

**Loss Control Services: SAFETY TOPIC OF THE MONTH**

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**M.0804: Prevent Slips and Falls – *Don't Slip Up*****Facilitator Outline**

**Purpose:** Monterey Educational Risk Management Authority - Loss Control Services provides these monthly topics to promote safety awareness, injury prevention and regulatory compliance for member districts. These topics may be adapted specifically to the needs of your district by editing and reformatting. If desired, the topic may be expanded with video/DVD, Powerpoint, or other media.

**Instructions:** Make copies of the handouts and quiz for those attending. As the facilitator for this training – please keep track of attendance in accordance with your district recordkeeping requirements. Thirty minutes should be allocated to allow for review/discussion of the handouts and the quiz – it is possible to condense the topic time to 15 minutes or less if time constraints are severe. You may use the quiz as a pre or post discussion topic; using it as a pre-quiz and then discussing the answers after review of the materials is a good way to assure an interactive session in a minimal amount of time.

**Answers to Handout #2: PRE –QUIZ: Prevent Slips and Falls – *Don't Slip Up***

1. Appropriate shoes at work should be?  
a) fashionable    b) comfortable    c) slip resistant    d) intractable    **e) b and c**
2. What is the least appropriate action to take when a non-hazardous liquid spill is found?  
a) clean it up    b) mark it with a sign    **c) let it dry out**    d) report it to responsible department
3. A good thing about slip resistant shoes is that they do not need to be cleaned.    **False**
4. Good housekeeping and proper use of equipment reduces risk of slips, trips and falls.    **True**
5. A good safety practice is to avoid walking on designated pathways and sidewalks.    **False**
6. A good safety practice is to avoid carrying objects you cannot see over.    **True**
7. Which of the following is not appropriate for climbing to a higher level such as retrieving books from a shelf?  
a) ladder    b) chair    c) step stool    d) desk    e) all are appropriate    **f) "b" and "d"**
8. It is important to maintain balance and overreach when using a ladder.    **False** (*over reaching is a hazard*)
9. When climbing on ladders or equipment, a best practice is to:  
a) look down at your feet    b) have a spotter watching you    **c) maintain three points of contact**  
d) use a climbing belt    e) none of these are correct    f) all of these are correct
10. The "one for all" rule has replaced the "one to four" safety rule for use of ladders.    **False**
11. The "bonus" question adds extra feedback and interactive discussion from the group.

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## **Prevent Slips and Falls Handout #1 – Don't Slip Up!**

Between workers comp expenses, lost-time, medical charges, and property damage, common slip, trip, and fall accidents can get expensive as well as painful. 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.

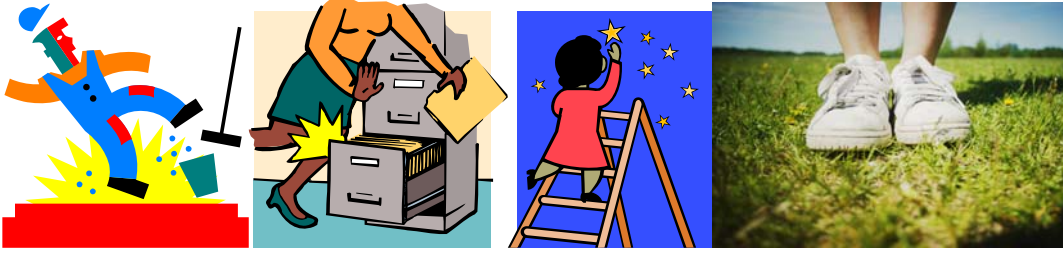
### **B: Trips**

- ▷ 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.

### **Notes:**



**Handout #2: PRE -QUIZ - Prevent Slips and Falls – *Don't Slip Up!***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

Instructions: Please provide the best answer for each question – the “best” answer may be open to discussion during review of the quiz!

1. Appropriate shoes at work should be?
  - a) fashionable    b) comfortable    c) slip resistant    d) intractable    e) b and c
2. What is the least appropriate action to take when a non-hazardous liquid spill is found?
  - a) clean it up    b) mark it with a sign    c) let it dry out    d) report it to responsible department
3. A good thing about slip resistant shoes is that they do not need to be cleaned.    True    False
4. Good housekeeping and proper use of equipment reduces risk of slips, trips and falls.    True    False
5. A good safety practice is to avoid walking on designated pathways and sidewalks.    True    False
6. A good safety practice is to avoid carrying objects you cannot see over.    True    False
7. Which of the following is not appropriate for climbing to a higher level such as retrieving books from a shelf?
  - a) ladder    b) chair    c) step stool    d) desk    e) all are appropriate    f) “b” and “d”
8. It is important to maintain balance and overreach when using a ladder.    True    False
9. When climbing on ladders or equipment, a best practice is to:
  - a) look down at your feet    b) have a spotter watching you    c) maintain three points of contact
  - d) use a climbing belt    e) none of these are correct    f) all of these are correct
10. The “one for all” rule has replaced the “one to four” safety rule for use of ladders.    True    False
11. Bonus Question: Do you have something to add to the discussion regarding your experience with situations involving prevention of slips, trips and falls? Make notes below:

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