

EMPLOYEE TRAINING RECORD

TRAINING TITLE Slips, Trips and Falls

KEY TEACHING POINTS

SAFETY TRIES TO REMOVE SLIP, TRIP AND FALL HAZARDS

- Floors that are kept clean, dry and in good repair
- Aisles, stairs and passageways that are free of clutter and obstructions
- Safe ladder design and use
- Rails and guards around floor and wall openings
- Clean, orderly, sanitary work areas

MAINTAIN WORK AREAS TO PREVENT SLIPS, TRIPS AND FALLS

- Keep walkways, aisles, and stairs free of tools, materials, and other hazards
- Clean up any leaks or spills promptly
- Repair or report floor problems
- Block off and mark areas that are being cleaned or repaired
- Keep cords, power cables, and air hoses out of walkways
- Keep drawers closed

TAKE PRECAUTIONS ON STAIRS AND DOCK EDGES

- Report missing or broken stair rails and slipper or damaged treads
- Walk, don't run, on stairs. Hold onto rails while going up and down
- Don't jump on or off platforms and loading docks, and stay away from edges

CHOOSE AND USE LADDERS CAREFULLY

- Use a ladder, not boxes or chairs, to reach high places.
- Use only ladders that have all their parts
- Choose a ladder that is the right height for the job
- Hold the rails and face the ladder as you go up and down
- Center your body between the ladder rails; don't lean to the side

PAY ATTENTION TO YOUR MOVEMENTS AND SURROUNDINGS

- Focus on what you are doing, where you are going and what lies ahead
- Wear sturdy shoes with nonskid soles and flat heels
- Avoid baggy or loose pants you could trip over
- Wipe your feet when you come in from the rain or snow
- Report or replace any burned out lights or inadequate lighting
- Watch out for floors that are uneven, have holes, etc.
- Keep your hands at your sides, not in your pockets, for balance
- Don't carry loads that you can't see over.
- Walk slowly on slippery surfaces
- Sit in chairs with all four chair legs on the floor
- Be alert for obstructions in your path

LEARN TO FALL PROPERLY

- Roll with the fall and bend your elbows and knees and use your legs and arms to absorb the fall

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Walk slowly on slippery surfaces.		
2 Choose a ladder that is the right height for the job		
3 Roll with the fall.		
4 Keep walkways, aisles, and stairs free of tools, materials, and other hazards		
5 Be alert for obstructions in your path		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE