

## **Safety & Risk Management Policies and Procedures**

**Title:** Slip, Trip, and Fall Prevention Policy

**Date:** August 2013, rev. 10-24-23

**Rationale:** Provide employee education and department specific procedures on the identification, control and prevention of workplace slip, trip and fall hazards.

**Goals:** To proactively assess and prevent slips, trips, and falls and related injuries at Southwestern University.

The core components in reducing slips, trips, and fall incidents and associated injuries is periodic monitoring of walking and working surfaces, parking lots, periodic monitoring of lighting and prompt maintenance of lighting, continuous walking surface maintenance and repairs, strategic use of anti-slip floor mats, campus-wide effective housekeeping efforts, awareness education/training of affected campus departments.

### **Program Components**

- Departments should regularly evaluate slip, trip, and fall hazards throughout their facilities and work areas.
- Facilities Management should regularly evaluate slip, trip, fall hazards throughout campus facilities, sidewalks and grounds.
- Pay particular attention to stairs, exit corridors and walkways. All campus members should report potential hazards via work order system to Facilities Management for placement of warning cones and then assessment and repair.
- Safety & Risk Management should conduct periodic analysis of workers' compensation accident report data - identify hazards, trends, impacted departments, and determine causes and responses to help mitigate hazards.
- Safety & Risk Management should provide periodic training and awareness for slip, trip, fall, manual material handling and ladder safety to affected departments and personnel.
- Facilities Management should identify and implement methods of effective control and prevention of known hazards.
- Timely Warnings - Facilities Management should respond to known hazards and warn campus members by use of signs, cones, barriers and/or caution tape until an assessment and corrective actions can be completed.

### **Facility and Service Related Components:**

Responsibility to implement: Managers/Directors and Supervisors.

- Implement and maintain good housekeeping procedures and/or standards for the prevention of slips, trips, and falls for your department and specific related tasks.
- Ensure all your employees are routinely reminded to use handrails at all times when using stairs. When carrying equipment/supplies to upper levels and an elevator is not available, always use handrail and carry equipment in one hand – when this is not feasible, utilize a two person team to carry and attempt to use handrail with one hand.
- Implement and maintain safe conditions for floor mats, stairways, and walkway safety (including stair tread inspection and timely repair). All departments should be active in keeping walkways clear of objects and correcting other potential slip/trip hazards, etc.

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- Facilities Management in coordination with Safety & Risk Management: periodically assess, review, fund and plan for correction of unintended changes in elevations of  $> \frac{1}{4}$ " (sidewalk cracks or shifts), parking lot potholes, repair significant holes adjacent to sidewalks from utility cart use, irrigation etc .

These are risk factors to be aware of and to control the hazards related to each topic:

Areas prone to wetness, slippery surfaces or spills - install floor mats and use warning cones until area can be cleaned and dried

Improve areas with poor lighting

Identify and correct uneven or irregular steps, thresholds

Polished or freshly waxed floors - place warning cones, signs, caution tape

Ladders (Extension, Step and Fixed) - provide regular inspection and awareness training

Loose, unsecured rugs, mats, and carpeting - report via work order system for repairs

Weather hazards - be aware of conditions, plan for ice melt or other prevention strategies

Stairs - raise awareness to encourage all campus members to use handrails

Uncovered and Unsecured cables/cords - use cable tray or securely tape down temporary cords, remove promptly when event is finished

Obstacles and Clutter in walkways, hallways, and steps - frequently monitor and clear

Open desk or file cabinet drawers - change habits to keep closed when unattended

Ramps and inclines - monitor and maintain in good condition

Entrances and doorways - practice good effective housekeeping and maintenance

Obstructed view - pay extra attention and plan pathway - especially when carrying objects, equipment - use material handling equipment whenever possible - dolly, cart, etc.

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Date:

Approved (signature and date):

Supervisor

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Director of Physical Plant

\_\_\_\_\_

AVP for Facilities

\_\_\_\_\_

Vice President for Fiscal Affairs

If needed \_\_\_\_\_

Copy:

All supervisors

\_\_\_\_\_

Related crafts

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Department Heads

\_\_\_\_\_

VP's

\_\_\_\_\_

President

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