

**BUTLER AREA SCHOOL DISTRICT
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Safety Prevention

Orientation Program Flier

Slips, Trips & Falls

In our workplace, we tend to walk from place to place, giving very little thought as to how we'll get there, what obstacles we may encounter, or what may be on the floor that can cause us to slip, trip or fall. Every year, slips, trips and falls rank at or near the top as one of the leading causes of injuries at work, in our home, or while we're participating in our favorite hobby.

Let's take a look at what we know about potential causes of slip, trip and fall injuries:

- 50% of Slip, Trip or Fall injuries are caused by unsafe, unclean floor surfaces
- 24% of Slip, Trip or Fall injuries are caused by inappropriate footwear
- 9% of Slip, Trip or Fall injuries are caused by inadequate hazard identification
- 7% of Slip-and-Falls are caused by insufficient training
- The remaining 10% of injuries were determined (eventually) to be fraudulent claims

Let's take a closer look at a few potential causes:

- Unsafe Floor Surfaces: broken floor tiles, missing floor drain covers, or rolled-up carpeting
- Unclean Floor Surfaces: spilled water (where's the source?), dirt/grease flying from equipment or machinery, poor housekeeping practices
- Improper Footwear: smooth/slippery soles, open toed shoes, worn out shoes, untied shoelaces, leather soles, etc.
- Inadequate Hazard Identification: a floor with a sudden change of elevation, broken floor drain, unguarded floor channel, heaved sidewalk due to ice/snow conditions, etc.
- Insufficient Training: all employees should be trained on hazard recognition and guidelines regarding footwear, floor maintenance, reporting unsafe conditions, etc.

Let's Review – What can we do to prevent slip, trip or fall related injuries?

- ❖ Always pay attention to what is going on around you
- ❖ Plan your route, anticipate potential hazards and avoid/eliminate them
- ❖ Don't make sudden turns or stops
- ❖ Move cautiously near corners, especially when carrying things
- ❖ Be aware of any blind corners, problem floor surfaces, or hazardous areas

Common Safety Tips

1. Use a ladder or step stool to retrieve or store items that are located above your head; do not stand on furniture to reach high places. Do not jump from ramps, platforms, ladders or step stools.



2. Keep floors clear of items such as snow/ice, paper clips, pencils, tacks, and food/liquids. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket. Use handrails when ascending or descending stairs or ramps. Do not run on stairs or take more than one step at a time.

3. Do not store or leave items on stairways or walkways. Do not kick objects out of your pathway; pick them up or push them out of the way. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.



4. Use handles, open one file cabinet drawer at a time. Close drawers and doors immediately after use. Put heavy files in the bottom drawers of file cabinets.

5. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container. Carry pencils, scissors and sharp objects with the points down.



6. Do not use extension or power cords that have the ground prong removed or broken off. Do not connect multiple electrical devices into a single outlet. Do not use frayed, cut or cracked electrical cords.

7. Motor vehicles provided by the school must be maintained in good mechanical condition with regular servicing, kept clean inside and out, and operated safely in accordance with all local and state motor vehicle codes and laws. Reckless or aggressive driving practices will not be tolerated. Drivers are expected to conduct themselves in a courteous, professional manner at all times. Shut all doors and fasten your seatbelt before moving the vehicle. Obey all traffic patterns and signs at all times. (Drinking or using drugs and utilizing the cell phone while driving risks the lives of innocent people, not to mention your life and those riding with you.)



Emergency Instructions: in Case of FIRE!

1. Activate the ALARM. Unless the fire is small and can easily be controlled. Evacuate the area.
2. Call the Fire Department. (911)
3. Fight the fire ONLY IF:
 - You know how.
 - The fire is small.
 - Confined to the area where it started.
 - You have a way out.
 - You can work with your back to the exit.
 - You have the right type of extinguisher.
 - You feel confident that you can operate it effectively.
4. DO NOT fight the fire if:
 - You have any doubts about fighting it.
 - It is spreading beyond the area where it started.
 - It could block your escape route.
5. EVACUATE THE BUILDING-- Go to Assigned Meeting Point
6. Once the building is evacuated:
 - Take role of everyone present, if persons are missing, authorities (Fire Department) must be notified immediately.
 - Under no circumstances are people to enter the building to search for others. Only properly qualified firefighters are permitted to enter the building.
 - The use of the meeting place will aid in this important task. This point must be a good distance from the building, posted on all evacuation plans, and well known by all employees.
 - Administer necessary first aid (see below) and contact employees' emergency contacts if needed.

Aggressive Control Procedures

If you perceive no immediate physical threat:

1. Notify other staff members and have a stand-by to render assistance.
2. State clearly who you are, what you can do to help, and your time limits.

If you perceive the possibility of severe physical injury:

1. State in clear concise terms what you want the individual to do.
2. State what you can do to help.
3. Speak with authority.
4. Assume a non-threatening physical posture and voice tone.
5. Make direct commands.
6. Set a time limit. At the end of set time limit, seek assistance.

If you are assaulted:

1. Leave area.
2. Report assault to law enforcement and to your supervisor.
3. Do not return alone. Bring assistance with you.

Breaking up altercations:

1. When spotting an altercation, GET HELP. Do not attempt to break it up alone.
2. Use whistle to call for help in the event of an altercation.
3. Wait for help from at least one other person. Do not intervene alone.
4. Do not go between two people during an altercation. Use two or more people to separate them.