acknowledge the area you're walking through, even if you walk through it every day. Has anything changed? Is there a new potential hazard, such as a slippery floor or a stack of boxes, that wasn't there yesterday?

Distraction is another factor we don't always recognize. Eating on the go, rushing to a meeting and using the phone—whether it's talking, checking a work email or getting the latest score from the game—are all distractions that increase the risk of a trip or fall. Don't rush and focus on getting to your destination safely.

Other hazards include:

- Wet floors
- Uneven surfaces (tile, carpet, etc.)
- Ice, which can often be difficult to see
- Limited visibility around corners
- Cluttered work areas
- Not using the handrail in stairways
- Cords across pathways
- Carrying a load that's too heavy and/or obstructs vision

Don't forget to report hazards and falls

An important step in preventing slips, trips and falls from happening in the future is reporting them when they occur. Some employees may feel embarrassment or even fear retribution for reporting an incident. New employees—workers with less than one year of service—disproportionately account for 30% of non-fatal injuries from falls. An employer shouldn't place blame on any employee who falls, especially since some falls are related to a person's physical ability. In fact, many causes of slips, trips and falls can be prevented by employers, but employees—who are most familiar with their work areas—are best suited to identify and report hazards.

Employers need to make safety a part of their culture and encourage reporting of all hazards, no matter how minor they seem. This is the best way to prevent incidents before they happen.

Focus on problem areas

Concentrate on the areas where the most incidents occur:

- Doorways/entry ways
- Ramps
- Cluttered hallways
- Heavy traffic areas
- Uneven surfaces
- Areas prone to wetness and spills

Always ensure that floors are clean, well-maintained and fitted with slip-resistant material when necessary. The Occupational Safety and Health Administration (OSHA) also recommends workers wear slip-resistant footwear.

Getting everyone on-board

Making sure the work environment is free of hazards and properly maintained is important in preventing slips, trips and falls, but it is only part of the solution. Commitment to a safe environment including communication between managers and their workers is a critical component. Training will teach employees to make sure work areas are clear and clean and any potential hazards are identified with proper signage. Encourage employees to make behavioral changes to reduce the risk of falls: be attentive, don't carry heavy loads and keep work areas clutter-free. Companies that create a safe working environment along with a strong, focused safety culture usually see incident rates decline.



SLIP, TRIP AND FALL PREVENTION CHECKLIST

Use the checklist below to determine if there are slip, trip and/or fall hazards in your workplace. If you answer “yes” to any of the questions below there may be a slip, trip or fall hazard requiring immediate action.

OUTDOOR WALKWAYS	YES	NO	N/A	ACTION
Walkways are firm, level, and slip resistant (High-Traction)				
Walkways are free of chips, cracks, holes, slippery deposits, or changes in elevation greater than ¼”				
Walkways are sloped 2% for proper drainage				
Pedestrian pathways through landscaping are identified and fallen debris is removed. Avoid using un-level paving stones or rocks				
Walkways are properly illuminated				
Walkways are free of debris and obstructions				
Deicing compound, salt, and/or sand are used to prevent icing. Drainage downspouts should not discharge water onto walkways				
Walkways are slip-resistant (High-Traction) under expected environmental conditions				
Walkways are free of surface contaminants				
Manhole covers, trench covers, grates and other forms of walking surface hardware should be slip resistant (High-Traction) and designed so that shoes or rolling equipment will not get caught				
Slight changes in elevation are clearly identifiable				
Protective guardrails are to be provided when walkway is elevated and adjacent to a lower walkway				
PARKING LOTS AND CURBS	YES	NO	N/A	ACTION
Adequate lighting is provided				
Walkways are level and free from cracks, holes, or slippery deposits (ie: automotive fluids)				
Walkways are slip resistant (High-Traction)				
Painted stripes, curbs, and ramps are slip resistant (High-Traction) and shall contain an appropriate aggregate additive or texture				
Painted surfaces including wheel stops and speed bumps are of a contrasting color to that of the adjacent pavement				
Wheel stops are centered in each parking stall and anchored/secured				
Wheel stops and speed bumps are in good condition				



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Curbs are properly painted in a contrasting color to that of adjacent walkways				
RAMPS:	YES	NO	N/A	ACTION
Ramps have a slip resistant (High-Traction) surface				
Ramp slope shall not exceed 1:12 (5%)				
Painted ramps contain an appropriate aggregate additive or texture to enhance traction when wet				
Ramps are equipped with handrails and/or guardrails				
Ramps are properly color coded				
Doors do not open over ramps				
Handrails and/or guardrails are properly secured to the sidewall, stable, clean, and easy to grip				
Handrails are installed in accordance with ADA requirements				
BUILDING ENTRANCES	YES	NO	N/A	ACTION
Entranceway floors are slip resistant (High-Traction)				
Carpet tile/walk-off tile is used in lieu of hard surface flooring in vestibules				
Appropriately sized carpet matting (runners) is used on hard surface entrance floors				
Carpet mats are not curled, buckled, or rippled along their edges				
Carpet mats are inspected frequently to ensure proper placement and that they are lying flat				
Mat backings are NFSI Certified as High-Traction				
Entryway mats are used during rain or snow conditions and should be removed from service when saturated				
INDOOR WALKWAYS	YES	NO	N/A	ACTION
Walkways are inspected frequently by trained personnel to identify hazards				
Walkway’s shall be periodically tested per the NFSI B101.1 and/or B101.3 standards wet Coefficient of Friction (COF). Immediate attention should be paid to correct Low Traction walkways				



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Walkways are maintained using an NFSI Certified High-Traction cleaner, finish, or treatment				
Employees wear slip resistant (High Traction) footwear				
Walkways are maintained in dry condition				
Aisles and walkways are clean and free of clutter				
Walkways are even and in good repair				
Walkways are free of slippery contaminants, food spillage, silverware, broken glass, loose carpets, mats, tiles, floorboards, etc.				
Walkways shall be properly sloped (drained) to eliminate pooling of water				
Walkways are free of any trip hazards such as holes, loose gratings, cables, open drawers, protruding objects and other obstacles				
Mats, gratings, or other similar flooring are used wherever water or spills are likely. Consider using low-profile self-gripping type absorbent mats in high trip risk areas				
Floor drain screens are cleaned regularly				
Emergency exit routes are accessible				
STEPS AND STAIRS	YES	NO	N/A	ACTION
Steps are of uniform height and do not vary by more than 3/8” between each step				
Stair treads are of adequate width and depth				
Handrails are provided on at least one side of the stairway				
Handrails are properly secured to the sidewall, stable, clean, and easy to grip				
Handrails are installed in accordance with ADA requirements				
Stair landings, steps, and step nosing’s shall have a slip resistant (High-Traction) surface				
Stairways and landings are well lighted				
Step nosing’s are of a contrasting color to that of the tread				
Doors do not open over stairways, steps, or single steps				
Stairs are dry, clean, and free of clutter				



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Employees should avoid carrying items on the stairs (loads that may affect their balance or view, or prevent them from holding the handrail)				
ESCALATORS	YES	NO	N/A	ACTION
Handrail is clean and easy to grip				
Escalator safety procedures are posted at every escalator				
Step nosing’s marked in bright yellow				
Under-step lighting at top and bottom landings to provide visual indicator of start and end of escalator ride				
Sidewalls made of low-friction material so that shoes will not stick on them. Steps and comb plate are in good repair				
Emergency shutoff buttons are located at top and bottom of every escalator. Prevent use by barricading when not in service				
Side clearance between step and sidewall is no more than 3/16”				
Sensory devices are installed that detect foreign objects and shut off the escalator automatically. Never use an in-operative escalator				
RESTROOMS	YES	NO	N/A	ACTION
Signage is provided identifying restroom locations				
Walkways have a slip resistant (High-Traction) surface				
Walkways are maintained in a dry condition				
Walkways are maintained using an NFSI Certified floor cleaner and/or treatment				
Paper towel dispenser is located over sinks to prevent dripping of water				
Locate trash receptacle near paper towel dispenser				
Single entrance restrooms are closed or barricaded during mopping				
Buckets, mops, brooms, etc., should not be located in pedestrian pathways				
FLOOR CLEANING/SPILL CONTROL	YES	NO	N/A	ACTION
Once identified, employees stay with the spill until it can be removed				
Small, contained spills are removed by using paper towels and not a mop and bucket as to not expand the wet hazard area				



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Floors are not to be mopped during high traffic periods				
A documented, functioning housekeeping program is in place				
A cleaning log is maintained noting products used, surfaces cleaned, when and by whom tasks were performed, and cleaning procedures are followed				
End of day cleaning of walkways requires the proper use of an NFSI Certified floor cleaner or treatment				
Ensure that cleaning product label instructions are followed, as directed				
Workers are trained on proper cleaning procedures and consistent level of product usage				
Caution signs and spill control kits are available for quick application				
Workers are trained to post a caution sign at the hazard location, quickly clean up spills, dry the floor and remove signage once area is dry				
Slip, trip, or fall incidents are reported, documented, and reviewed to determine how to prevent recurrence				
Cleaning materials are stored or disposed of properly				
Workers are trained on slip, trip and fall prevention				
Products are stored properly in appropriate areas				
Sink drains are clear and free flowing				
Garbage or debris is removed quickly and stored safely				
MATS AND GRATES	YES	NO	N/A	ACTION
Mats, grates, or carpet walk-off tile are utilized to control migration of soil and liquids at all building entrances or other high slip risk locations				
Regular inspection of mats for buckling, rippling, curling, or other defects. Remove mats that are damaged or defective				
Entrance Mats comply with the NFSI B101.6 standard				
Floor Mats are High Traction as tested per NFSI 101C test method				
Entry mats are cleaned regularly. Flooring beneath mats must remain dry at all times. Do not lay mats over a wet surface				



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A supply of spare mats and/or runners are on hand so that when a mat requires replacement, there is no delay				
Mats have slip-resistant (High Traction) backing or are otherwise secured to prevent sliding/migration				
Grate openings are small enough so that a shoe heel will not catch				
CONTRAST / VISIBILITY	YES	NO	N/A	ACTION
Light fixtures are clean to improve visibility				
Contrasting colors are used between walls and flooring to warn of physical hazards and mark obstructions				
Transitions between surfaces are clearly marked				
Mirrors are used to improve sightlines in blind corners				
Carpet design that is installed in walkways is of a simple, non-geometric pattern, reducing the chance of distraction				
Emergency or backup lighting systems are in good repair				
Burned out light bulbs are replaced quickly				
WARNINGS AND BARRICADES	YES	NO	N/A	ACTION
Wet Floor or Caution signs are posted at all areas which lead to and in advance of a wet floor hazard				
Caution signs are at least 28” tall and visible from 360 degrees				
Caution signs are immediately removed when floor is dry. Caution signs are not posted when floors are dry				
Mark all physical hazards (ie: cracks, holes, drop offs, etc.), including inclines, drop-offs, and temporary walkways using yellow slip resistant tape or paint until damage can be repaired or replaced				
Walkway elevations measuring ¼” or greater need to be identified by way of a contrasting-colored marking. Elevations equal to or greater than ½” need to be beveled				

Inspected by: _____

Date: _____



Occupational Safety and Health Administration

- **Part Number:** 1910
Part Number
- **Title:** Occupational Safety and Health Standards
- **Subpart:** 1910 Subpart D
- **Subpart Title:** Walking-Working Surfaces
Standard
- **Number:** 1910.22
- **Title:** General requirements.
- **GPO Source:** e-CFR

1910.22(a)

Surface conditions. The employer must ensure:

1910.22(a)(1)

All places of employment, passageways, storerooms, service rooms, and walking-working surfaces are kept in a clean, orderly, and sanitary condition.

1910.22(a)(2)

The floor of each workroom is maintained in a clean and, to the extent feasible, in a dry condition. When wet processes are used, drainage must be maintained and, to the extent feasible, dry standing places, such as false floors, platforms, and mats must be provided.

1910.22(a)(3)

Walking-working surfaces are maintained free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice.

1910.22(b)

Loads. The employer must ensure that each walking-working surface can support the maximum intended load for that surface.

1910.22(c)

Access and egress. The employer must provide, and ensure each employee uses, a safe means of access and egress to and from walking-working surfaces.

1910.22(d)

Inspection, maintenance, and repair. The employer must ensure:

1910.22(d)(1)

Walking-working surfaces are inspected, regularly and as necessary, and maintained in a safe condition;

1910.22(d)(2)

Hazardous conditions on walking-working surfaces are corrected or repaired before an employee uses the walking-working surface again. If the correction or repair cannot be made immediately, the hazard must be guarded to prevent employees from using the walking-working surface until the hazard is corrected or repaired; and

1910.22(d)(3)

When any correction or repair involves the structural integrity of the walking-working surface, a qualified person performs or supervises the correction or repair.

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U.S. DEPARTMENT OF LABOR

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Occupational Safety and Health Administration

- **Part Number:** 1926
Part Number
- **Title:** Safety and Health Regulations for Construction
- **Subpart:** 1926 Subpart C
- **Subpart Title:** General Safety and Health Provisions
Standard
- **Number:** 1926.25
- **Title:** Housekeeping.
- **GPO Source:** e-CFR

1926.25(a)

During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris, shall be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures.

1926.25(b)

Combustible scrap and debris shall be removed at regular intervals during the course of construction. Safe means shall be provided to facilitate such removal.

1926.25(c)

Containers shall be provided for the collection and separation of waste, trash, oily and used rags, and other refuse. Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. shall be equipped with covers. Garbage and other waste shall be disposed of at frequent and regular intervals.

DON'T LET SLIPS, TRIPS and FALLS GET YOU DOWN



Use good safety practices. Prevent injuries



Help promote a culture of safety, not silence, by reporting unsafe or unhealthful workplace conditions at: <https://go.usa.gov/x5MYh> (anonymously if desired) or call 301-496-2960



TIPS TO AVOID SLIPS, TRIPS and FALLS, and prevent the #1 Work-related Injury

Slips:

- Watch for "Wet Floor" signs.
- Clean up spillage you cause.
- Adjust your stride to the task and conditions.
- Make wide turns at corners to avoid collisions.
- If temperature is near freezing, assume there is ice.
- Wear the proper footwear for the task/conditions.
- When walking on slippery surfaces, slow down and take smaller steps.
- Immediately report slippery surfaces you encounter.
- Use caution in areas where wet floors are likely: building entrances, rest rooms, ice machines, etc.
- Make wide turns to avoid collisions.



Trips:

- Keep work area clean and clutter free.
- Don't trail cables across the floor.
- Make sure the area is well lit.
- Check flooring for holes/tears.
- Ensure furniture is arranged to provide for open walking pathways.
- Keep drawers and cabinet doors closed at all times.
- Check work area for hazards, such as electrical cords, liquids or oil on the floor.
- Tape or secure cords that are temporarily located in traffic areas.
- Watch for obstructions; move them out of the way if you have to.
- Watch where you are walking, especially around stairways/ramps.
- If using mats/rugs, make sure the edges do not curl up over time.
- In the event of a power outage, have an emergency kit prepared containing multiple flashlights and batteries to avoid tripping over objects in the dark.



Falls:


- Pay attention and look before you step.
- Take only one step at a time.
- Keep one hand free to grasp the handrail.
- Do not carry large or bulky packages that might obstruct your view, up and down the stairs.
- Use a ladder or stepstool instead of a chair, table, box or bucket.
- When on a ladder, maintain at least 3 points of contact: 1 hand and 2 feet.




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FFVA Mutual's Employer Resources

Report an Injury 24/7

 Phone: 1-800-226-0666

 Fax: 321-214-0235 or 321-214-0234

 Login to access your policy at www.ffvamutual.com

Claims Support:

customersupport@ffvamutual.com

Customer Service:

800-346-4825

Employer Resources & Forms:

www.ffvamutual.com/employers

Corporate Office:

PO Box 948239

Maitland, Florida 32794

321-214-5300

www.ffvamutual.com/safety

