**Understanding the potential risk factors that can contribute to slip and falls and some ways to prevent them:**

* **Lighting -** Replace burnt-out light bulbs promptly
* **Clutter Free Walkways**
  + Keeps walkways and hallways free of debris, clutter and obstacles
  + Clutter can build up in storage areas, work areas, hallways, and walkways potentially leading to a slip, trip or fall.
* **Manage Cords**
  + Cover cables or cords in walkways
  + Exposed cords on the floor, stretched across walkways, and tangled near work spaces can catch on someone’s foot and lead to a trip and fall incident.
* **Slippery Surfaces**
  + Clean up spills immediately. If a spill can’t be cleaned up right away, place “wet floor” warning signs
  + Train employees to isolate the area of the spill with whatever means available, or ask a colleague to stand watch until you have returned with the items necessary to clean up the spill
  + Stress the importance of cleaning up a spill immediately using proper cleaning procedures
  + Prevent entry into the wet area with caution signs until completely clean and dry
  + Purchase wet floor signs that are at least 36 inches high to avoid creating a trip hazard with those signs
  + Report all slip incidents, injuries and near miss situations to your manager immediately
* **Flooring**
  + Consider installing abrasive floor mats or replacing worn flooring.
  + Ensure all mats lie flat and don’t pose a trip hazard
  + Use non-slip mats and runners
  + Ensure the mats are large enough to allow one full step before reaching the floor surface
  + Place mats in areas where there is traffic or possible wet surfaces • Use bevel-edged, flat or interlocking mats
* **Signage –** Using clear, well-placed signage can help call attention to potential problem areas. A sign indicating a step, gap, uneven ground or loose rocks will call attention to the hazard and increase awareness and attentiveness.
* **Stairways/Handrails**
  + Stairs are a common area for falls and additional care is often required to reduce the risk of injury. Be sure to keep your stairwells clear, well lit and free from unsecured objects.
  + Train employees to use care when ascending or descending stairs:
    - Front foot should be firmly planted before shifting weight
    - Don’t run up or down stairs
    - Don’t jump from landing
  + Install handrails and add “please use handrail” signs
  + Report broken stair treads, worn/smooth tread nosing, floorboards and handrails
  + Don’t store materials or clutter on or near stairs
  + Be sure there is adequate lighting within the stairwell area
  + Educate employees on the importance of giving your eyes time to adjust when moving to a darkened area
  + Use color contrasts or lighting to make steps or level changes more visible