

Loss Control Services – 5 Minute Safety Topic**Prevent Slips and Falls – Don't Slip Up!**

Here are some important tips to keep an even keel and they are as simple as A B C!

A: Slips

- ▷ When you cannot avoid a slippery or wet surface, take short steps, walk with your feet turned outward slightly, and make careful slow turns at corners or when changing direction.
- ▷ Wear slip resistant shoes that are appropriate for the job. They should be in good condition and stay firmly on your feet. Comfort and safety is more important than fashion!
- ▷ Clean up spills right away or mark the area with a sign. Report spills to the responsible department. Only authorized persons should clean up hazardous materials spills.
- ▷ Keep shoe soles clean and free of oil, mud and ice – that is why mats are placed at doors.
- ▷ Wear sunglasses on bright days – but not at night unless there is a medical reason to do so.

B: Trips

- ▷ Walk only on designated pathways or walkways. Shortcuts may lead to a painful fall.
- ▷ Carry only loads you can see over.
- ▷ Keep work areas well lit and clean.
- ▷ Turn on the lights before entering a room.
- ▷ Move slowly where light is dim.
- ▷ Report loose carpeting, stair treads or other surfaces in need of repair.
- ▷ Make sure staircase handrails are secure.

C: Falls

- ▷ Use a step stool, stepladder or extension ladder that is suitable for the task.
- ▷ Never use makeshift climbing equipment. Chairs are for sitting on - not for standing on.
- ▷ Follow the one-to-four rule when using a ladder—set the base out from its support one foot for every four feet of working ladder height.
- ▷ Once on a ladder, don't overreach. Keep your arms and legs as close as possible to your center of balance.
- ▷ Set the ladder on firm, stable ground.
- ▷ Be sure to raise an extension ladder three feet beyond its point of contact with the building.
- ▷ Be sure that the rungs of the ladder are secure and never step on to the top rung of a ladder.
- ▷ Make sure your shoes are snug and free of dirt or oil; stepping on your shoelace and falling on your face is funny only in the movies. P.S. "flip flops" are not shoes!
- ▷ Use **"three points of contact"** when climbing – always have one hand and two feet or two hands and one foot in contact with the ladder or equipment – this greatly reduces risk of a fall.