INSIDE OSHA REGULATIONS™
Your Guide to Easy Compliance

How to Use OSHA Regs to Prevent Slips, Trips and Falls in Your Facility

Causing thousands of disabling injuries and even more lost workdays each year, slips, trips and falls should be near the top of your list of safety priorities. Slipping up on OSHA regulations could be financially devastating in terms of OSHA fines, lost productivity and workers' compensation costs.

While it would be impossible for OSHA to regulate every potential cause of slips, trips and falls, the agency does have a few words to say on the subject in its walking and working surfaces regulations. Let's take a look at some of them.

Start With Housekeeping

When combating slips and falls, the first and easiest thing to look into is probably your housekeeping procedures. For example, OSHA requires that you check all work areas, including storage areas and service rooms to see that they are maintained in a clean and orderly manner and free of debris. Keep in mind that it only takes one scrap on the floor to cause a major injury.

Aside from debris on the floor, slippery surfaces are another potential problem. It is your responsibility to ensure that all workrooms are maintained in a dry condition. In work areas where wet processes are being used, proper drainage is required. Additionally, whenever possible, dry standing places are also required.

Finally, OSHA also requires that floors are kept free of protrusions that would prohibit proper and effective cleaning methods.

Look At Floor Loading Protection

In addition to requiring particular housekeeping procedures, OSHA also wants employers to consider floor loading protection. For example, do you store any materials in any area other than on a concrete slab on the ground floor? If so, you must post the load capacity, as determined by a building official, on plates or signs that would prohibit overloading. These plates and signs must be of approved design and must be securely fixed in a conspicuous location.

Here are some additional points OSHA mandates in its general requirements for walking and working surfaces:

- If you use mechanical handling equipment, make sure aisles, loading docks, doorways and turning areas are wide enough to provide for safe clearance.
- All permanent aisles must be clearly and properly marked.
- In any area where there are open pits, tanks, vats, ditches, etc., you must provide covers and/or guardrails.

(continued on page 2)

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In This Issue

and much more!

Slips, Trips and Falls

(continued from page 1)

Stairs, Treads, Access and Other Things to Consider

One of the most obvious potential causes of slips, trips and falls is the stairway. Much of what OSHA requires in this area must be taken care of during the construction of the stairs. For example, the agency requires that:

- Fixed stairs are at least 22 inches wide
- Fixed stairs are installed so as to have an angle between 30 degrees and 50 degrees from the horizontal; and the vertical clearance above any stair tread to an overhead obstruction must be at least 6 feet 8 inches,measured from the leading edge of the tread

While these are problems that should have been dealt with long before now, you might want to double-check your facility just to be safe. At the same time, there are additional points to cover. Make sure stairs are provided where there is a change in structure level. Also, stairs must be provided: for accessing operating platforms on equipment that requires routine attention; to elevations where there is exposure to caustics, gases, etc.; and as access to elevations where tools and materials are required to be carried by hand.

A Few Words About Guardrails And Handrails

Walking slowly and using railings are always good ways to prevent falls on stairs. This assumes, however, that railings are present. They must be provided on the open sides of all exposed stairways and stair platforms.

Also, handrails must be provided on at least one side of closed stairways, preferably on the right side descending. All of these railings and handrails must be installed in accordance with the provisions of 29 CFR 1910.28.

Preventing Slips on Snow and Ice

To prevent slips, trips, and falls, employers should clear walking surfaces of snow and ice, and spread deicer, as quickly as possible after a winter storm. In addition, the following precautions will help reduce the likelihood of weather-related injuries:

- Wear proper footwear when walking on snow or ice is unavoidable. A pair of insulated and water resistant boots with good rubber treads is a must for walking during or after a winter storm. Keeping a pair of rubber overshoes with good treads which fit over your street shoes is a good idea during the winter months.
- Take short steps and walk at a slower pace so you can react quickly to a change in traction, when walking on an icy or snow-covered walkway. ●

OSHA's Tips for Ladder Safety

Aside from stairs, there is another, almost as common source of workplace slips, trips and falls: ladders. OSHA provides the following rules to help you keep your employees safe:

- Be sure ladders are free of oil, grease or other slipping hazard.
- Never load ladders beyond their maximum intended load, nor beyond their manufacturer's rated capacity.
- Use ladders only for their designated purpose.
- Use ladders only on stable, level surfaces unless they are secured to prevent accidental movement.
- Do not use ladders on slippery surfaces unless they are secured or provided with slip-resistant feet. Do not use slip-resistant feet as a substitute for exercising care when placing, lashing or holding a ladder upon slippery surfaces.
- Secure ladders placed in areas where they can be displaced by workplace activities or traffic to prevent accidental movement, or use a barricade to keep traffic or activity away from the ladder.
- Keep areas clear around the top and bottom of ladders.
- Do not move, shift or extend ladders while they are being used.
- Use ladders that are equipped with nonconductive side rails if the worker on the ladder could contact exposed energized electrical equipment.
- Face the ladder when climbing up or down.
- Use at least one hand to grasp the ladder when climbing up or down. Do not carry loads that could cause a loss of balance.
- Ladder rungs, cleats and steps must be parallel, level and uniformly spaced when the ladder is in position for use.
- Double-cleated ladders or two or more ladders must be provided when ladders are the only way to enter or exit a work area where 25 or more employees work or when a ladder serves simultaneous two-way traffic.
- Rungs, cleats and steps of step stools must not be less than 8 inches apart, nor more than 12 inches apart, between center lines of the rungs, cleats and steps.

Remember that working on or around ladders is hazardous. Ladders are a major source of injuries — and fatalities — and many of the injuries are serious enough to require time off work. ●

CAUGHT IN THE CROSSFIRE

Combustible Dust Hazards Lead to Citations for Georgia Company

OSHA has cited Optima Stantron Corp., a subsidiary of Elma Electronic Inc., for exposing employees to amputation, combustible dust and other safety and health hazards at the Lawrenceville, Georgia, manufacturing facility. The designer and manufacturer of electronic cabinets faces $161,020 in penalties.

OSHA cited the company for allowing combustible dust to accumulate on surfaces, lack of machine guarding, failing to develop and implement a hazardous energy control program and using improper electrical power systems. Other violations include failing to implement a respiratory protection program, provide refresher training for operators of powered industrial trucks, provide employees with eye, face, and hand protection to prevent exposure to chemicals, and maintain a chemical hazard communication program.

OSHA conducted the inspection in accordance with the National Emphasis Program for Combustible Dust and the Regional Emphasis Program for Powered Industrial Trucks. ●

Assess the Risks and Train Workers

Facilities should carefully identify the following in order to assess their potential for dust explosions:

- Materials that can be combustible when finely divided
- Processes which use, consume, or produce combustible dusts
- Open areas where combustible dusts may build up
- Hidden areas where combustible dusts may accumulate
- Means by which dust may be dispersed into the air
- Potential ignition sources

Workers are the first line of defense in preventing and mitigating fires and explosions. If the people closest to the source of the hazard are trained to recognize and prevent hazards associated with combustible dust in the plant, they can be instrumental in recognizing unsafe conditions, taking preventative action, and/or alerting management.

While OSHA standards require training for certain employees, all employees should be trained in safe work practices applicable to their job tasks, as well as on the overall plant programs for dust control and ignition source control. They should be trained before they start work, periodically to refresh their knowledge, when reassigned, and when hazards or processes change.

Employers with hazardous chemicals (including combustible dusts) in their workplaces are required to comply with 29 CFR 1910.1200, the Hazard Communication standard. This includes having labels on containers of hazardous chemicals, using material safety data sheets, and providing employee training. ●

How Combustible Dust Explosions Occur

Fire requires three elements: 1) fuel, 2) an ignition source and 3) oxygen. Two additional elements can create a combustible dust explosion:

- Dispersion of dust particles (fuel)
- Confinement of the dust cloud

Combustible dusts include fine particles, fibers, chips, chunks or flakes that, under certain conditions, can cause a fire or explosion when suspended in air. Types of dusts include metal — for example, aluminum and magnesium — wood, plastic, rubber, coal, flour, sugar and paper.

Steps to Take to Avoid a Combustible Dust Explosion

- Be aware of areas where dust may collect. Clean them frequently and do not allow dust to build up.
- Control the potential for static electricity and make sure all equipment is bonded to the ground.
- Never smoke, light an open flame or use a spark-creating device in an area with combustible dust.
- Clean and maintain all separation devices that keep ignitable materials away from process materials.
- Know the operation procedure for all emergency venting systems.
- Be familiar with all venting/deflagration procedures for confined work areas. These areas are at greater risk for dust combustion due to pressure.
- When working on process equipment, use the correct tools to ensure reduced risk of sparks or friction. Regularly inspect, clean and replace all dust filters. ●

Do Machine Guards in Your Facility Comply With OSHA's Reg?

Employee exposure to unguarded or inadequately guarded machines is prevalent in many workplaces. Consequently, workers who operate and maintain machinery suffer approximately 18,000 amputations, lacerations, crushing injuries, abrasions and over 800 deaths per year. Amputation is one of the most severe and crippling types of injuries in the occupational workplace and often results in permanent disability.

To ensure your employees are protected against machine-related hazards, can you confirm the following?

- Guards prevent workers' hands, arms and other body parts from making contact with dangerous moving parts.
- Machine guards are firmly secured and not easily removable.
- Machine guards ensure that no objects will fall into the moving parts of the machine.
- Machine guards permit safe, comfortable and relatively easy operation of the machine.
- The machine can be oiled without removal of safeguards.
- There is a system for shutting down the machinery and locking/tagging out before safeguards are removed.
- The existing safeguards cannot be improved. There is a point-of-operation safeguard provided for the machine.
- There is no evidence that the safeguards have been tampered with or removed.
- No changes can be made on the machine to eliminate the point-of-operation hazard entirely.
- There are no unguarded gears, sprockets, pulleys or flywheels on the apparatus.
- There are no exposed belts or chain drives.
- There are no exposed set screws, key ways, collars, etc.
- Starting and stopping controls are within easy reach of the operator.
- When there is more than one operator, separate controls are provided.
- Guards are provided for all hazardous moving parts of the machine, including auxiliary parts.
- Special guards, enclosures or PPE have been provided where necessary to protect workers from exposure to harmful substances used in machine operation.
- The machine is installed following National Fire Protection Association and National Electrical Code requirements.
- There are no loose conduit fittings.
- The machine is properly grounded.
- The power supply is correctly fused and protected.

For more information about machine guarding, refer to 29 CFR 1910.212 — General requirements for all machines. ●

Guidance for the Safe Use of Extension Cords

OSHA specifies the following regarding flexible cord sets, otherwise known as extension cords:

- Portable cord and plug connected equipment and flexible cord sets must be visually inspected before use on any shift for external defects (such as loose parts, deformed and missing pins or damage to outer jacket or insulation) and for evidence of possible internal damage (such as pinched or crushed outer jacket) [1910.334(a)(2)(i)]
- If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service and no employee may use it until repairs and tests necessary to render the equipment safe have been made. [1910.334(a)(2)(iii)].

Additional Rules for the Use of Extension Cords

Workers frequently make modifications to electrical equipment, such as splicing wires or removing the third prong from a three-prong plug.

To avoid accidents and injuries related to flexible cord sets, be sure to train your employees on the following:

- Use factory-assembled cord sets.
- If you must use extension cords, use only the three-wire type.
- Extension cords must be marked with a designation code for hard or extra-hard usage if used on a construction site.
- Use only cords, connection devices and fittings that are equipped with strain relief.
- Always remove cords from receptacles by pulling on the plugs, not the cords. Pulling from the cord can cause unnecessary tearing, ultimately separating the plug from the cord.
- Make it part of the safety routine to regularly check the cords being used on-site. Any cords that have been modified must be taken out of service immediately. In addition, remove any cords that are damaged or defective. ●

How to Determine if an Injury Is Work-Related

Knowing when to record an injury or illness is not always clear-cut and, unfortunately, failing to do it correctly can get you in trouble with OSHA. Every employer covered by OSHA is required to keep records of fatalities, injuries and illnesses that are work-related, that are new cases and that meet one or more of the general recording criteria outlined by OSHA.

To determine whether an injury or illness is work-related, consider whether an event or exposure in the work environment either caused or contributed to the resulting condition, or significantly aggravated a pre-existing injury or illness. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless an exception outlined in 29 CFR 1904.5(b)(2) specifically applies.

You are not required to record injuries and illnesses if:

- At the time of injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
- The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness or recreational activity, such as blood donation, physical examination, flu shot or exercise class.
- The injury is solely the result of an employee eating, drinking or preparing food or drink for personal consumption. For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related. However, if the employee is made ill by eating food contaminated by workplace contaminants, such as lead, or gets food poisoning from food supplied by the employer, the case would be considered work-related.
- The injury or illness is solely the result of an employee doing personal tasks (unrelated to his or her employment) at the establishment outside of the employee's assigned working hours.
- The injury or illness is solely the result of personal grooming, self-medication for a non-work-related condition or is intentionally self-inflicted.
- The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
- The illness is the common cold or flu. (Note: Contagious diseases, such as tuberculosis, brucellosis, hepatitis A or plague, are considered work-related if the employee is infected while at work.)
- The illness is a mental illness. (Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience stating that the employee has a mental illness that is indeed work-related.) ●

Hand Protection Pointers

Our hands are our primary tools for everyday work, which makes them more prone to potential injury than other body parts. According to the Bureau of Labor Statistics (BLS), more than 140,000 lost-time hand injuries occur in private industry each year. OSHA specifies that exposure to the following hand hazards requires the use of PPE:

- Absorption of harmful substances
- Severe cuts or lacerations
- Chemical or thermal burns
- Severe abrasions
- Puncture wounds
- Harmful temperature extremes

OSHA states in 29 CFR 1910.138 that the selection of specific hand protection must be based on an evaluation of the following:

- Performance characteristics of the protection relative to the task(s) to be performed
- Conditions in the facility
- Duration of use
- The hazards and potential hazards identified

Employee Training Points

In order to prevent such injuries, it is essential to follow safe procedures and also wear hand protection when required. There are some important rules to follow related to the use of gloves in the workplace:

- Wear the correct gloves for the job. Just because a pair of gloves protects you against one type of hazard doesn't mean the same gloves will protect you against a different type of hazard. You may need to change gloves during the day.
- Gloves should be inspected before each use to ensure that they are not torn, punctured or damaged in any way. Any damaged gloves should be discarded.
- Don't wait until you've started a job to put on your gloves. Put gloves on before you begin the task.
- Gloves must fit properly. Gloves that are too tight can affect circulation. Gloves that are too loose can cause your hands to slip. ●

OSHA ANSWERS

Q: How does OSHA handle workplace violence incidents without a standard in place?

A: It is true that there are no specific OSHA standards dealing with workplace violence. However, under the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act of 1970, employers are required to provide their employees with a place of employment that "is free from recognizable hazards that are causing or likely to cause death or serious harm to employees."

The courts have interpreted OSHA's general duty clause to mean that an employer has a legal obligation to provide a workplace free of conditions or activities that either the employer or industry recognizes as hazardous and that cause, or are likely to cause, death or serious physical harm to employees when there is a feasible method to abate the hazard.

An employer that has experienced acts of workplace violence, or becomes aware of threats, intimidation or other indicators showing that the potential for violence in the workplace exists, would be on notice of the risk of workplace violence and should implement a workplace violence prevention program combined with engineering controls, administrative controls and training.

Q: Are there any special rules for determining work-related hearing loss?

A: No. You must use the rules in 29 CFR 1904.5 to determine if hearing loss is work-related.

If an event or exposure in the work environment either caused or contributed to the hearing loss, or significantly aggravated a pre-existing hearing loss, you must consider the case to be work-related.

If a physician or other licensed health care professional determines that the hearing loss is not work-related or has not been significantly aggravated by occupational noise exposure, you are not required to consider the case work-related or record the case on the OSHA 300 Log. ●

Key Requirements for Coating and Dipping Operations

OSHA's requirements for dipping and coating operations apply whenever you use a dip tank containing a liquid other than water to clean, coat, alter the surface or change the character of an object. The regulations also apply to the draining and drying of an object that has been dipped or coated. Here are a few of OSHA's rules for this kind of operation:

- Any container used as a dip tank must be strong enough to withstand the expected load.
- You must use a tank cover or material that floats on the surface of the liquid to replace or supplement ventilation.
- When an employee enters a dip tank, you must meet the entry requirements of 29 CFR 1910.146, OSHA's standard for Permit- Required Confined Spaces.
- Your employees must know the first-aid procedures that are appropriate to the dipping or coating hazards to which they are exposed.
- When your employees work with liquids that may burn, irritate or otherwise harm their skin, you must provide locker space to prevent contamination of street clothes, an emergency shower, eyewash station and at least one basin with a hot water faucet for every 10 employees who work with such liquids.
- You must periodically inspect all dipping and coating equipment, including covers, drains, overflow piping, etc., and promptly correct any deficiencies.
- You must provide mechanical ventilation or respirators to protect employees in the vapor area from exposure to toxic substances released during welding, burning or open flame work.
- You must have dip tanks thoroughly cleaned of solvents and vapors before permitting welding, burning or open flame work on them.

For more information, refer to CFR 1910.123 to 1910.125. ●

Avoid Injuries When Using Mechanical Aids

The use of mechanical equipment can help reduce the risk of some types of injuries related to material handling. However, it is important to remember that the use of such equipment can also increase employees' risk of injury.

If you are using mechanical equipment: 1) make sure you are trained and authorized to do so, 2) observe rated load capacities and 3) always follow safe operating procedures. ●

Make Sure Your Employees Know How to Lift the Safe Way

There's a right way and a wrong way to do most things. From an ergonomics standpoint, this is true of lifting and carrying. Whether you are picking up a small box or carrying a large load, paying attention to how your body performs the task is essential.

According to the Bureau of Labor Statistics, more than 1 million employees suffer back injuries each year and such injuries are responsible for one out of every five occupational injuries and illnesses. As the numbers suggest, learning how to perform lifts correctly is a vital skill that all employees should possess, regardless of their job title.

OSHA recommends using the power grip when picking up objects that fit in the hand. A power grip can be described as wrapping all the fingers and the thumb around the object that is being lifted. It is sometimes described as making a fist around the object being gripped. The power grip uses the muscles of the hand and forearm effectively and is less stressful than a pinch grip, which relies on the fingers.

Consequently, a one- or two-handed power grip should be used whenever possible.

Many jobs involve lifting. It is important that you provide workers with help to lift heavy or bulky loads. Whether a particular lift will require assistance depends on several factors, including the weight and size of the object, how frequently the object is lifted, how close the object is to the ground, how high it must be lifted, how far it must be carried and whether it has handles.

Assistance can come in the form of a dolly or cart, or even help from a co-worker. Employees should be trained in the use of appropriate lifting techniques for different sizes of objects, as well as when it is appropriate to seek assistance.

When holding, lifting or carrying items:

- Check the weight so you can prepare to lift properly.
- Turn the body as a unit to avoid twisting at the waist.
- Keep the item close to your body.
- Keep your back straight.
- Use your leg muscles to do the lifting.
- Lift smoothly without jerking.
- Get close to where you want to set the item down.

The Power Zone

Finally, it is important to perform work within the power zone whenever possible. The power zone is between waist and shoulder height, close to the body and within shoulder width. Working outside of this zone can result in a non-neutral posture that may increase the risk of injury.

Tips to Ensure a Good Hazard Reporting System

Because employees play an important role in controlling hazards that may develop into accidents, a reliable system for enabling them to report hazards is essential. An effective reporting system needs:

- A policy that encourages employees to report safety and health concerns
- Timely responses to the reporting employee
- Appropriate action where valid concerns exist
- Tracking of required hazard correction
- Protection of reporting employees from any type of reprisal or harassment

NUMBERS IN THE NEWS

What Companies Are Paying for COVID-Related Violations

OSHA continues to fine companies for safety lapses related to the coronavirus pandemic. Here is a look at some of the companies that were fined and specific amounts:

- Cold Spring Hill Acquisition LLC of Woodbury, New York — $25,061
- The Cleaning Company Inc. of East Haven, Connecticut — $6,940
- Optimize Manpower Solutions Inc. of South Plainfield, New Jersey – $5,000
- Mystic Meadows Rehabilitation & Nursing Center of Little Egg Harbor Township, New Jersey — $32,965
- Unilever of Independence, Missouri — $1,928
- Swift Beef Co. (JBS) of Cactus, Texas — $,3856
- Masonic Village of the Grand Lodge of PA Lafayette Hill, Pennsylvania — $15,422

OSHA Safety Alert Focuses on Ventilation to Fight COVID-19

Ensuring adequate ventilation throughout the work environment can help to maintain a safe and healthy workplace. OSHA advises employers to work with a heating, ventilation, and air conditioning (HVAC) professional to consider steps to optimize building ventilation. An HVAC professional can ensure that the ventilation system is operating as intended. The following tips can help reduce the risk of exposure to the coronavirus:

- Encourage workers to stay home if they are sick.
- Ensure all HVAC systems are fully functional, especially those shut down or operating at reduced capacity during the pandemic.
- Remove or redirect personal fans to prevent blowing air from one worker to another.
- Use HVAC system filters with a Minimum Efficiency Reporting Value (MERV) rating of 13 or higher, where feasible.
- Increase the HVAC system's outdoor air intake. Open windows or other sources of fresh air where possible.
- Be sure exhaust air is not pulled back into the building from HVAC air intakes or open windows.
- Consider using portable high-efficiency particulate air (HEPA) fan/filtration systems to increase clean air, especially in higher-risk areas.
- When changing filters, wear appropriate personal protective equipment. ASHRAE recommends N95 respirators, eye protection (safety glasses, goggles, or face shields), and disposable gloves.
- Make sure exhaust fans in restrooms are fully functional, operating at maximum capacity, and are set to remain on.
- Encourage workers to report any safety and health concerns. ●

Frequently Cited Standards Related to COVID-19 Inspections

Since the start of the coronavirus pandemic through early November, OSHA has issued citations arising from 244 inspections for violations relating to coronavirus, resulting in proposed penalties totaling $3,301,932.

Employers must be vigilant to meet all OSHA requirements. The following are examples, to date, of requirements that employers have most frequently failed to follow:

- Provide a medical evaluation before a worker is fit-tested or uses a respirator.
- Perform an appropriate fit test for workers using tight fitting respirators.
- Assess the workplace to determine if COVID-19 hazards are present, or likely to be present, which will require the use of a respirator and/or other personal protective equipment (PPE).
- Establish, implement, and update a written respiratory protection program with required worksite-specific procedures.
- Provide an appropriate respirator and/or other PPE to each employee when necessary to protect the health of the employees (ensuring the respirator and/or PPE used is the correct type and size).
- Train workers to safely use respirators and/or other PPE in the workplace, and retrain workers about changes in the workplace that might make previous training obsolete.
- Store respirators and other PPE properly in a way to protect them from damage, contamination, and, where applicable, deformation of the facepiece and exhalation valve.
- For any fatality that occurs within 30 days of a work-related incident, report the fatality to OSHA within eight hours of finding out about it.
- Keep required records of work-related fatalities, injuries, and illness.

For a summary of OSHA's COVID-19-related enforcement efforts, visit: www.osha.gov/enforcement/covid-19-data. ●

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Safety Meeting Script
Slips, Trips and Falls

When someone falls, the culprit is often something that the person slipped or tripped on. One way to prevent this is through good housekeeping.

All of our passageways, storage areas and service rooms should be kept clean and orderly. You should know if it's your responsibility to keep a certain area clean. Even if it is not part of your regular responsibilities, you should always clean up after yourself.

Watch Out for Wet Floors

Wet floors are an accident waiting to happen. We've tried to eliminate any sources of water or liquid that might accumulate on floors, but, unfortunately, there are some things we just can't control. For example, if someone spills coffee or another drink on the floor and fails to clean it up, a safety hazard could result. Don't let this happen. If you spill something, wipe it up immediately.

Another area we should focus on is our entrances. Depending on the weather, people can track in water, creating wet, dangerous floors. We place doormats in doorways to give people a chance to shake off excess moisture from their shoes before tracking it onto our floors.

Unique Situations

Maintaining clean and clutter-free floors is a good way to prevent slips, trips and falls, but there are also areas that need special attention. These areas pose higher-than-normal risks.

Any time there is an open pit, tank, vat or ditch, we put covers or guardrails up to keep our employees safe. Don't disturb these protective devices. They are there for a reason.

The same holds true for floor openings and holes in the floor. Without a guard or covering to protect them, people could fall through. Even if it's just an indentation on a lower level, there is still the risk of tripping. Leave the guards, protective railings or covers in place unless you are authorized to remove them. If you see an unguarded hole in the floor, tell a supervisor immediately.

Use Caution on Stairways

Stairs can always pose a potential hazard, whether at home or at work. Never try to run up or down stairways. Take steps one at a time and always use the railing when ascending or descending stairways. Slippery steps can be especially dangerous, so use extra caution if you notice that steps are wet or if they're located near an outside entrance or exit.

Keep Ladder Safety in Mind

Ladders pose other hazards that could result in dangerous falls. A poorly maintained or improperly used ladder presents many risks. Even the best ladder in the world won't help you avoid an accident if you use it improperly.

Always make sure the ladder has a secure footing before you climb it. If you are using the ladder to gain access to a rooftop or other surface, make sure it extends at least 3 feet beyond the point of support. And always remember to maintain three points of contact when ascending or descending a ladder.

Final Thoughts

It's impossible to list every instance where you might slip, trip or fall. However, following these general rules will help keep you on your feet.

Thanks for your attention.

Have a safe day.

Slips, Trips and Falls

Meeting Attendance Sheet

MEETING DATE: _____

Signing this sheet indicates that I have attended a meeting presented by my employer on the above date on the subject indicated. I understand that this is part of an ongoing training effort, and I was given the opportunity to ask questions to ensure my full understanding of what was addressed.

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By signing here, I certify that, as the trainer, I have performed a safety meeting with my associates on the topic provided in accordance with my safety responsibilities.

_____

Trainer's Signature