

Using this Template

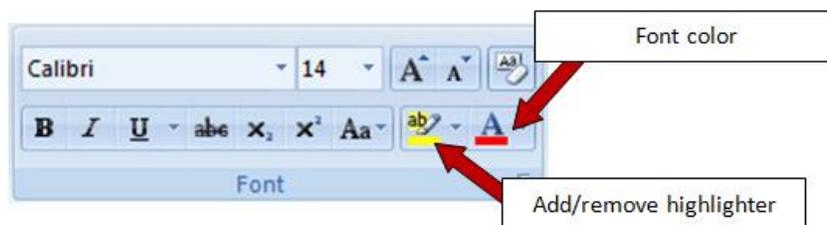
The following template can be used to help your organization develop a Slip and Fall Prevention Program for same-level falls. Falls are of two basic types:

- Elevated falls, which are often more severe
- Same-level falls, which are most frequent

This program deals with same-level falls, which are associated with surfaces that people walk or work on (referred to as walking/working surfaces).

This template **cannot** be used as is – you must customize the template to meet the needs of your organization. We have made this template easier for you to customize by adding visual prompts that identify some areas where your input is needed. These are identified by yellow highlighted, red text in the template. You may also change any of the text in the template to meet your organization’s needs – for example, department names, job titles and listed responsibilities and procedures.

To remove the colored highlighting from your text, left click and drag your mouse over the yellow text then click on the highlighter button from the Font menu. To change the font color to black, select the text and click on the font color button.



To aid you in understanding the need to customize your program, several “Check Your Understanding” text boxes are also included throughout the template. After reading the information in the text box and adding the required information into the template, you may simply right click on the cross arrow box and select “cut.”

Check Your Understanding. Same-level falls are typically caused by hazardous conditions on walking/working surfaces, resulting in a slip or trip incident. *Slips* are primarily caused by a slippery surface, and they’re often compounded by wearing the wrong footwear. *Trips* are usually caused by an unexpected change in elevation, uneven walking surface or objects left in the normal walking path.

Disclaimer. This sample safety program template cannot be used as is. You must customize the template to meet the needs of your organization. Truck Writers does not guarantee that this template is or can be relied on for compliance with any law or regulation, assurance against preventable losses, or freedom from legal liability. We make no representations or warranties of any kind whatsoever, either express or implied, in connection with the use of this template. Truck Writers will not be liable for your use of the template as customized by you. All safety programs and policies, including this template and the information you supply to complete it, should be reviewed by your legal counsel and/or risk management staff.

Provided By:

NAME
Slip and Fall Prevention Program
Same-level Falls

Check Your Understanding. Does your organization need a Slip and Fall Prevention Program? It is hard to imagine any organization that cannot benefit from a formal approach to slip and fall prevention. All types of organizations, from manufacturers to schools to convenience stores, have employees who are exposed to injuries related to slipping, tripping and falling. In addition to employee injuries, visitors to your premises may also be exposed to the same walking surface hazards. Same-level slips and falls are a leading cause of premises liability claims.

In normal walking, two types of slips occur. The first of these occurs as the heel of the forward foot contacts the walking surface. Then, the front foot slips forward, and the person falls backward. The second type of fall occurs when the rear foot slips backward. The force to move forward is on the sole of the rear foot. As the rear heel is lifted and the force moves forward to the front of the sole, the foot slips back and the person falls. Trips occur when the front foot strikes an object and is suddenly stopped. The upper body is then thrown forward- and a fall occurs.

Purpose

The purpose of the NAME Slip and Fall Prevention Program is to identify and reduce hazards in all walking/working surfaces in an effort to reduce the number and severity of slip and fall injuries to employees, as well as nonemployees who may come onto the premises.

Our proactive slip and fall prevention approach focuses on correcting walking/working surface hazards that have been identified, developing a systematic approach to identify and correct new hazards as they arise, as well as addressing employee behavior that may contribute to slip and fall accidents.

All employees are required to follow the procedures outlined in this Program. Any deviations from this Program must be immediately brought to the attention of your supervisor or the Program Administrator.

Scope

NAME strives to provide all employees and on-site visitors with safe walking surfaces. This program is integrated into our company's written safety and health program and is a collaborative effort that includes all employees. The Program Administrator is responsible for the Program's implementation, management, training and recordkeeping requirements

Program Responsibilities

Management. The management of NAME is committed to slip and fall prevention. Management supports the efforts of the Slip and fall Prevention Program Administrator **<and the Slip and fall Prevention Committee>** by pledging financial and leadership support for the identification and control of walking/working surface risk factors. Management supports an effective walking/working surface hazard

Provided By:



reporting system and will respond promptly to reports. Management will regularly communicate with employees about the program.

Slip and Fall Prevention Program Administrator. The Program Administrator reports directly to upper management and is responsible for this program. All evaluations, controls and training are coordinated under the direction of the Program Administrator in collaboration with management and employees. The Program Administrator will monitor the results of the program to determine additional areas of focus as needed. The Program Administrator will also:

- Ensure that evaluators performing walking/working surface evaluations are properly trained
- Ensure that control measures are implemented in a timely manner
- Ensure that a system is in place for employees to report walking/working surface hazards to managers and supervisors
- Ensure that accurate records are maintained and provide documentation upon request
- Schedule manager, supervisor and employee training and maintain training records
- Follow up with any slip and fall strategies and/or solutions
- Monitor the Program on a quarterly basis and provide an annual review

Managers and Supervisors. Managers and supervisors of NAME will:

- Remain accountable for the health and safety of all employees within their departments through the active support of the Slip And Fall Prevention Program
- Attend slip and fall prevention training to familiarize themselves with the elements of the Program, recognition and control of walking/working surface hazards and best practices to prevent slip and fall accidents
- Ensure that employees in their areas have received the appropriate training, including awareness training addressing behavioral risk factors that may lead to slip and fall incidents
- Ensure that slip and fall prevention practices and principles are considered when renovating or expanding facilities
- Ensure that recommended controls are implemented and/or used appropriately through active follow-up
- Provide employees with and ensure the use of the appropriate tools, equipment and materials in accordance with slip and fall prevention best practices
- Maintain clear communication with managers and employees

Employees. Employees of NAME are responsible for conducting themselves in accordance with this Program. All employees will:

- Use the appropriate tools, equipment, materials, procedures and designated footwear in the manner established by this Program and their managers and supervisors
- Provide feedback to managers and supervisors regarding the effectiveness of walking/working surface hazard mitigation, new tools, materials or equipment or other interventions
- Attend slip and fall prevention training as required and apply the knowledge and skills acquired to actual jobs and work activities
- Use the proper Slip/Fall Hazard Report (Appendix D) to report walking/working surface hazards to their manager, supervisors or the Program Administrator as early as possible to initiate proactive interventions
- Report all injuries within 24 hours of their occurrence

Provided By:



Employee involvement is an essential element to the success of this program. A procedure has been established for employees to provide their input and assistance with identifying walking/working surface hazards, development and implementation of controls and training. Employee participation in the Program will occur only during company time.

Employees that identify slip and fall hazards or other safety hazards will immediately notify their supervisor. If a supervisor is not available, they are to contact the **Safety Manager** or Administrator of this Program

Walking/Working Surface Safety Program

Check Your Understanding. Floor traction is measured in terms of static coefficient of friction (SCOF). [ANSI standard B101.1](#) (2009) establishes three levels of traction as measured in terms of wet SCOF: high, moderate and low. Studies have shown that floors with a high SCOF have a significantly lower likelihood of slip and fall accidents.

Floor Selection. All floors, when modified or replaced, will provide "high traction" as defined by ANSI B101.5. Floors that cannot be modified to "high traction" status must be reviewed and approved by the Program Administrator and be documented and monitored.

Walking/Working Surface Audits. All walking and working surfaces will be formally audited every other month using the proper audit forms located in Appendix C of this program. Managers, supervisors and employees should be observant of possible slip, trip and fall hazards at all times. Any observed hazards should be immediately reported.

Floor Cleaning. All floors will be maintained to reduce slip and fall hazards and meet requirements of ANSI B101.0 and B101.1.

- Only Program Administrator-approved cleaning materials will be used on walking and working surfaces.
- The manufacturer's use directions will be followed at all times on approved cleaning materials.
- A dry extraction cleaning method will be used on all appropriate surfaces.
- All spills (liquid or other materials that would reduce traction) will be cleaned up immediately. If cleanup cannot be achieved immediately, the spill area will be blocked off to keep employees from walking on the spilled material, and the area will be marked with a wet floor sign. The barricade and wet floor sign will be removed when cleanup is complete.

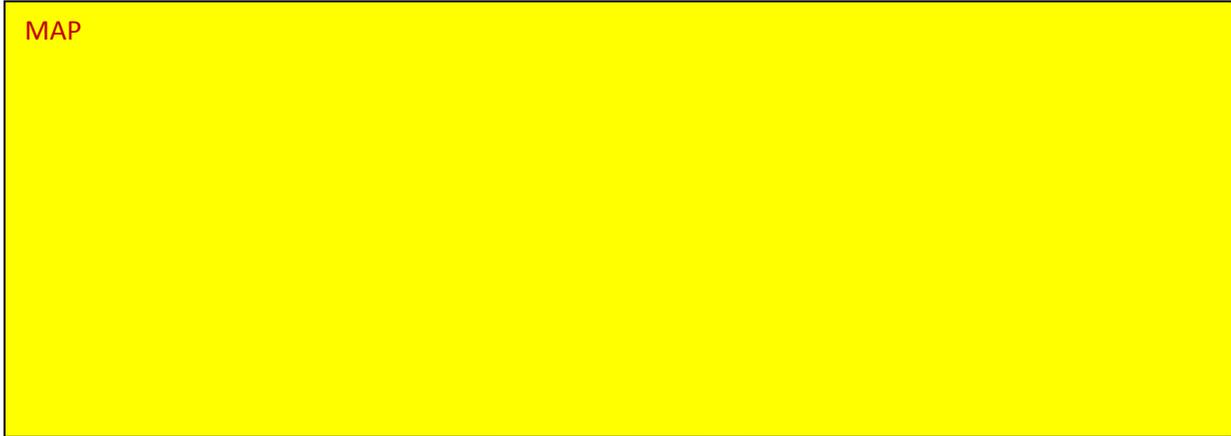
Walking/Working Maintenance. All walking/working surfaces will be kept free of substantial cracks, changes in elevation greater than 1/4 inch, holes, protrusions and unmarked changes in elevation (curbs, stairs, etc.).

Snow and Ice Management. The removal of snow and ice from all walking/working surfaces will be the responsibility of **the Facilities Department**. All sidewalks, entrances, loading docks and other areas of heavy foot traffic will be cleared of snow upon accumulation of 1/2 inch or more. These areas will be continually cleared as long as snow continues to fall. Parking lots will be cleared upon accumulation of 2 inches of snow or more. Ice melt will be applied to all sidewalks, entrances, loading docks and other areas of heavy foot traffic upon clearing snow from the surface. Ice melt will also be applied to areas in

Provided By:



parking lots where ice build-up is present. When thawing and refreeze is possible, a review of all parking lots and sidewalks will be conducted prior to first shift and ice melt applied as appropriate. All snow removed from parking lots and sidewalks will be removed from the property or piled in approved areas only. Approved snow storage areas are indicated on the following map.



Check Your Understanding. In the Midwest and other regions that experience significant snowfall, about half of all slip and fall accidents occur during January and February. Weather conditions that result in thaw-refreeze cycles are a primary concern. Even if air temperatures are well above freezing, thawed water may refreeze on sidewalks and parking lots after the sun goes down. The ice layer may be clear and difficult for pedestrians to see.

Mats. Entrance mats will be deployed at all entrances at all times when there is a possibility of employees and/or visitors tracking in moisture, snow or ice. All entrance mats will be a minimum of 12 feet in length. Mats will be checked hourly to ensure they are not saturated. If a mat becomes saturated, it will be replaced immediately or will be vacuumed with a wet/dry shop vacuum until acceptable.

Footwear. Employees working in areas with limited traction or performing specific jobs will be required to wear slip-resistant footwear or special high traction equipment. The jobs/tasks where slip-resistant footwear is required are shown in the table below. The table does not cover every occurrence where special slip-resistant footwear would be beneficial in the workplace. If the task you are about to perform is not listed and appears to be hazardous, contact your supervisor to determine the safest way to mitigate the hazard.

Task/Job	Hazard	Footwear Required

Provided By:



Unexpected Changes in Elevation. All unexpected changes in elevation, such as raised sidewalk sections, potholes, raised doorway thresholds or unmarked curb edges will be repaired as soon as possible. Seasonal temperature and weather may affect timing of repairs.

Warning signs or safety cones will be installed to clearly identify hazardous areas to pedestrians until repairs can be made. Mud jacking or concrete grinding will be used to level raised concrete sections. Potholes and large gaps between sidewalk sections will be temporarily patched with asphalt. Doorway threshold transition plates will be installed where necessary. All raised edges, including curbs, will be painted with high-visibility, slip-resistant yellow paint.

Wet or Slippery Process Floors. Floors that become and remain wet due to work processes or other reasons will be modified with abrasive coating or grit strips approved by the Program Administrator. They will be applied as necessary to increase traction. The abrasive coatings will be applied according to manufacturers' directions. Grit strips will be applied to stair treads, ramps, vehicle running boards and areas around equipment.

Employee Training

Check Your Understanding. Training can be completed in many ways, but a combination of several different types of media (such as PowerPoint, videotapes, pamphlets and lecture) is usually the most effective approach. Whichever approach is taken, it is important that the material is understandable to the audience. Training materials should consider the participants' educational levels, reading abilities and language skills. This may mean providing materials and instruction in languages other than English.

Training attendees should be reminded that the purpose is to provide them with the information necessary to identify walking/working surface hazards and to follow safe work practices, thus reducing the chance of a slip and fall accident. Training sessions should be designed for interaction between trainers and trainees. Workers know their jobs and work environment better than anyone else and are often the source of excellent ideas for improving them. If management is committed to reducing slip and fall accidents, workers should be involved in the process. At a minimum, workers should be given the opportunity to discuss walking/working surface hazards in their workplace and offer suggestions for improvement.

Training in the recognition and control of walking/working surface hazards and safe work practices will be given as follows:

Provided By:



- To all new employees during orientation
- To all employees annually

The minimum training for all managers, supervisors and employees will include the following elements:

- An explanation of the NAME Slip And Fall Prevention Program and their role in the Program
- A description of walking/working surface hazards and unsafe work practices that may contribute to slip and fall accidents
- The importance of reporting walking/working surface hazards to management and the forms and process for reporting and investigating slip and fall hazards
- The methods used by NAME to minimize slip and fall risk factors (including engineering controls, administrative controls and any appropriate personal protective equipment or footwear)

All training will be recorded on the Employee Training Record Form located in **Appendix A**.

Training will include the following topics:

- Review of the Slip and Fall Prevention Program
- Slip and fall occurrence and severity data
- Hazard identification:
 - Changes in elevation
 - Uneven walkways
 - Unmarked elevation changes
 - Improper floor types
 - Protrusions
 - Mats and rugs
 - Weather-related tasks
 - Drainage problems
 - Possible solutions
- Proper use of wet floor signage
- Reporting procedures (Slip/Fall Hazard Report)
- Methods used by NAME to eliminate or reduce slip and fall risk factors

Periodic Program Review

At least annually, the Program Administrator will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Evaluation of all training programs and records
- The need for retraining of managers, supervisors and employees
- The jobs, processes or areas that have produced a high incidence rate of slip and fall accidents
- Responsiveness in correcting reported slip and fall hazards
- The program's success will be determined and reported to senior management based upon comparison to previous years, using the following criteria:
 - Cost and frequency of workers' compensation and liability slip and fall cases
 - Employee feedback through direct interviews, walking/working surface audits and questionnaires

An Annual Review Report form, found in **Appendix A**, will be used.

Provided By:



Records Retention

All records will be retained for XX years.

Revision History

<Revision XX – July 2012>

SAMPLE

Provided By:



Appendix A – Annual Evaluation Report

Date of Evaluation:	Evaluated by (list all present):
Written Program Reviewed: Yes No	
Do injury records indicate a need for additional employee training on the slip and fall program? Yes No	
Have any jobs, processes or areas produced a high incidence of slip and fall incidents? Yes No If yes, list:	
Is there any record of failure to correct reported slip and fall hazards in a timely manner? If yes, what corrective action is needed?	
The following content was added/modified/removed from the written program:	
Comments:	

Provided By:



Appendix C – Slip and Fall Prevention Checklists

Outdoor Walking Surfaces

Workstation Evaluated:	Date of Evaluation:	
“NO” responses indicate areas which should be investigated.	Yes	No
Are parking areas free of potholes, depressions or damaged/uneven surfacing?		
Are curbs in good condition with an even transition to sidewalk?		
Are wheel stops, curbs, crosswalks and speed bumps well-marked?		
Is slip-resistant paint used for all pavement markings?		
Are wheel stops situated to prevent vehicles from infringing upon walkways?		
Is there adequate lighting in parking areas and along walkways?		
Are sidewalks and walkways smooth and even (no raised edges >1/4")?		
Is the ground surface directly next to sidewalks relatively level and free from hidden drop-offs or holes?		
Are walkways free of cords, hoses, large grate openings or other tripping hazards?		
Are open, unpaved and/or grassy areas that are expected to be walked on free of holes and low-lying objects like sprinkler heads and valves?		
Are downspouts and drains oriented to prevent discharge onto walkways?		
Are walkways that are subject to wet or icy conditions coated or designed with a rough, textured finish?		
Are handrails present and in good condition on stairs and ramps?		
Are ramps constructed with slip-resistant materials or treated with traction strips?		
Notes:		

Provided By:



Indoor Walking Surfaces

Workstation Evaluated:	Date of Evaluation:	
"NO" responses indicate areas which should be investigated.	Yes	No
Are walkways free of low-lying objects, especially at blind corners?		
Are floor tiles in good condition with no broken or missing tiles?		
Are grouted floor tiles smooth and even with no lippage > 1/16"?		
Are doorway thresholds beveled and no more than 1/4" high?		
Is carpeting free of ripples, tears and humps?		
Are stair nosings in good condition?		
Do stair nosings have edge treatments or highlighting to increase visibility?		
Is lighting in stairwells adequate?		
Are steps in low-light areas, like auditoriums, illuminated at ground level?		
Are utility or drain covers in good condition and even with walkways?		
Are cords and hoses routed away from walkways?		
Are cord covers or tape used whenever cords are placed along walkways?		
Are good housekeeping practices followed, and are they effective in maintaining walkways in an open and clear condition?		
Are walkways free of liquids, oils or other contaminants that could create a slippery condition?		
Have detailed floor maintenance procedures been documented and communicated to employees?		
Have floor maintenance procedures and cleaners been examined to ensure their use doesn't create hazardous, low-traction walking surfaces?		
Are wet floor signs used appropriately and not placed so as to create a trip hazard?		
Are wet process work areas treated with traction strips, antislip coatings or mats designed for wet processes?		
Are mats adequate to prevent water and soil from being tracked inside?		
Are mats in good condition, able to clean shoes/boots and absorb water?		
Are indoor mats replaced as needed or dried with a wet vacuum during the day to prevent snow/water infiltration?		
Do mats have slip-resistant backings and lie flat with minimal buckling?		

Provided By:

Snow/Ice Management

Workstation Evaluated:	Date of Evaluation:	
"NO" responses indicate areas which should be investigated.	Yes	No
If using a snow/ice management contractor, are detailed contracts in place?		
Does contract specify weather triggers and expectations during thaw/refreeze conditions?		
Are walkways and parking areas cleared before people arrive in the morning?		
Are walkways and entrances shoveled throughout the day during snowy conditions?		
Are ice control products applied to effectively manage slip hazards on walkways, especially on north sides of buildings?		
Is black ice controlled with ice melt, sand, oil absorbent compound and/or warning cones?		
Is snow piled so as to minimize thaw/refreeze problems?		

Provided By:



Appendix D – Slip/Fall Hazard Report

Employee Information	
Employee Name:	Job/Title:
Department:	Supervisor:
Describe hazardous condition or areas of concern:	
Employee Signature:	Date Submitted:
Program Administrator Response	
Hazard evaluated by:	Date evaluation is scheduled:
Evaluator's Assessment:	
Follow-up Action Plan:	
Evaluator's Signature:	Date of Evaluation:

Provided By:

