Slip, Trip and Fall Prevention Program

April 2015
# Table of Contents

INTRODUCTION: ................................................................. 3
OBJECTIVES: ................................................................. 3
POLICY STATEMENT: ...................................................... 3
TRAINING/RESPONSIBILITIES: .......................................... 3
HOUSEKEEPING STANDARDS/SAFE WORK PRACTICES: ........... 5
SEASONAL ISSUES ................................................................ 7
CORRECTIVE MAINTENANCE PROCEDURE............................ 8
WORKPLACE INSPECTION PROCEDURE ................................. 8
ACCIDENT INVESTIGATION PROCEDURE ............................... 8
INTRODUCTION:

Valley City State University makes all reasonable effort to:
I. Protect the health and safety of VCSU faculty, staff, and students.
II. Provide safe work practices- academic, research, and administrative- for faculty, staff and students.
III. Provide information to faculty, staff, and students about health and safety hazards.
IV. Identify and correct health and safety hazards and encourage faculty, staff, and students to report hazards.
V. Provide information and safeguards for those on campus and in the surrounding community regarding environmental hazards arising from operations at VCSU.

This Slip, Trip, and Fall Prevention Program has been developed to minimize injury, illness, or death associated from a slip, trip, or fall related incident. Procedures include worksite evaluations, elimination of slip, trip, and fall hazards, and employee training.

OBJECTIVES:

The objectives of the Slip, Trip, and Fall Prevention Program are to provide direction on:
I. Identifying working environments where slip, trip, and fall hazards are most likely to occur.
II. Eliminating identified slip, trip, and fall hazards.
III. Training VCSU employees who will be working in environments where slip, trip, and fall hazards are likely to arise during a typical work shift.

POLICY STATEMENT:

It is the policy of Valley City State University to provide our employees and customers safe and healthful conditions in which they can conduct business. We will strive to maintain a facility that is free from identified slip, trip and fall hazards. We have implemented a prevention program that considers the behaviors of people, our equipment, our work methods, processes and finally the environment to reduce and prevent slip, trip and fall accidents. We expect all employees to cooperate in this very important initiative to ensure its success.

TRAINING/RESPONSIBILITIES:

The VCSU Safety Office and Loss Control Committee believes that employee involvement in the site’s safety and health program can only be successful when everyone on the site receives sufficient training to understand what their safety responsibilities and opportunities are, and how to fulfill them. Therefore, training is a high priority to help ensure a safe workplace.

All employees will receive awareness training annually. Employees who conduct formal workplace inspections will be trained on their responsibilities and on how to perform them.
All Employees:

I. Slip, Trip, and Fall Hazard Awareness Annual Training
II. Adhering to the recommended housekeeping practices and other safe work practices to prevent slip, trip, and fall related incidents. This includes cleaning up spills immediately, marking spills and wet areas, mopping or sweeping debris from floors, and removing obstacles from walkways and keeping areas free from clutter.
III. Following all safety practices as listed by the VCSU Safety Office, including but not limited to:
   a. Reporting potential hazards to the Supervisor immediately.
   b. Reporting accident to the Supervisor immediately.

Supervisors:

I. Ensuring periodic workplace inspection is conducted to identify slip/trip/fall hazards and properly addressing these issues in a prompt manner by either contacting the Safety Office or submitting an online work order.
II. Ensuring appropriate training is provided for all employees and evaluating employees’ compliance with safe work practices.
III. Promptly reporting all employee injuries to the VCSU Safety Office by completing and submitting the appropriate online reporting form.

Building Services Staff (Facilities Services):

I. Assisting in the identification and elimination of slip, trip, and fall hazards found in assigned building. Inspection for identifying slip, trip, and fall hazards are recommended:
   a. At least annually.
   b. Before, during, or after construction/renovation activities in situation where building occupants and general public may be affected.
II. As appropriate, assisting departments with the removal of facilities-related slip, trip, and fall hazards.
III. Consulting Safety Office for assistance in addressing slip, trip, and fall hazards.

Safety Office Staff:

I. Developing, implementing, and maintaining the Slip, Trip, and Fall Prevention Program.
II. Assisting department in evaluating areas where slip, trip, and fall hazards are prevalent and provide suggestions to help solve issues.
III. Preparing and distributing annual training document.
IV. Analyzing and reporting trends in injury and/or incident rates related to slip, trip, and fall hazards.
HOUSEKEEPING STANDARDS/SAFE WORK PRACTICES:

General Safety

I. Avoid running or walking too fast, especially in higher risk areas.
II. Avoid carrying items that will obstruct one’s view of their walking pathway.
III. Avoid walking through potential slip, trip, and fall hazards.
IV. Use extra caution when traveling both outdoors and indoors during/following wet/icy weather.

General Housekeeping Procedures:

I. Clean up spills immediately. For greasy liquids, use a suitable cleaning agent.
II. Use “wet floor” warning signs to keep people off the wet area.
III. Use cleaning methods that do not spread the problem. Small spills are often better dealt with using a paper towel instead of a wet mop that will wet a larger area of the floor.

Slip Hazards:

A slip is defined as a sudden sliding motion when the foot (or shoe) loses traction with the walking surface potentially resulting in a loss of balance.

I. Floors, platforms, and walkways should be maintained in good repair, and reasonably free of oil, grease, or water. Mats, grates, or other methods that provide equivalent protection shall be used on areas where operation requires walking on slippery surfaces.
II. Slip-resistant floor coatings should be used in areas that are likely to get wet or subject to frequent spills.
III. Slip hazards must be identified and removed promptly.
IV. Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.

Trip Hazards:

A trip is defined as a temporary instability generated when the movement of the foot is momentarily interrupted.

I. Platforms and walkways should be free of obstructions & dangerous projections (e.g. extension cords, power cables, hoses, carts, boxes, debris).
II. Position equipment to avoid cables crossing pedestrian routes; use cable covers securely fix to surfaces, or consider use of cordless tools.
III. Surfaces in poor repair (i.e. holes, surface upheaval, and broken tiles) should be repaired or guarded by readily visible barricades, rails or other equally effective means.
IV. Ensure floor mats and rugs are securely fixed and do not have curling edges.
Fall Hazards:

A fall is defined as a movement downward, typically rapidly and freely without control, from a higher to a lower level.

I. Elevated Locations
   a. Guardrails should be provided on all open sides of unenclosed elevated locations. Example of elevated locations include: balconies, runway ramps, or working surfaces that are more than 30 inches above the floor, ground, or other working areas of a building.
   b. For Roofs: Guardrails should be provided at locations where there is routine need for an employee to approach within 6 feet of the edge of the roof. Where such roof access is needed no more than 4 times a year, safety belts, lanyards, or an approved fall protection system may be used in lieu of guardrails.

II. Stairways
   a. Stairways should have handrails or stair rails on each side.

III. Ladder Use
   a. When a ladder is used, the employee should follow the Safe Operating Procedure for Ladders. Ladder safety training is also available through the VCSU Safety Office. Department specific training may be arrange upon request (Contact VCSU Safety- 3-7710 for more information).

IV. Elevating Work Platforms and Aerial Devices (ex. vertical tower, scissor lift)
   a. Only employees who have been trained, and approved by the supervisor should operate elevating work platforms and aerial devices. NOTE: Aerial device and elevating work platforms are vehicle-mounted or self-propelled device designed to elevate a platform/ individual in a substantially vertical axis.

Footwear

Proper footwear is an important component of our slip, trip and fall prevention program. Footwear needs to be appropriate for the task. In many of the work areas other than our offices, high heeled shoes and leather soled shoes are considered unsafe and must be avoided. It is the responsibility of each employee to obtain and maintain slip resistant footwear in a serviceable condition. Supervisors will ensure that employees are wearing appropriate slip resistant footwear at all times in the workplace.

Floor Mats and Other Floor Treatments:

Where work processes are expected to create wet floor surfaces, such surfaces should be protected against slipping by using mats, grates, cleats or other methods that provide equivalent protection.

Where wet processes take place, drainage should be maintained and false floors, platforms, mats or other dry standing places provided.

I. Floor Mats
   VCSU’s goal is to maintain all floor surfaces in a slip resistant condition. In those work areas or situations where this isn’t feasible, mats or runners will be used to provide slip resistance. It is everyone’s responsibility to monitor mats and runners to ensure they continue to provide proper slip resistance and have not become a tripping hazard. Where mats have been used
to control wet areas, either entry ways to the building or wet processes, the following conditions require immediate action:

a. If pedestrian traffic leaves wet foot prints when stepping off the mat, the mat needs to be replaced with a dry one or an additional mat needs to be placed at the end of the first mat.

b. If the mat has become wrinkled or bunched up it needs to be reset so it is flat and doesn’t present a tripping hazard.

c. Floor mats shall be placed in building entrances and higher risk areas where walking-working surfaces may encounter wetness or other slippery conditions. Examples of these areas include:
   i. Areas adjacent to food counters and food preparation areas
   ii. Cooking areas
   iii. Dishwashing areas
   iv. Frying stations

d. The design of floor mats should have the following features:
   i. Slip resistant surface on both top and bottom sides
   ii. Beveled edges, flat edges or similar design to help reduce the likelihood of workers tripping on the mat’s edge
   iii. Slots or similar design to help promote drainage and prevent accumulation of water and grease
   iv. Antibacterial treatment or similar design to help prevent the growth of mold and mildew

e. Floor mats should not be installed and used in a way where the mat itself becomes a slip or trip hazard.

Floor Maintenance Procedures

A floor maintenance procedure must exist where routine or occasional floor cleaning is performed by departmental staff. Recommend consulting with floor cleaner product manufacturer for guidance on suggested cleaning procedures. The following should be considered when developing a floor maintenance procedure:

I. The type of floor finish products used, including slip-resistant polymer finishes, strippers, degreasers and general cleaners.

II. Proper application methods for products, including proper dilution and time schedules for each component or process.

III. Proper warning system used during floor maintenance operation to alert building occupants of the presence of potential slip, trip and fall hazards.

IV. Documentation of products used, including Material Safety Data Sheets, and specifications regarding the slip-resistance level of the product.

SEASONAL ISSUES

The changing seasons create unique weather-related conditions for which the following procedures have been developed:

I. Winter snow and ice removal:
a. All building entrances will be cleaned of snow and ice and will be treated with salt prior to the opening of business (or as the weather conditions allow).
b. Exterior walkways will be inspected hourly and treated as needed.
c. Parking lots will be inspected daily. Any ice or snow that accumulates between the vehicles will be removed.
d. Record snow and ice control via approved recording form.
e. Emails will be sent to the campus community, as needed, to alert them to any hazard conditions on campus.

CORRECTIVE MAINTENANCE PROCEDURE

When a hazard has been identified through inspection or our hazard reporting program, maintenance must be notified so that the problem can be corrected. The following is the procedure to accomplish this task:

I. Any issue needs to be reported to the Supervisor or Safety Office immediately.
II. The issue will be investigated in a timely manner to deter the best action to take.
III. If the issue can’t be corrected immediately, a temporary control will be put into place to prevent any injury.

WORKPLACE INSPECTION PROCEDURE

Our goal is to ensure a safe, clean and hazard free environment for employees and customers. Workplace inspections will be conducted to identify and correct potential safety and health hazards using the Walking and Working Surfaces Inspection Checklist.

Any deficiencies or hazards must be acted upon to remove the hazard, warn of it or close off the area in question.

ACCIDENT INVESTIGATION PROCEDURE

All accidents will be investigated and analyzed to identify the root cause. The following steps will be taken when an accident occurs.

I. Helping the injured person will be the primary concern immediately following an accident. Never leave the person alone. If assistance is needed send someone else or have someone stay with the person while you get help.
II. If the injured party is not an employee, do not admit liability or fault for the accident. If they ask if we are going to pay for their medical costs simply state that someone from ND Risk Management will be in touch with them.
III. Protect the accident scene to prevent anyone else from getting hurt and to preserve the accident scene in an “as is” condition to help ensure an accurate investigation.
IV. The information will be collected and the analysis completed using our online Initial Incident Report.
V. Once the root cause is determined, corrective action will be initiated immediately following standard procedure.
## Walking and Working Surfaces Inspection Checklist

<table>
<thead>
<tr>
<th>Building:</th>
<th>Floor:</th>
<th>Area/ Room#:</th>
<th>Higher Risk Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

### Building ID Number: Building Manager:

<table>
<thead>
<tr>
<th>Floor Condition</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Floor is kept free from slip hazards such as food or liquid spills, and other debris.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Walkway is kept free from trip hazards such as torn carpets, electrical cords, fallen articles, broken tiles, etc.</td>
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<tr>
<td>3.</td>
<td>Carpet/rugs are in good condition &amp; secured to the floor.</td>
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<tr>
<td>4.</td>
<td>Floors are properly designed to allow for good drainage.</td>
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<td></td>
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<tr>
<td>5.</td>
<td>Floors drains are not plugged/ allow adequate drainage.</td>
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<tr>
<td>6.</td>
<td>Floor mats are in good condition, free of grease, and used appropriately (i.e. mat is not a trip hazard).</td>
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<tr>
<td>7.</td>
<td>Floor mats have beveled edges, and where appropriate, are grease resistant and promote drainage.</td>
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</tbody>
</table>

### Others

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Portable signs, and equipment used for spills cleanup are available for use.</td>
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<td></td>
</tr>
<tr>
<td>2.</td>
<td>Slip-resistant footwear is worn by employee.</td>
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<td></td>
</tr>
<tr>
<td>3.</td>
<td>Illumination is adequate.</td>
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<td></td>
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<tr>
<td>4.</td>
<td>Stepladders are in good condition and have non-skid feet.</td>
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</tbody>
</table>

### Building perimeter / Stairways/ Special Areas

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sidewalks &amp; ramps are free of defects (e.g. cracks, breaks, holes).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Sidewalks &amp; ramps do not show signs of surface upheaval or unevenness.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Stairway’s surface and nosing (leading edge of stair tread) are free of defects (ex. broken steps, cracks).</td>
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<tr>
<td>4.</td>
<td>Handrail is present and secured at stairways &amp; ramps.</td>
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<tr>
<td>5.</td>
<td>Guardrails are present and secured on working surfaces that are more than 30 inches above floor or other working areas (Exception: loading dock).</td>
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<tr>
<td>6.</td>
<td>Restroom floors free from defects and properly maintained. No evidence of plumbing leaks.</td>
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<td></td>
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<tr>
<td>7.</td>
<td>Other:</td>
<td></td>
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</tbody>
</table>