

Have a SAFE Workplace:

Eliminate Slips, Trips and Falls



What To Do In Case Of An Accident

Attend to the injured person.

Contact your trained first aid representative onsite.

Call Emergency Medical Services (911) immediately if the injured person needs medical attention.

Investigate the cause of the accident.

Document your investigation, including information about the injured person and witnesses.

Evaluate what, if anything, can be done to prevent such accidents from happening in the future.

Notify Great American Insurance Company.

Talk to no one, other than your insurance agent and Great American, about the facts of the accident.

Sweep sheets should be maintained; they're your record of the condition of your premises prior to the accident.

Train your personnel about accident procedures and designate a "contact person" who can assist the Great American investigator.

Evaluate your training and sweep sheets often.

"A picture is worth a thousand words." Take photos of the accident scene immediately after attending to the injured person.

Save all physical evidence in and around the scene of the accident and give it to the Great American investigator.

What is SAFE?

Nearly one in every five work-related injuries results from a slip, trip or fall. Falls kill more than 12,000 people every year and thousands more sustain bumps, bruises, strains and broken bones. These injuries are preventable!

Included in your Great American policy is a Slip and Fall Elimination (SAFE) program to help remind your employees to practice workplace safety. Distribute these guidelines to all employees, and then monitor their enforcement on a regularly scheduled basis to help eliminate slips, trips and falls.

Inclement Weather Controls

Ice and rain can create slick and dangerous conditions for your employees and customers. Remember to be proactive – and reactive – when the weather presents a risk.

- Provide foot wipes or nonskid runners near all entrance ways.
- Keep all floors dry. Mop up moisture near all building entrances frequently.
- Use warning signs to alert customers to hazardous floor conditions.
- Make advanced arrangements for ice and snow removal on walks and parking areas.
- Control build-up of frozen snow masses on overhangs and rain gutters.
- Maintain walkways and parking lot surfaces – keep in good condition to prevent ice and snow filled holes from creating concealed tripping hazards.

Sample: Slip and Fall Prevention Policy

Safety should be a top priority for business owners – and even their employees. The following is an example of a Slip and Fall Prevention Policy, which should be enforced to all workers within your business.

The health and safety of our employees and customers is a high priority. The Company has established a safety program to eliminate workplace hazards and physical conditions that contribute to slips, trips and falls.

Every employee is responsible for reading the Company's safety program and taking the steps required to prevent losses. No employee should walk past a spill, torn carpet, obstructed aisle-way or other condition that could cause a slip, trip or fall without correcting it or immediately posting a warning sign and notifying management.

Date _____

Monthly SAFE Schedule

There are general precautions that can be taken regularly in order to help prevent slips and falls. Be sure to perform the following actions on a monthly basis.

- Check carpets for worn/torn areas and schedule needed repairs
- Secure throw rugs
- Confirm that all exits are free of obstructions
- Confirm that stairs are properly illuminated, handrails secured
- Confirm compliance with Company policy of escorting/assisting elderly or impaired persons
- Confirm regular completion and filing of sweep sheets
- Confirm that changes in elevation are clearly marked
- Make sure parking lot is in good condition, free of potholes
- Ensure car spots are painted in contrasting color
- Have adequate lighting for parking lot, building exteriors/interiors
- Use anti-slip treatments on all non-carpeted floors
- Make sure bathrooms are well maintained, especially floors
- Take corrective action on all slip and fall hazards

Sweep Sheet

Make an entry on a sweep sheet each time the floor is swept, inspected, maintained, or observed to be free of foreign material. Be sure to indicate the exact time and sign your initials. Be sure to keep copies of each sweep sheet on file for at least a year.

Scan the code to access a sweep sheet



Design Information

In addition to performing monthly safety checks, you can also prevent slips and falls by meeting the following building specifications.

Handrails

- Two handrails are required on all stairways (in dwellings one handrail is required on all stairways on the right-hand side descending)
- Locate the handrails at least 34 inches, but not more than 38 inches above the surface tread

Stairs

- Maximum height of risers is 7 ½ inches (existing) or 7 inches (new)
- Minimum tread depth is 10 inches (existing) or 11 inches (new)

Changes in Elevation

- Indicate all changes in elevation by using contrasting colors for each level

Lighting

- Provide adequate illumination near all changes in elevation and throughout parking lots



Customer Assistance

As a courtesy, employees should offer assistance to customers entering the premises by asking, “Would you like some assistance?” This will not only prevent slips and falls, but will be perceived as a value-added customer service.



Loss Prevention

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