



Weekly Safety Meeting

Your Safety Is Our Business®

Volume 1, Issue 52

December 28th, 2014

Walking and Working Surfaces

Many workers are injured every year due to slips, trips, or falls generated by improper walking and working surfaces. Most of these accidents can be prevented if proper safety precautions are initiated. Slips, trips, and falls can be caused by conditions such as ice, standing water, grease, polished floors, loose flooring or carpeting, uneven walking surfaces, poorly placed electrical cords, and damaged ladder steps.

Falls occur because of various factors; a slip, a stumble, a trip over an object or a sudden quick movement throwing the body off balance. Slips generally occur as a result of the loss of traction between a person's foot and the walking surface. When loss of balance occurs, a fall results.

The controls needed to prevent these hazards are usually relatively simple, such as keeping walkways and stairs clear of debris, coiling up extension cords and hoses when not in use, keeping electrical and other wires out of the way, wearing appropriate footwear, and clearing parking lots, stairs, and walkways in snowy weather.

For these hazards, good housekeeping is the primary tool to prevent slips. Keeping floors clean and free of debris is important; however, the cleaning process can be part of the problem. When cleaning a hallway, only clean one side at a time, providing a dry path on the other side. Let it dry completely before cleaning the other side. Mark, and if possible, block off the wet portion with proper signage and barriers. Also, mark any wet areas that are the result of a spill and clean them as soon as possible. For two reasons, remember to remove the signs and barriers as soon as the area is dry. First, after the sign is no longer required, it becomes a tripping hazard. Additionally, if signs are repeatedly left out when the floors are dry, they may eventually be ignored.

Here are some tips to prevent tripping:

- Keep work areas and walking surfaces clean and free of clutter and debris.
- Keep work areas and hallways well lighted. Turn on lights or use a flashlight in unlit areas. Burned-out light bulbs should be replaced immediately.
- Maintain clear aisles and hallways, free of furniture and other obstacles.
- Close drawers (file or desk) and remove file boxes from around furniture and other areas where workers may walk.
- Do not run cords across walkways or aisles without taping to the floor or covering with a proper cord cover. Never cover with a rug or carpet.
- Make sure that you can see the way ahead. Do not carry or push things that obstruct your view of the travel path.
- Keep sidewalks, parking lots, and other walking surfaces in good condition and free of uneven surfaces, such as cracks, bumps, or holes. Mark and barricade such hazards until they can be repaired.



- Keep stairs in good condition and clear of objects. Check treads for wear and see if secure. Be sure handrails are in good condition and securely fastened.
- Secure loose flooring and carpets. Make sure rugs and mats are not turned up or folded over.

Personal fall prevention:

Not all work places can be changed, so there are several personal factors that workers need to remember to keep from falling.

These include, but are not limited to:

- Use proper equipment, such as a ladder, if you must work or reach a higher level. Do not use chairs or tables.
- Walk at a safe pace, alert to any obstacles that may be ahead. Adjust pace and stride for the condition of the walking surface.
- Wear proper footwear for the job and work surface conditions.
- Do not carry items that block the view ahead.
- Do not jump from heights. Climb or ease down.
- Promptly report any Slip Trip Fall (STF) hazards.
- Take the time to pick up small debris items or clean-up minor spills. Never assume somebody else will take care of it.
- Use personal protective equipment where necessary.
- Use a flashlight to enter dark areas.
- Store heavy items down low. Heavy items may be hard to handle on ladders or step stools.
- Clean up any liquid spills right away.
- Take your time and pay attention to where you are going.
- Ensure things you are carrying do not prevent you from seeing obstructions or spills.

A spill, a slip, a hospital trip!!



Safety Meeting Sign-In Sheet

Supervisor:	Subject:
Location:	Date:
Conducted By:	Trainer Signature:

Name (print clearly)	Signature	Comments / Safety Concerns / Training Requests



Your Safety Is Our Business®
