

# TOOL BOX TALKS

## Preventing Slips & Trips

In 1999, over one million people suffered a slip, trip or falling injury, and over 17,000 Americans died as a result. Of the estimated 3.8 million disabling injuries each year in the work force, 15% are due to slips, trips, or falls, which account for 12 to 15% of all Workers' Compensation costs. About 5,100 workers died from a fall in 1999. The average direct cost for 1 disabling injury now approaches \$28,000.

### WORKSAFE TIPS

#### THE BASICS

Proper housekeeping in work and walking areas can contribute to safety and the prevention of falls.

Slow down – do not walk too fast or run.

Avoid carrying bulky, hard to carry objects.

Wear good quality footwear appropriate for the work environment at hand.

Keep the work area well lit.

#### IN THE OFFICE

- Keep floor rugs, floor runners or desk chair mats free of curled edges, ripples or folds.
- Do not run extension cords across aisles.
- When ran across aisles, tape extension cords down.
- Keep file drawers closed.
- Keep books, boxes, papers out of walkways.
- Remove snow and ice buildup at employee and visitor entrances.
- Wear proper footwear for the weather at hand.
- Push desk chairs beneath desks when not in use.
- Glue loose carpet tiles back down again.
- Repair floor tiles that have loosened.
- Custodial staff should always warn pedestrians about wet floors.
- Put out wet floor signs during winter months.
- Sweep up sand or ice melt from employee and visitor entrance floors.
- Never place or store items on stairs.
- Never run or hop up and down stairs – one at a time.
- Never run in the facility – for any reason.
- Keep walk paths, aisles and corridors well lit.
- Replace light bulbs that are not functioning.

#### ON THE PLANT FLOOR

- Pallet jacks are a trip hazard when not in use.
- Push pallet jacks under tables or back into pallet racking when not in use.
- Pick up pallet wood chunks-may contain nails.
- Pick up plastic or steel banding strips. Knot them up and discard.
- Pick up scraps of paper and cardboard, which can cause an employee to trip.
- Pick up scraps of shrink wrap.
- Remove single, empty pallets from the work area – an unloaded pallet is a trip hazard!
- Never stand or work while standing on a pallet.
- Never run in the facility – for any reason.
- Keep aisles and pedestrian areas well lit.
- Parked forklifts should have their forks lowered fully and marked with an orange road cone.
- Never run an extension cord across a major aisle or walkway.
- Tape extension cords down if they must be placed in high foot-traffic areas.
- Keep power cords picked up off of the floor.
- Keep air hoses off of the floor, coiled & stored.
- Garden hoses should be coiled and stored.
- Loading docks should be kept clear of trash, ice and snow.
- Keep loading dock stairs free of ice and snow.
- Warehouse floors near loading docks should be clear of wet areas caused by rain tracked in.
- Clean up oil leaks, tracks or grease spots.
- Do not “dock jump” or climb loading docks.
- Keep floor areas around saws and other industrial machines clear of scrap.
- Empty trash containers often to prevent overflow.

**WorkSAFE**

Smart, Accident-Free Environments

