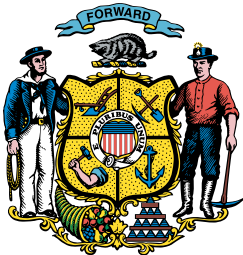


Slip, Trip and Fall Prevention Manual



State of Wisconsin





State of Wisconsin Slip, Trip & Fall Summary

Slip, Trip and Fall injuries continue each year to be a leading cause and worker's compensation expense driver for State of Wisconsin employees. Over the past ten fiscal years, State of Wisconsin employees sustained 6,287 worker's compensation claims as a result from a Slip, Trip or Fall. Over the same time period, the State of Wisconsin paid \$41,360,417 on Slip, Trip & Fall claims:

<u>FISCAL YEAR</u>	<u>NEW STF CLAIMS</u>	<u>NEW STF CLAIMS OVERALL CAUSE RANK</u>	<u>STF CLAIMS WITH PAYMENT</u>	<u>STF CLAIMS WITH PAYMENT WC EXPENSE</u>	<u>STF CAUSE PAYMENT EXPENSE RANK</u>
2014	638	1	863	\$6,402,569	1
2013	695	1	823	\$4,189,900	2
2012	497	2	713	\$3,702,535	2
2011	600	1	818	\$4,496,347	1
2010	551	2	812	\$4,832,667	1
2009	695	1	933	\$4,786,629	1
2008	791	1	940	\$3,996,045	2
2007	590	2	724	\$2,929,226	2
2006	584	2	776	\$3,149,099	2
2005	646	2	809	\$2,875,400	2
TOTALS	6,287	1	8,211	\$41,360,417	1

In effort to reduce Slip, Trip and Fall injuries for State of Wisconsin employees, the Bureau of State Risk Management & UW System Risk Management partnered in producing the included statewide campaign:

- Tread Safely This Winter – Winter Slip & Fall Prevention
- C.L.I.M.B. Safely – Ladder Slip & Fall Prevention
- Get a Grip – Stairs Slip, Trip & Fall Prevention
- Who Looks at the Bottom of Shoes? – Footwear Slip & Fall Prevention
- See Your Path – Trip & Fall Prevention

Supplement:

- Slip, Trip & Fall Hazard Assessment Checklist

ICE AND SNOW TAKE IT SLOW

DON'T TAKE SHORTCUTS

TAKE YOUR TIME

WIPE FEET WHEN ENTERING BUILDINGS

WEAR PROPER FOOTWEAR

REPORT UNSAFE CONDITIONS TO BUILDING MANAGER



SAFETY IS EVERYONE'S
RESPONSIBILITY



TREAD SAFELY THIS WINTER!

Slips, Trips, and Falls are the leading cause of injury and also the most costly for the State of Wisconsin. Shown below are tips to tread Safely this winter:

Preparation:

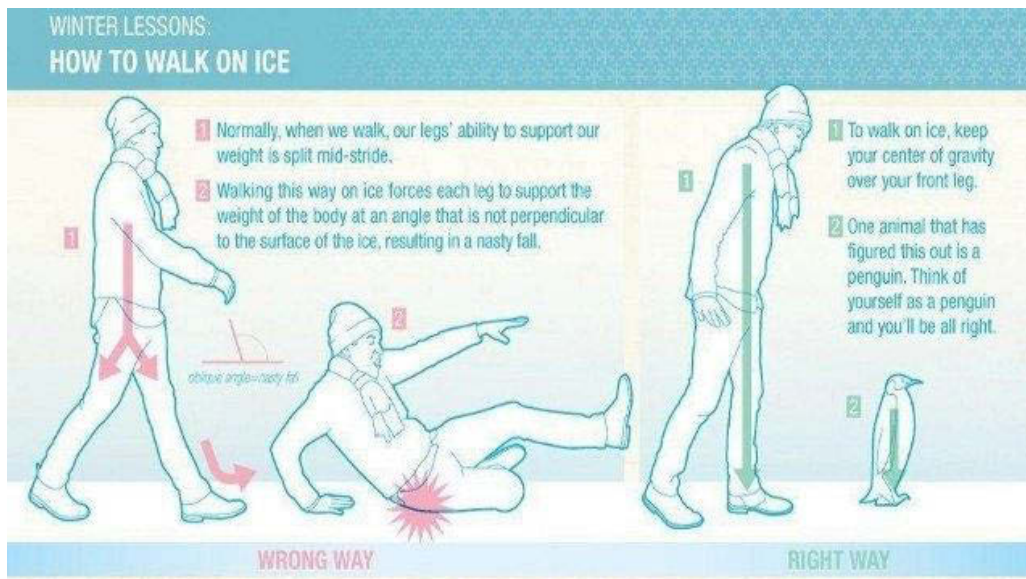
- Plan ahead giving yourself enough time
- Wear appropriate footwear that provides traction
- Limit what you carry to provide better balance

Action:

- Use designated walkways and avoid taking shortcuts
- When walking on steps, always use hand railings and plant feet firmly on each step
- Look out for black ice, especially early in the morning and in areas shaded from the sun
- Immediately report any unsafe conditions to Buildings and Grounds

Walk Like a Penguin (Diagram Shown Below):

- Point arms down at an angle and feet slightly outward
- Keep knees slightly bent
- Take slow short steps or shuffle to increase traction



Choose the right ladder

Look for damaged or missing parts

Insure a safe ladder set-up

Move safely on ladder always with three points of contact

Be a ladder safety expert, not a statistic

S
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C.L.I.M.B. SAFELY



According to the Centers for Disease Control Prevention (CDC), falls are the leading cause of unintentional injury mortality nationwide and 43% of fatal falls in the last decade involved a ladder. Louisville Ladder estimates each year nearly 100 people are killed and 160,000 are injured from ladders. Injuries from ladder falls can be severe but are preventable.

Strategies to prevent a ladder fall, C.L.I.M.B. Safely:

C.hoose the right ladder:

- Evaluate the work environment and know what ladders are available before selecting the right ladder for the job.
- Assess physical requirements of the job including: space available to position ladder, amount of weight on ladder, length of ladder needed to safely perform the job and conductivity involvement.

L.ook for damaged or missing parts:

- Use a ladder inspection guide to always check for damage prior to using any ladder.
- Never use a damaged ladder. Be sure to label unsafe ladders.

L.nsure a safe ladder set-up:

- Control work area from any potential hazards such as: overhead wires/obstructions, clutter on floor around base of ladder, blocking off area around ladder to prevent accidental contact and setting up warning signs at corners.
- Keep extension ladder base one foot away from building for every four feet of ladder's length and prevent sideways movement. Roof access requires the top of ladder three feet beyond roof line.
- Ensure stepladders always have all four legs on solid level ground with spreaders in fully open position.

M.ove safely on ladder always with three points of contact:

- Wear slip resistant, clean shoes for maximum traction.
- Keep hands free when climbing and always maintain three points of contact. Climb slowly and surely.
- Always face the ladder keeping your belt buckle centered and as close to the ladder as possible. Do not overreach or lean while working.
- Never move a ladder while on it. Climb down and reposition.

B.e a ladder safety expert – not a statistic:

Findings from a Bureau of Labor Statistics study of 1,400 ladder accidents showed:

- 57% of fall victims were holding objects with one or both hands while climbing or descending the ladder;
- 30% had wet, greasy, or oily shoes;
- 53% of straight ladders had not been secured or braced at the bottom and 61% had not been secured at the top;
- 66% had never been trained in how to inspect ladders for defects prior to using them; and
- 73% had not been provided with or consulted written instructions on the safe use of ladders.



Grasp

Rails

In stairways to

Prevent falls



National Safety Council Facts:

- 12,000 stair deaths occur each year nationwide (half occurred at home)
- 1,000,000 accidents resulting in injury occur each year on stairs nationwide





GET A GRIP



According to the National Safety Council, 12,000 stair deaths occur (half occurred at home) & 1,000,000 accidents resulting in injury occur each year nationwide on stairs.

Strategies to prevent a stairway fall:

Grasp

Rails

In stairways to

Prevent falls

Is there a chance that a liquid or some other substance may be on one of the steps? Use of handrails alone greatly reduces the severity of a trip or slip on a stairway. Traditionally, individuals hold the handrail with one hand on top of the rail and face directly up or down the stairway. An additional safety measure can be obtained when going down stairs (Note: 67% greater chance of falling when going down stairs vs. up). Instead of facing directly down the stairway, turn 30 degrees toward the rail. In the event of a trip and fall, most people will fall the direction they are facing. As a result, an individual will fall toward the rail or wall, giving additional opportunity to catch themselves and prevent the fall. This technique can be especially helpful with walking down very steep stairs, walking on outdoor stairs with snow and ice, carrying a load with one hand on a stairway or using stairs in low light conditions where it is difficult to see clearly.

Additional stairway fall prevention tips:

- Avoid rushing or hurrying
- Wear proper footwear
- Take one step at a time
- Never store materials on stairs
- Steps must be uniformed "Rise & Run"
- Use the elevator if possible to avoid carrying items on stairs, if items do need to be carried on stairs, limit loads, keeping a free hand to grip the handrail
- Immediately report damaged or housekeeping items with stairs to Buildings & Grounds
- Maintain adequate lighting
- Put your mobile device away
- Paint the edges of stairs and curbs bright yellow to increase contrast of the steps with the surrounding area



Sole & Heel Traction On Footwear Enhances Slip & Fall Prevention

National Floor Safety Institute Fact:

24% of all slips and falls are caused by improper footwear





WHO LOOKS AT THE BOTTOM OF SHOES?

According to the National Floor Safety Institute, 24% of all slips and falls are caused by improper footwear.

Sole & Heel Traction On Footwear Enhances Slip & Fall Prevention

Who looks at the bottom of their shoes when selecting footwear? Choosing shoes with slip-resistant properties is an important aspect to slip and fall prevention. Prior to use each day, footwear should be inspected for wear or damage. Many slips occur when the heel slides forward, so it is especially important to have traction on the heel of the shoe. Industry safety experts suggest replacing shoes, when two pennies can be placed on an area of the shoe's sole that has been worn smooth. How much use does footwear endure? According to the Walking Behavior Laboratory, the average U.S. adult walks about 5,900 steps a day (approximately three miles).





Practice
Assessing
Trip
Hazards



Elevator Transition Example



Entrance Example



Cord Example



Pothole Example



Uneven Surfaces Example



Housekeeping Example





P A T H

Practice
Assessing
Trip
Hazards

According to the National Floor Safety Institute, 60% of falls occur on the same level & half of all accidental deaths in the home are caused by a fall.

Trips occur when your foot strikes an object resulting in a loss of balance. In a trip, your momentum causes your body to continue forward. Some common causes with prevention strategies for trips include:

- Cords, wires or hoses in walkways – install connections away from walkways or temporary cord covers, hose reels
- Floor mats and runners – inspect for wear/lie flat
- Poor housekeeping – keep all aisles clear with defined storage organization/use caution signage
- Uneven surfaces such as curbs/sidewalks – grind raised edges/paint edges safety yellow
- Transitioning from entrances/exits – avoid distractions, rushing, carrying bulky items, cell phone
- Taking shortcuts – always use designated well kept walking aisles/paths
- Poor illumination – routine inspections to ensure all lighting in good working condition





Slip, Trip, Fall Hazard Assessment Checklist

Date:

Inspector:

Best Practice: Perform monthly walkthrough targeting slip, trip, and fall prevention.

<i>Housekeeping:</i>	<i>Notes/Corrective Action Taken:</i>
Walkways and aisles are clearly identified?	
Walkways kept clear of stored materials or obstructions?	
All exits and exit pathways kept clear at all times?	
Any trip hazards such as hoses, cords, tools, etc.?	
<i>Walking/Slip Hazards:</i>	<i>Notes/Corrective Action Taken:</i>
All spills are reported/cleaned up immediately?	
Floor care equipment, such as mops, readily available?	
Caution wet floor signs available and used?	
High risk floor surfaces for a slip, trip, or fall?	
Floor mats lying flat and prevented from sliding?	
Transition areas evaluated and adequately protected?	
Is there a cleaning protocol with log or schedule?	
Winter plan in place to address water/snow/ice?	
<i>Footwear:</i>	<i>Notes/Corrective Action Taken:</i>
Policy in place defining appropriate footwear?	
Communication to remind employees to inspect footwear?	
<i>Parking Lot/Grounds:</i>	<i>Notes/Corrective Action Taken:</i>
Grounds/parking lot inspect for hazards?	
Edges of curbs highly visible?	
Sidewalks/parking areas assessed for raised sections?	
Illumination highly visible in all areas of facility?	
Inclement weather supplies available with responsibilities?	
Potential sidewalk damage from tree roots growing?	
<i>Stairs/Ladders:</i>	<i>Notes/Corrective Action Taken:</i>
Stair rise/run uniformed meeting all OSHA requirements?	
Communication to remind employees with use of handrails?	
Consider painting edges of stairs to increase visibility?	
Appropriate ladders/step stools available for task?	
Inspection completed on ladders/step stools prior to use?	
Damaged ladders/step stools removed from service?	
Proper use of ladder/step stool?	
<i>Training/Communication:</i>	<i>Notes/Corrective Action Taken:</i>
Campaign resource flyers/posters posted?	
Employees adhering to "no running"/"watching where going"?	
Carts utilized for carrying bulky items?	

