

# Slip/Trip/Fall (STF)

This document identifies the elements of the \_\_\_\_\_ Slip/Trip/Fall (STF) Program and provides information, communication and practices for establishing an STF program.

Information covered includes:

- **PURPOSE**
- **SCOPE**
- **PROGRAM RESPONSIBILITIES**
- **WALKING/WORKING SURFACE SAFETY PROGRAM ELEMENTS**
- **PERIODIC PROGRAM REVIEW**

## **Purpose**

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The purpose of the \_\_\_\_\_ Slip/Trip/Fall (STF) Prevention Program is to identify and reduce hazards in all walking/working surfaces to reduce the number and severity of STF injuries to employees, as well as nonemployees who may come onto the premises. By far STF potential can be reduced greatly within \_\_\_\_\_ with a comprehensive program that requires a proactive approach in reducing the potential.

Our proactive STF prevention approach focuses on correcting walking/working surface hazards that have been identified, developing a systematic approach to identify and correct new hazards as they arise, as well as addressing employee behavior that may contribute to STF accidents.

## **Scope**

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\_\_\_\_\_ strives to provide all employees and on-site visitors with safe walking surfaces. This program is integrated into our company's written safety and health program and is a collaborative effort that includes all employees. A location Program Administrator is responsible for the Program's implementation, management, and training and recordkeeping requirements

## **Program Responsibilities**

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**STF Prevention Program Administrator.** The location Program Administrator reports directly to management and is responsible for this program. All evaluations, controls and training are coordinated under the direction of the Program Administrator in collaboration with management and employees. The Program Administrator will monitor the results of the program to determine additional areas of focus as needed. The Program Administrator will also:

- Ensure that evaluators performing walking/working surface evaluations are properly trained
- Ensure that control measures are implemented in a timely manner
- Ensure that a system is in place for employees to report walking/working surface hazards to managers and supervisors
- Ensure that accurate records are maintained and provide documentation upon request
- Schedule manager, supervisor and employee training and maintain training records
- Follow up with any STF strategies and/or solutions
- Monitor the Program on a quarterly basis and provide an annual review

**Managers and Supervisors.** Managers and supervisors will:

- Remain accountable for the health and safety of all employees within their departments through the active support of the STF Prevention Program
- Attend STF prevention training to familiarize themselves with the elements of the Program, recognition and control of walking/working surface hazards and best practices to prevent STF accidents
- Ensure that employees in their areas have received the appropriate training, including awareness training addressing behavioral risk factors that may lead to STF incidents
- Ensure that STF prevention practices and principles are considered when renovating or expanding facilities
- Ensure that recommended controls are implemented and/or used appropriately through active follow-up
- Provide employees with and ensure the use of the appropriate tools, equipment and materials in accordance with STF prevention best practices
- Maintain clear communication with managers and employees

**STF Location Evaluator:** All locations that participate in the STF prevention program will have a STF evaluator. This responsibility may be filled by the site Program Administrator. The site STF evaluator's responsibilities will include:

- Be trained in STF prevention and conducting site evaluations
- Conduct quarterly site STF evaluations
- Recommend and corrective action to potential hazards identified
- Follow up on the implementation of corrective action
- Investigate any reported STF concerns
- Responsible for signage or other means of raising the awareness of STF hazards in the work place.

## **Walking/Working Surface Safety Program Elements**

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**Walking/Working Surface Audits.** Walking and working surfaces will be reviewed using the audit forms supplied with this program at the following intervals:

- Outdoor walking surfaces should be audited in early spring
- Indoor walking surfaces should be completed semi-annually at the facilities discretion and
- Snow/ice management should be audited before the winter season and again at some point during the winter season.

Managers, supervisors and employees should be observant of possible slip, trip and fall hazards at all times. Any observed hazards should be immediately reported.

**Floor Cleaning.** All spills (liquid or other materials that would reduce traction) will be cleaned up immediately. If cleanup cannot be achieved immediately, the spill area will be blocked off to keep employees from walking on the spilled material, and the area will be marked with a wet floor sign. The barricade and wet floor sign will be removed when cleanup is complete. Proper signage such as wet floor signs needs to be available in the areas of the building where there is a higher likely hood of spills and liquid on the floors.

**Walking/Working Surface Maintenance.** All walking/working surfaces will be kept free of substantial cracks, changes in elevation greater than 1/4 inch, holes, protrusions and unmarked changes in elevation (curbs, stairs, etc.).

**Snow and Ice Management.** The removal of snow and ice from all walking/working surfaces will typically be the responsibility of \_\_\_\_\_. All sidewalks, entrances, loading docks and other areas of heavy foot traffic will be cleared of snow upon accumulation of 1/2 inch or more. These areas will be continually cleared as long as snow continues to fall. Parking lots will be cleared upon accumulation of 2 inches of snow or more. Ice melt (or its equivalent) will be applied to all sidewalks, entrances, loading docks and other areas of heavy foot traffic upon clearing snow from the surface. Ice melt will also be applied to areas in parking lots where ice build-up is present. When thawing and refreeze is possible, a review of all parking lots and sidewalks will be conducted prior to first shift (or as often as necessary in 24 hour operations) and ice melt applied (or its equivalent) as appropriate. All snow removed from parking lots and sidewalks will be removed from the property or piled in approved areas only.

**Snow and Ice Education:** The program administrator will provide educational literature and posters to increase the awareness to employees on the slip and fall potential on ice and snow in and around the building. This could include but not limited to team meetings, pamphlets, emails,

and other means. Snow & ice indicators should be considered in areas where the potential for snow and ice is prevalent.

**Mats.** Entrance mats will be deployed at all entrances at all times when there is a possibility of employees and/or visitors tracking in moisture, snow or ice. All entrance mats will be a minimum of 12 feet in length (unless the location is not conducive to a mat that long). Mats will be checked hourly to ensure they are not saturated. If a mat becomes saturated, it will be replaced immediately or will be vacuumed with a wet/dry shop vacuum until acceptable.

**Footwear.** Employees working in areas with limited traction or performing specific jobs identified by the location will be required to wear slip-resistant footwear or special high traction equipment. The jobs/tasks where slip-resistant footwear is required should be documented so when the audit is performed they will identify if the person(s) are wearing proper footwear.

**Unexpected Changes in Elevation.** All unexpected changes in elevation, such as raised sidewalk sections, potholes, raised doorway thresholds or unmarked curb edges will be repaired as soon as possible. Seasonal temperature and weather may affect timing of repairs.

Warning signs or safety cones will be installed to clearly identify hazardous areas to pedestrians until repairs can be made. Mud jacking or concrete grinding will be used to level raised concrete sections. Potholes and large gaps between sidewalk sections will be temporarily patched with asphalt. Doorway threshold transition plates will be installed where necessary. All raised edges, including curbs, will be painted with high-visibility, slip-resistant yellow paint.

## **Periodic Program Review**

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At least annually, the Program Administrator will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Evaluation of all training programs and records
- The need for retraining of managers, supervisors and employees
- The jobs, processes or areas that have produced a high incidence rate of STF accidents
- Responsiveness in correcting reported STF hazards
- The program's success will be determined and reported to senior management based upon comparison to previous years, using the following criteria:
  - Cost and frequency of workers' compensation and liability STF cases
  - Employee feedback through direct interviews, walking/working surface audits and questionnaires