Safety & Risk Management Policies and Procedures

Title: Slip, Trip, and Fall Prevention Policy
Date: August 2013

Rationale: Provide employee education and department specific procedures on the identification, control and prevention of workplace slip, trip and fall hazards.

Goals: To proactively assess and prevent slips, trips, and falls at Southwestern University.

Procedure: The procedure includes:

Program Components
- Regularly evaluate slip, trip, and fall hazards throughout campus facilities and grounds. Pay particular attention to stairs, exit corridors and walkways. Report potential hazards via SchoolDude for assessment and repair.
- Analyze accident report data - identify known hazards, trends, areas, and causes.
- Identify and implement methods of effective control and prevention of those hazards.
- Warn/communicate to affected individuals when engineering controls are not effective by use of signs, cones, and/or caution tape.

Facility and Service Related Components:
Responsibility to implement: Managers/Directors and Supervisors.
- Implement and maintain good housekeeping procedures and/or standards for the prevention of slips, trips, and falls for your department and specific related tasks.
- **Ensure all your employees are routinely reminded to use handrails at all times when using stairs.** When carrying equipment/supplies to upper levels and an elevator is not available, always use handrail and carry equipment in one hand – when this is not feasible, utilize a two person team to carry and attempt to use handrail with one hand.
- Implement and maintain floor finishing with slip resistant floor products (Minimum COF > 0.5 or higher).
- Implement and maintain safe conditions for floor mats, stairways, and walkway safety (including stair tread inspection and timely repair, keeping walkways clear of objects and other potential slip/trip hazards, etc).
- Facilities Management: periodically assess, review and plan for correction of unintended changes in elevations of > ¼” (sidewalk cracks or shifts), parking lot potholes, significant holes adjacent to sidewalks from utility cart use, etc.
Safety & Risk Management Policies and Procedures
Slip, Trip, and Fall Prevention Policy and Procedure

Date:

Approved (signature and date):

Supervisor

Director of Physical Plant

AVP for Facilities

Vice President for Fiscal Affairs

If needed

Copy:

All supervisors

Related crafts

Department Heads

VP’s

President