

# Slip/Trip/Fall Prevention Program



## Introduction

Nationally, falls are the second leading cause of accidental death and a major cause of debilitating injuries. This program is designed to reduce exposure to both visitor and employee slip, trip and fall accidents.

## Program Statement

It is the intent of the Susquehanna Conference to provide our employees safe and healthful conditions in which they conduct the business of the Conference. We strive to maintain locations that are free from identified slip, trip and fall hazards. We have implemented a prevention program that considers the behaviors of people, our equipment, our work methods, processes and finally the environment to reduce and prevent slip, trip and fall accidents. We expect all employees to cooperate in this very important initiative to ensure its success.

## Training

Management believes that employee involvement in the site's safety and health program can only be successful when everyone on the site receives sufficient training to understand what their safety responsibilities and opportunities are, and how to fulfill them. Therefore, training is a high priority to help ensure a safe workplace.

All employees will receive awareness training during orientation. Employees who conduct formal workplace inspections will be trained on their responsibilities and on how to perform them.

## Housekeeping Standards

Housekeeping plays such a critical role in the success of our slip, trip and fall prevention program that all employees must make housekeeping their top priority. The following are minimum accepted guidelines:

- Work areas are to be kept clean throughout your shift and a thorough review and cleaning must be completed prior to leaving your shift.
- Walkways will be kept clear of electric cords, hoses or any other potential hazards. If walkways cannot be kept clear then they need to be blocked off until the task is completed.
- Spill areas must be secured until the spill is removed.
- Nothing will be stored on stairs, in walkways or in such a manner that would be a hazard to anyone walking through.

## Seasonal Issues

The changing seasons create unique weather-related conditions for which the following procedures have been developed:

- Winter snow and ice removal.

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- All building entrances will be cleaned of snow and ice, and will be treated with salt, one hour prior to the opening of business.
- Exterior walkways will be inspected hourly and treated as needed
- Refer to the Conference “Snow/Ice Removal/Treatment” plan on the Safety Committee Website, found [here](#).
- Parking lots will be inspected daily. Any snow or ice that has accumulated between cars will need to be removed.

· During the fall, daily inspections should be made and action taken as needed to ensure walkways are cleared of leaves and acorns. Look for areas these items accumulate, as they will tend to be those areas that fill with water and ice in bad weather. Correct them and/or mark them with safety cones and pay special attention to these areas when treating ice.

### Corrective Maintenance Procedure

When a hazard has been identified through inspection or our hazard reporting program, Facilities/Custodian must be notified so that the problem can be corrected. The following is the procedure to accomplish this task:

1. Any problem needs to be communicated to the manager immediately.
2. The Facilities manager or Custodian will inspect the problem and communicate the best action to take.
3. If it can't be corrected immediately, a temporary control will be put in place to prevent anyone from being injured.

### Workplace Inspection Procedure

Our goal is to ensure a safe, clean and hazard free environment for employees and customers. Workplace inspections will be conducted to identify and correct potential safety and health hazards.

A number of short, easy checklists are located on the Safety Committee website to address a number of scenarios, found [here](#) (add hyperlink).

- Any deficiencies or hazards must be acted upon to remove the hazard, warn of it or close off the area in question.

### Management Responsibilities

1. Ensure that sufficient employee time, supervisor support and funds are budgeted for safety equipment, training and to carry out the safety program.
2. Evaluate supervisors (or equivalents) each year to make sure they are carrying out their responsibilities as described in this program.
3. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions from developing again.
4. Set a good example by following established safety rules and attending required training.

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## Supervisor Responsibilities

1. Supervisors must assure this program is adhered to and that all employees follow program policies and procedures.
2. Ensure that each employee you supervise has received an initial orientation before beginning work.
3. Observe the employees as they work. Promptly correct any unsafe behavior.
4. Do a daily walk-around safety-check of the work area and promptly correct any hazards you find.
5. Set a good example for employees by following safety rules and attending required training.
6. Investigate all incidents in your area and report your findings to management.
7. Talk to management about changes to work practices or equipment that will improve employee safety.

## Employee Responsibilities

1. Clean up spills and pick up debris to help ensure others are not injured on company property
2. Report hazards to supervisors or managers promptly for corrective action.
3. Follow safety rules, safety standards and training you receive as described in this program
4. Report all injuries and near miss incidents to your supervisor promptly regardless of how serious.
5. Make suggestions to your supervisor or management about changes you believe will improve employee safety.

## Facilities/Custodians

1. Must purchase waxes with non-skid characteristic that do not decrease the coefficient of friction of floor surfaces. Check the floor type/treatment chart found here (add hyperlink).
2. Review floor cleaner data sheets to assure that no slippery floors are created.
3. Must integrate the stair design requirements, uniformity of risers, and tread principles, ramp requirements and slope considerations into building design, and building modifications as appropriate.

## Housekeeping/Custodians

1. Must use barricades when the floor they are working on is slippery or presents a tripping hazard. Barricades will be removed as soon as the hazard is corrected.
2. Place non-skid mats at building entrances during inclement weather. Inspect mats periodically or as needed to ensure they are properly controlling the hazard. Make sure there are replacement mats should the original mats become saturated.

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## Safety Rules

The following basic safety rules have been established to control slip, trip and fall accidents. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Failure to comply with these rules will result in disciplinary action.

- Always take the proper safety precautions before doing a job. If a job is unsafe, report it to your supervisor (or equivalent). We will find a safer way to do that job.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies after use.
- Keep tools or materials out of designated walkways.
- Protect all spill areas. If needed, get someone to help clean up the spill or guard the spill while you get the necessary equipment to clean the spill.
- If you see a slip or trip hazard do something about it. It's the responsibility of everyone to identify and control hazards.
- Make sure scraps don't accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

## Footwear

Proper footwear is an important component of our slip, trip and fall prevention program. Footwear needs to be appropriate for the task. In many of the work areas other than our offices, high heeled shoes and leather soled shoes are considered unsafe and must be avoided. It is the responsibility of each employee to obtain and maintain slip resistant footwear in a serviceable condition. Supervisors will ensure that employees are wearing appropriate slip resistant footwear at all times in the workplace.

## Mats and Runners

Our goal is to maintain all floor surfaces in a slip resistant condition. In those work areas or situations where this isn't feasible, mats or runners will be used to provide slip resistance. It is everyone's responsibility to monitor mats and runners to ensure they continue to provide proper slip resistance and have not become a tripping hazard.

Where mats have been used to control wet areas, either entry ways to the building or wet processes, the following conditions require immediate action:

- If pedestrian traffic leaves wet foot prints when stepping off the mat, the mat needs to be replaced with a dry one or an additional mat needs to be placed at the end of the first mat.
- If the mat has become wrinkled or bunched up it needs to be reset so it is flat and doesn't present a tripping hazard.

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### Accident Investigation Procedure

All accidents will be investigated and analyzed to identify the root cause. The following steps will be taken when an accident occurs. Specific claim reporting information is found [here](#).

- Helping the injured person will be the primary concern immediately following an accident. Never leave the person alone. If assistance is needed send someone else or have someone stay with the person while you get help.
- If the injured party is not an employee, do not admit liability or fault for the accident. If they ask if we are going to pay for their medical costs simply state that someone from The Hanover Insurance Group will be in touch with them.
- Protect the accident scene to prevent anyone else from getting hurt and to preserve the accident scene in an “as is” condition to help ensure an accurate investigation.
- Contact the supervisor of the area where the accident occurred so they can begin the collection of data and accident analysis.
- The information will be collected and the analysis completed using our “Accident Investigation Report.”
- Photos need to be taken of the general area, any defective conditions and anything else that could be considered as a contributing factor of the accident.
- Once the root cause is determined, corrective action will be initiated immediately following standard procedure.

***Let's all work together to eliminate slips, trips, and falls!***

**Be Well – Stay Safe**  
*United Methodist Workers' Compensation Trust*