

## SLIPS, TRIPS, and FALLS SAFETY AT WORK

### Purpose

The purpose of this safety announcement is to inform and protect faculty and staff against injuries from possible hazards in the work/ school environment.

### Guideline

The U.S. Department of Labor Occupational Safety & Health Administration regulation 29CFR, standard numbers 1910.22(a)(1&2); 1910.23; 1910.25-27; 1910.176, are our guiding factors.

### What causes injuries?

- Not watching where one is walking
- Carrying items that block your vision
- Items blocking main paths
- Loose or faulty boards, tiles or carpets
- Improper handling on uneven surfaces
- Not watching out for slippery, wet or icy surfaces
- Improper use of equipment
- Improper footwear for the job, condition or time of year

### Proper Protection

- Pay attention to your movements and remove potential hazards from your path so you and others won't be injured by slips, trips or falls.
- Report any hazard and follow up that it has been repaired.
- Don't jump off loading docks or platforms
- Hold onto railing while on stairs
- Ensure ladders are safe and the proper height for the job before using
- Setting up a ladder properly; ratio of 4:1, for each 4 feet in height the base should be out 1 foot from structure

### Learn to fall "properly"

- If you do fall, reduce the risk of serious injury by:
- Roll with the fall
- Ending your elbows and knees so that your arms and legs absorb the fall
- Seek medical attention

### Special cases within fixed ladders and catwalks

- Fixed ladders are mounted to the building and should be:
- Securely attached to structure
- Capable of supporting a minimum of 250 pounds of concentrated weight
- Rungs should be a minimum of 16 inches wide
- Rungs should be a maximum of 12 inches apart
- There should be 7 inches of toe space between rung and structure

If a fixed ladder is more than 20 feet high, it should be surrounded by a cage, beginning 7 or 8 feet from the ground.

Catwalks or working areas at top of the ladder should have a protective railing at least 42 inches high. A toe board of 4 inches high should be provided around the edge of the work area.

A worker climbing or descending a fixed ladder should have both hands free.

### **Responsibilities**

It is the Supervisors' responsibility to train or schedule training on the aforementioned subject, to note deficiencies and see that they are corrected ASAP.

It is the employees' responsibility to seek training on the aforementioned subject, report deficiencies and see that they are corrected ASAP.

### **Treatment**

Seek medical treatment right away. Follow the University's policy for accidents.

**Additional resources;** this is only a sampling of additional information

Osha website or nearest office

Equipment Suppliers

<http://www.webworldinc.com/wes-con/slips.htm>

<http://www.aps.k12.co.us/risk/archive7.htm>

**Take the Safety Quiz on the Next Page**

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### Quiz

1. What are some of the causes of slips, trips and falls injuries?
  - a. Not watching where one is walking
  - b. Carrying items that block your vision
  - c. Not watching out for slippery, wet or icy surfaces
  - d. Not wearing the proper footwear for the job, condition or time of year
  - e. All of the above
  
2. If you fall, reduce the risk of serious injury by?
  - a. Grabbing onto someone else
  - b. Rolling with the fall
  - c. Screaming
  - d. Bending your elbows and knees so that your arms and legs absorb the fall
  - e. All of the above
  - f. Only b and d
  
3. Who put out the guidelines or regulations for safety training on foot protection?
  - a. the worker
  - b. the supervisor
  - c. WPUNJ
  - d. U.S. Dept. of Labor under OSHA
  
4. Whose responsibility is it to notify the proper person or department about loose, broken or damaged items that might cause a slip, trip or fall?
  - a. everyone
  - b. supervisors
  - c. administrators
  - d. someone else's responsibility but yours
  
5. Whose responsibility is it to seek and supply training about foot protection:
  - a. only those who handle dangerous tasks
  - b. all people doing anything that might cause a foot injury
  - c. no one, it is common knowledge
  - d. the employee and their supervisor
  
6. In seeking treatment for any slip, trip or fall-related accident, you must follow the University's policies in order to be covered?
  - a. true
  - b. false
  
7. You should always jump off a platform or loading dock?
  - a. True
  - b. False

8. When ladders are fixed to a building, they should be have which of the following?
- a. Be securely attached to structure
  - b. Have at least a minimum width and a maximum spacing between rungs
  - c. Have 7 inches of toe space between rung and structure
  - d. Be surrounded by a cage if more than 20 feet high
  - e. All of the above

Answers are below, but do not peek until you complete the quiz.

Self check answer key. How did you do?

- 1. e. All of the above
- 2. f. Only b and d
- 3. d. U.S. Dept. of Labor under OSHA
- 4. a. everyone
- 5. d. the employee and their supervisor
- 6. a. true
- 7. b. False
- 8. e. All of the above