

5-minute solutions

A safety training talk used for successful injury prevention



Slips and falls: Office safety

Introduction

Accident resulting from slips, trips and falls are a real possibility in our work environment. And very serious injuries can result. Therefore we all need to be aware of the conditions here that can cause slips, trips and falls and work to recognize and eliminate the hazards. We also need to recognize our personal behaviors that can lead to slip-, trip- and fall-related accidents.

Common Hazards:

- Cords/cables under desks and across walkways
- Crumpled, wrinkled or uneven rugs
- Torn or frayed carpet
- Obstacles on walkways
- Open file cabinet drawers
- Spills and wet surfaces
- Transitions, for example: tile to carpet
- Poor lighting

Risky Behaviors:

- Standing on chairs and desks
- Obscured vision while carrying items
- Not using handrails on stairs
- Skipping steps on stairs
- Carrying items on stairs
- Reading while walking
- Rushing or moving too fast
- “Scooting” in your chair

Here's what you do.

- Report unsafe condition immediately.
- Never stand on a chair, table or desk. Use an appropriate ladder or step stool
- Make sure all cords are tied securely out of the way and never allow a cord to run across a walkway
- Fix rugs that aren't lying flat
- Keep file drawers closed when not in use
- Do not store items in the aisle or on stairs
- Avoid carrying large items down stairs
- Always, always use handrails
- Clean up spills immediately
- Pay attention to the area you are walking

In conclusion:

Hazard awareness and appropriate safety behaviors are critical to preventing slips, trips and fall-related accidents in our workplace. Injuries resulting from these types of accidents can be very severe.

Evaluate your work area and correct any hazards present. And do your very best to correct any unsafe habits you might have, such as standing on stairs or not using handrails.

Let's take a moment to talk about any slip, trip and falls hazards we are aware of here at work.