



SCHOOL SAFETY

Slips, Trips and Fall Prevention

Slips, trips and falls are among the most common of school employee accidents. Next to traffic accidents, falls kill more people than any other kind of accident. Two of the most common causes of slips and falls are slippery walking surfaces and uneven walking surfaces (heaved up concrete, cracks, deteriorated or missing stair treads, etc.). Slippery walking surfaces may be by design (a waxed floor, for instance) or by contamination (ice, snow, oil, grease, etc.). Fortunately, there are some simple measures to prevent slips, trips and falls.

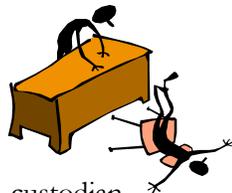
Prevention Requires Teamwork

Preventing injuries at work and at home is everyone's responsibility! Every step you take holds the potential for injury if you are preoccupied. Stay alert and be attentive to what you are doing and where you are going. Exercise care and practice safety awareness in everything you do.

The school administration and employees have a shared duty in the recognition, avoidance and control of hazards to prevent slips, trips and falls. The administration is responsible for the implementation of policies and procedures and providing equipment to prevent slips, trips and falls. Each employee should follow the policies and procedures in place. Employees should clean up spills and maintain good housekeeping in their areas of responsibility. Employees should report hazards to the building principal or the maintenance department.

Teachers

- Use a stepladder or request assistance from a custodian when working beyond your reach. Do not stand on a chair or desk to reach above your head!



- Wear slip resistant footwear during ice and snow conditions.
- Obey caution signs during floor maintenance or construction projects.

Food Service Personnel

- Wear slip resistant footwear in the kitchen area.
- Maintain clean and dry floor areas.
- Clean up spills immediately.
- Use floor mats where appropriate, such as the dishwashing area.



Custodians

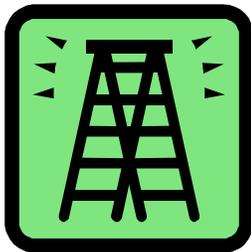


- Wear slip resistant footwear when stripping or waxing floors or working outside in ice or snow conditions.
- Use caution signs when cleaning, stripping or waxing floors.
- Be sure floor mats are positioned correctly and in good condition.
- Perform regular reviews of walking surfaces and generate work orders for repairs.
- Repair loose handrails, damaged stair treads, cracked surfaces or mark them with caution signs until repairs can be completed.
- Use the proper ladder for the job when working beyond your reach. Do not stand on a chair, bucket, etc. to extend your reach.
- Clean up spills immediately or use caution signs when spills cannot be immediately cleaned up.



Maintenance Personnel

- Perform regular reviews of exterior walking surfaces and generate work orders for repairs.
- Maintain exterior walking surfaces in good condition (i.e. repair cracked sidewalks, deteriorated steps and curbs, loose or missing handrails, holes in parking lots, etc.) or mark with caution signs or barricades until repairs can be completed.
- Maintain handrails, guardrails, footboards, and seat boards on all bleachers.
- Wear slip resistant footwear when working in wet, ice or snow conditions.



- Use the proper ladder for the job when working beyond your reach. Do not stand on a chair, bucket, etc. to extend your reach.
- Follow OSHA fall protection guidelines when applicable.



Bus Drivers

- Wear appropriate footwear.
- Wear slip resistant footwear during ice and snow conditions.
- Keep the bus steps free of ice and snow accumulations.
- Use caution in the bus garage and parking areas during ice and snow conditions.
- Maintain the bus handrail in good condition.

- Use a stepladder or get assistance from the bus garage maintenance personnel when making adjustments to side view mirrors.

Conclusion

Slip, trip and fall hazards are prevalent throughout school facilities. Don't let yourself become a statistic! Help make our school district safe from slip, trip and fall hazards. Develop the skills to recognize, avoid and control slip, trip and fall hazards. We want you to stay safe because we care about you and you are needed here everyday.



Source material was provided by Indiana Insurance Company.