



Training Circular



June

Slips, Trips, and Falls/Safe Lifting



Slips and Trips

The terms slips, trips, and falls are commonly grouped into a single expression. However, we will focus on the first two terms, slips and trips, and more specifically, slips and trips **on the same level.** Although falls are certainly a result, this will concentrate on causes of slips and trips, and identify administrative controls to abate or minimize these types of mishaps. Statistics show that a majority of falls occur on the same level.

Conditions and situations that set the stage for slips and falls are:

- Housekeeping.
- Footwear.
- Individual behavior.
- Wet or slippery surfaces.
- Obstacles in walkways.
- Stairs
- Ladders
- Uneven Surfaces



Housekeeping

Good housekeeping is paramount. If good housekeeping practices are not enforced, other slip, trip, and fall administrative control measures implemented will never be fully effective.

Footwear

Unsuitable footwear is the leading contributor to accident exposure. Rubber-soled shoes should be worn and regarded as Personal Protective Equipment (PPE) for the prevention of this classification of accidents.

The slickness of the soles and the type of heels worn need to be evaluated to avoid slips, trips, and falls. Shoes with small heels should not be worn when walking on flooring with open grating.

Individual Behavior

By not staying alert, individuals lose sight of what they are doing and they are not aware of hazardous floor conditions and their surroundings. Additionally, lack of planning is a significant factor because people try to make up for lost time through speed.

Distraction, not watching where one is going, carrying materials which obstruct vision, and speed are common elements in many on-the-job injuries.

Being in a hurry will result in walking too fast, even running, or not focusing on the task at hand, and being completely oblivious to their surroundings. This can require rapid changes in di-

rection of travel, and often a loss of balance.

Paying Attention to

Surroundings

Wet or Slippery Surfaces:

A wide variety of surfaces are available indoors. Although most provide some degree of slip resistance in their original state, there are some exceptions.

Control measures that can be implemented indoors to prevent, or minimize as much as possible, injuries caused by wet surfaces include the following:

- Anti-skid adhesive tape is an excellent and economically feasible fix to combat slips or trips.
- During inclement weather conditions, moisture-absorbent mats should be placed in entrance areas.
- Display wet floor signs in areas that are wet and hazardous.
- Proper area rugs or mats should be used in food preparation areas or bathing facilities.
- A more expensive; however, effective measure in these particular areas is chemical treatment of the floor surface, which increases the coefficient of friction when moisture is present.

Obstacles in Walkways:

Injuries can also result from trips caused by reasons other than slippery surfaces, namely inadvertent contact with obstacles or other types of material (debris) and/or equipment.

Of course, proper housekeeping in work and walking areas is still the most effective control measure in avoiding these types of hazards. The following are some control measures that can be implemented.

Where mechanical handling devices are used, such as storage areas or warehouses, allow sufficient clearance for maneuvering of the equipment.

Avoid stringing cords or lines across hallways or in any walkway.

In the office environment, emphasize caution in areas where people leave carrying items such as briefcases, boxes, etc.

Encourage safe work practices such as closing file cabinet drawers after use, and picking up loose items from the floor.

Maintain constant vigilance for slip and trip hazards through periodic inspections.



Stairs

Falls are the second leading cause of accidental deaths in the United States. Of these fatal falls, statistics show that nearly half occur on steps and stairways.

Naturally, to prevent a stairway fall, awareness and prevention remain the

keys.

Before setting foot on a stairway, the following preventative measures should be physically in place, or consciously in your mind:

- When going up or down stairs, always use the handrail.
- Make sure the stairs are clear and free of all obstacles. Never use a stairway for temporary storage.
- Take extra care when ascending/descending steps while wearing footwear such as high heels, sandals, slippers, athletic shoes, or socks.
- Avoid carrying vision-blocking loads. Also, keep one hand free to hold onto the handrail. If necessary, make several trips with smaller loads.
- Be on guard for single steps when entering or exiting a room.

In addition to the preventative measures outlined above, steps and stairways located outside must be kept free of ice, snow, or water puddles. Keep in mind that the chances of falling on stairways can be increased by inattention, illness, fatigue, haste, and the use of alcohol or drugs.

The Occupational Safety and Health Administration (OSHA) has developed excellent guidelines for stairway construction, maintenance, and safety in industrial applications.

Ladders

There are inherent hazards associated with ladder use. Never use items such as chairs or tables to reach heights. Typical ladder hazards include:

- Ladder structural failure or deteriorated ladders.
- Ladders tipping sideways, back-

wards, or slipping out at the bottom.

- Ladder spreaders not fully opened and locked, causing the ladder to "walk", twist, or close up when a load is applied to the ladder.
- Using metal ladders around electricity.

Employees should follow certain rules when placing, ascending, and descending ladders, which include the following:

- Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope either before going down or after climbing to the desired level.
- Set step stool or ladder on firm, level ground. Always face the ladder when ascending or descending.
- Do not climb higher than the third rung from the top on straight or extension ladders, or the second tread from the top on stepladders.
- Never lean too far to the side. Keep your belt buckle within the side rails.
- Choose the right ladder for the job.
- Use a 4-to-1 ratio when leaning a single or extension ladder (e.g. place a 12-foot ladder so that the bottom is at least 3 feet away from the object the ladder is leaning against).
- Inspect ladder for defects before using.
- Never use a defective ladder.



Safety devices are available for both portable and fixed ladders to prevent a climber from falling.

Safety devices for portable ladders include slip-resistant bases, safety tops, and any other device to increase the ladder stability. A portable ladder positioned at a location where it may be tipped over by work activities should be securely fastened at the bottom and top.

Safety devices for fixed ladders include cages (which enclose the stairwell), or a restraint belt attached to a sliding fixture anchored to the ladder.

If fixed ladders are used in multiple levels and equipped with hatch doors or safety chains at each landing, ensure that these doors are closed or chains are up after each person passes through, and when not in use.

Ladders that are weak, improperly repaired, damaged, have missing rungs, or appear unsafe should be removed from the job or site for repair or disposal. Before discarding a wooden ladder, cut it up so no one can use it again.

Tag any ladders that have developed defects with "DANGEROUS -- DO NOT USE", and remove from service for repair or disposal.

For portable metal ladders, the design should be without structural defects or accident hazards such as sharp edges, burrs, etc. The selected metal should be of sufficient strength to meet the test requirements, and should be protected against corrosion.

Uneven Surfaces

Injuries from falls reported by state agencies cover the entire spectrum; however, interesting to note, a majority of these occur on walking and working

surfaces that are not necessarily of any significant height. Any variation in walking surfaces greater than ¼ of an inch should be identified as a hazard and require corrective action to be taken to minimize the threat of injury.



Fall Protection

Falls are among the most common causes of serious work related injuries and deaths. To prevent employees from being injured from falls:

- Guard every floor hole into which a worker can accidentally walk (using a railing and toe board or a floor hole cover).
- Provide a guard rail and toe-board around every elevated open sided platform, floor or runway.

Regardless of height, if a worker can fall into or onto dangerous machines or equipment (such as a vat of acid or a conveyor belt), employers must provide guardrails and toe-boards to prevent workers from falling and getting injured.

Other means of fall protection that may be required on certain jobs include safety nets, stair railings, and hand rails.

Falls

As statistics show, falls from elevated surfaces are generally less frequent, but in most cases, more severe than same-level falls, such as slips and

trips, in the workplace. More so, the degree of elevation varies considerably, ranging from simply uneven surfaces such as sidewalks, to working on elevated platforms such as docks and ramps.

Conditions and situations that set the stage for falls are:

- Uneven surfaces.
- Stairs.
- Ladders.
- Inadequate Fall Protection.



Safe Lifting

- Check the weight of the object before attempting to lift it. Test every load before lifting by pushing the object lightly with hands or feet to see how easily it moves. This will indicate about how heavy it is. A small size does not always mean a light load. Clear a path to your destination before lifting and carrying the object.

Verify load is packed correctly.

- Make sure the weight is balanced and packed so it will not move around. Loose pieces inside a box can cause accidents if the box becomes unbalanced.

Verify grip.

- Be sure a tight grip is on the object before lifting. Handles applied to the object may help lift it. Use slow and smooth movements. Hurried, jerky movements can strain your back muscles.

Verify load is within easy reach.

- Injury can result if your back is arched while lifting a load over the head. Use a ladder to reach high areas. When climbing with a load, maintain "three-point" contact. This means two hands and a foot, or both feet, and a hand must be in contact with the ladder or stairs at all times.

The Diagonal Lift

- Feet are apart, with one foot slightly ahead of the other. This gives a wide base of support, and provides more stability, energy and power.
- Bend knees and squat down; keep back arched and head up while lifting. This position allows more power to come from the larger muscles of the legs and keeps the weight off the back.
- When lifting and carrying, keep objects close to the body.

Prevention

You may be able to avoid back pain, or prevent its recurrence, by improving your physical condition and learning and practicing proper body mechanics.

To keep your back healthy and strong:

- **Exercise.** Regular low-impact aerobic activities — those that do not strain or jolt your back — can increase strength and endurance in your back and allow your mus-

cles to function better. Walking and swimming are good choices. Talk with your doctor about which activities are best for you.

- **Build muscle strength and flexibility.** Abdominal and back muscle exercises (core-strengthening exercises) help condition these muscles so that they work together like a natural corset for your back. Flexibility in your hips and upper legs aligns your pelvic bones to improve how your back feels. Your doctor or physical therapist can tell which exercises are right for you.
- **Maintain a healthy weight.** Being overweight strains back muscles. If you're overweight, trimming down can prevent back pain.
- Keep cell block runs free of debris (i.e. trash, personal property items, etc..)

**References**

- TDCJ RM-47
⇒ Slips, Trips, and Fall Prevention Program
- Personal Protective Equipment (PPE)
⇒ RM-42

Training Circular

TDCJ Risk Management Department

Volume 16 Issue 06

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The Training Circular, a publication of the Texas Department of Criminal Justice Risk Management Department, is published monthly in an effort to promote and enhance risk management awareness on issues relating to TDCJ employees. Design and layout of the Training Circular is preformed by Thomas Warren, Risk Management. Comments, suggestions and safety related items are welcome. Send suggestions to:

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