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## Discussion Leaders Guide Session Slips, Trips and Falls

### 1. Preparation

- You will need a DVD player and a television.
- Review the **Tell**, **Ask** and **Review** portions of the Discussion Leaders Guide. You will be presenting the material in *italic* to the group during these sections.
- Preview the video before you show it.
- Ensure that everyone attending the training can easily see and hear the video.
- Print the handouts prior to the training.

## Training Day

### 2. Introduce the Topic

**Tell:** *Today we are going to review workplace hazards that can cause slips, trips and falls. The training will have both a video presentation and discussion time. In order to prevent these injuries you must know how to identify the hazards that cause them and what to do to correct or eliminate them.*

*Hazards are conditions or actions that can cause injuries or illness.*

*Look at your handout titled **Hazards Identification**.*

*Slips, trips and falls are leading causes of workplace injuries. Some of the hazards that cause these types of injuries are:*

- *Water, grease, ice or other slippery substances left on the floors*
- *Materials stored on the stairs*
- *Loose or bumpy flooring*
- *Trash or other materials left in the walkways*
- *Cords or hoses stretched across walkways*
- *Uneven steps*
- *Shoes with a build up of grease or other slippery material on the bottom*

Note: Use examples from your own workplace if available.

*Let's start the DVD now.*

### 3. Start the DVD

- Select your language choice
- Select scenario

### 4. The DVD has paused

### 5. Encourage discussion

**ASK:** *Why is this situation hazardous?  
What hazardous conditions are shown here?  
What should the worker do to prevent an accident from happening?  
What can we do to reduce slips, trips and falls here?*

### 6. Restart the DVD

### 7. Finish

**Tell:** *Eliminating slip, trip and fall hazards require everyone's help. Remember the teamwork we saw in the video. Working together, we can prevent injuries.*

*Look at you handout titled **Preventing**.*

*Let's review a few of the prevention steps.*

- *Slips, Trips and Falls often occur when you are in a hurry and not paying attention.*
- *Resist the temptation to take a short cut; Short Cuts through equipment invite an accident.*
- *Keep aisles, stairs and walkways clear of trash or left over materials.*
- *Always pick up after yourself and dispose of trash.*
- *Immediately clean up slippery/wet areas.*
- *Look out for water near the building entrances in wet or snowy weather.*

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- *Notice worn or uneven flooring and report it to your supervisor.*
  - *Wear shoes that give you good traction and watch where your going.*

*If you see a slip, trip and fall hazard clean it up or if it is not something you can clean up, get help or report it to your supervisor. Reporting hazards to your supervisor is an important part of preventing injuries.*

Note: If you have one, review of your company's safety policies for preventing slip, trip and fall injuries.

*Are there any questions?*

*Thanks for attending.*

### **Extras on the CD**

A **Slip, Trip and Fall Prevention Checklist** has been included in the printable forms to help you complete the inspections. Routine inspections will help ensure all walking and working surfaces are free from slip, trip and fall hazards.

## Hazard Identification Slips, Trips and Falls

To prevent accidents you must know how to identify hazards and what to do to correct or eliminate them.

**Hazards** = Conditions or actions that can cause injury or illness

**Exposure** = How close you are to the hazard

### Common Hazards

- Water, grease, ice or other slippery substance left on the floors
- Materials stored on stairs
- Loose or bumpy flooring or mats
- Trash or other materials left in walkways
- Cords or hoses stretched across walkways
- Uneven steps or flooring
- Shoes with a build up of grease or other slippery material on the bottom

## Preventing Slips, Trips and Falls

Slips, trips and falls are one of the most common causes of workplace injuries. By following a few simple safety tips you can help prevent injuries.

### **THINK...Ahead**

- Slips, trips and falls often occur when you are in a hurry and not paying attention.
- Resist the temptation to take a short cut. Short Cuts through equipment invite an accident.
- If you are going to carry or push something make sure you can still see where you are walking.

### **ACT...Now**

- Keep aisles, stairs and walkways clear of trash or left over materials.
- Always pick up after yourself and dispose of trash.
- Immediately clean up slippery/wet areas.
- Set up caution or wet floor signs in areas that are slippery/wet.
- Wear shoes or boots with good traction and free from grease or oil.
- Never run up or down stairs.

### **WATCH...Your Step**

- Look out for water near the building entrances in wet or snowy weather.
- Notice worn or uneven flooring and report it to your supervisor.
- Watch for cords or cables that have been placed across the work area.
- Use handrails on stairs and ramps they are there to protect us from falls.

## Slip & Trip Prevention Checklist

Area: \_\_\_\_\_  
Date: \_\_\_\_\_

Yes	No	
		Workers wear low heel non-slip footwear
		Workers have easy access to trash containers
		Fluid drains are diverted from walkways
		Mats are placed at building entrances
		Work areas and walkways have good lighting
		Colored strapping material is used in shipping / packing areas
		Items are stored on stairs or near ladder
		Spills are cleaned up immediately
		Production scraps are picked up and not allow accumulation
		All walkways are at least 22 inches wide
		Damaged floors are repaired
		Anti-slip floor coatings used in production areas
		Wires, cord and cables are kept out of walkways
		Wet floor signs are used
		Changes in floor heights are highlighted
		Snow and ice from sidewalks and parking lots is removed
		Sandy and other loose absorbent material is removed when no longer needed