



**3004**  
**SLIPS AND FALLS**

# Leader's Guide

# SLIPS AND FALLS

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

Featured are:

**INTRODUCTION:** A brief description of the program and the subject that it addresses.

**PROGRAM OUTLINE:** Summarizes the program content. If the program outline is discussed before the video is presented, the entire program will be more meaningful and successful.

**PREPARING FOR AND CONDUCTING THE PRESENTATION:** These sections will help you set up the training environment, help you relate the program to site-specific incidents, and provide program objectives for focusing your presentation.

**REVIEW QUESTIONS AND ANSWERS:** Questions may be copied and given to participants to document how well they understood the information that was presented. Answers to the review questions are provided separately.

**ATTENDANCE RECORD:** Document the date of your presentation as well as identify the program participants. The attendance record may be copied as needed.

## INTRODUCTION

Over 600 injuries per day result from slips and falls. In fact, about 20% of all occupational accidents involve slips, trips and falls. These accidents don't just happen; they usually involve some type of mental mistake. This video uses re-enactments of common accidents to show the viewer how our actions and attitudes are crucial in preventing slips and falls.

## *PROGRAM OUTLINE*

### BACKGROUND

- Slips and falls are the second leading cause of work-related deaths and the third leading cause of disabling work injuries.
- The most common causes of slips and falls include unsafe use of ladders, slippery surfaces, inappropriate footwear, poor lighting, inattention and haste.
- Slips and falls are just as much a matter of mental mistakes as they are physical hazards.

## ACCIDENTS AND LESSONS

### *Accident 1*

### **Patty slips and falls on wet floor.**

- Larry removed the wet mat in front of the door before getting a dry one.
- Patty, distracted by the rain outside, didn't notice the wet floor and slipped.

#### **Lessons:**

- Any wet substance on the floor should be cleaned up immediately and a warning sign placed in the area.
- Always be alert and attentive to floor conditions and watch where you are going.

### ***Accident 2***

#### **Aaron trips over cord and falls down stairs.**

- Larry draped an extension across the top of the stairway, creating a dangerous situation.
- Aaron, carrying a load of stacked boxes, couldn't see where he was going. He tripped and fell down the stairs.

#### **Lessons:**

- Avoid using extension cords whenever possible. If you must use them, always tape them down or secure them wherever they are placed.
- If you can't see where you are going while carrying a load, you are carrying too much.

### ***Accident 3***

#### **Vern slips on hydraulic fluid and falls.**

- Larry spilled hydraulic fluid because he wasn't paying attention to what he was doing.
- He haphazardly put some absorbent material on the spill, but didn't get enough to completely absorb the spill.
- Vern, who has walked through the area many times without incident, slipped on the fluid and fell.

#### **Lessons:**

- Clean up spills immediately and completely; never leave them unattended.

- Don't take it for granted that hazardous conditions don't exist; pay attention and watch where you are going.

#### ***Accident 4***

##### **Jeanine trips over open file drawer.**

- Distracted when he hit his head on the upper file cabinet drawer, Larry left the area without closing the lower drawer.
- Jeanine, reading her report as she walked through the office, tripped over the open drawer.

##### **Lessons:**

- Maintain good housekeeping habits, which include closing file cabinet drawers when not in use.
- You should always watch carefully where you are going, even in non-industrial areas.

#### ***Accident 5***

##### **Larry falls from shelf.**

- Larry did not take the time to find a ladder and foolishly climbed the large shelf to get his supplies.
- Larry lost his footing and fell to the floor.

##### **Lessons:**

- Always use ladders for reaching higher shelves and use them correctly.
- Take your time and evaluate situations that require safe actions.

#### **OUR ACTIONS**

- Some of the things that we do can create hazards for ourselves and others. We need to keep in mind the way we affect our surroundings.
- Some of the things we need to be aware of are carrying large loads, the lack of visibility and the use of electrical cords.
- We should keep ladders at the proper angle, refrain from overreaching, tie-off the ladders if possible and place them on good clean surfaces.
- We should make sure that our work areas have adequate lighting and are clean and well-organized.
- We should always wear the appropriate footwear for the surface and conditions where we work.

## **OUR ATTITUDE**

- It's easy to take safety for granted, but many accidents are caused by mental mistakes.
- Maintaining the right attitude is crucial to our overall safety; it's essential for preventing slips and falls.
- Some of the things that can interfere with a good safety attitude include distractions, inattention, hurrying, overconfidence, complacency and familiarity.

## **PREPARE FOR THE SAFETY MEETING OR TRAINING SESSION**

Review each section of this Leader's Guide as well as the videotape. Here are a few suggestions for using the program:

Make everyone aware of the importance the company places on health and safety and how each person must be an active member of the safety team.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline.

Copy the review questions included in this Leader's Guide and ask each participant to complete them.

Make an attendance record and have each participant sign the form. Maintain the attendance record and each participant's test paper as written documentation of the training performed.

**Here are some suggestions for preparing your videotape equipment and the room or area you use:**

Check the room or area for quietness, adequate ventilation and temperature, lighting and unobstructed access.

Check the seating arrangement and the audiovisual equipment to ensure that all participants will be able to see and hear the videotape program.

Place or secure extension cords to prevent them from becoming a tripping hazard.

**CONDUCTING THE PRESENTATION**

Begin the meeting by welcoming the participants. Introduce yourself and give each person the opportunity to become acquainted if there are new people joining the training session.

Explain that the primary purpose of the program is to create an awareness of the actions and attitudes necessary for preventing slips and falls in the workplace.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline. Lead discussions about dangerous situations that have contributed to slips and falls at your facility. Use the review questions to check how well the program participants understood the information.

After watching the videotape program, the viewer will be able to explain the following:

- The role of attitudes and actions in preventing slips and falls;
- The causes of the accidents in the video and the lessons to be learned from them;
- Common hazards in the workplace that contribute to slips and falls.

## ***REVIEW QUESTIONS***

Name \_\_\_\_\_ Date \_\_\_\_\_

*The following questions are provided to determine how well you understand the information presented in this program.*

1. About \_\_\_\_\_ injuries per day result from slips and falls.
  - a. 100
  - b. 250
  - c. 400
  - d. 600
  
2. Slips and falls are just as much a matter of mental mistakes as they are physical hazards.
  - a. true
  - b. false
  
3. In the video's second accident, Aaron tripped and fell down the stairs because \_\_\_\_\_.
  - a. there was a spill at the top of the stairs
  - b. he couldn't see over the stack of boxes
  - c. Larry didn't secure the extension cord
  - d. both b and c
  - e. both a and c
  
4. List two things that should have been done to prevent Jeanine from tripping over the file cabinet drawer.
  
5. Larry fell from the shelf in the final accident because his ladder wasn't tied off.
  - a. true
  - b. false
  
6. List three things that can interfere with a good safety attitude and contribute to slips and falls.

***3004 Slips & Falls:***

***ANSWERS TO THE REVIEW QUESTIONS***

1. d

2. a

3. d

4. Larry should have shut the door; Jeanine should have been looking where she was going

5. b

6. distractions, inattention, hurrying, over-confidence, complacency, familiarity