



## Topic: Slip, Trip and Fall Avoidance for an Office Environment

### General Safety Tips

- Use wet floor signs to warn of spills and slip hazards. Remove signs once the floor dries.
- Swap out wet floor mats with dry units.
- Remember it's everyone's job to manage trip hazards caused by curled floor mats, boxes left in hallways and report any flooring that needs repairs. Keep the office tidy.
- Manage cords and cables near desks which can lead to trips.
- Take care of insufficient lighting conditions.
- Encourage use of lids on all drink cups to prevent spills and place floor mats under water fountains.

### Topics to Discuss

- Transition of different floor surfaces can lead to a slip and fall.
- One hand-free when walking on stairs and holding railing.
- When adding new walkways, evaluate if stairs or ramps are safest depending upon the slope.
- Review footwear requirements. Smooth sole, high-heels and open-back shoes frequently lead to slips and falls on most flooring. Use footwear with traction.
- Ask employees to slow down when traveling throughout the building and use caution around corners.

### Resources

For more information about this topic, visit:

- [Slip, Trip and Fall Prevention Training Resources](#)
- [Floor Cleaning Poster](#)
- [Slips, Trips and Falls](#)
- ["Hot Spots" for Slip, Trip and Fall Injuries](#)
- [Safe Housekeeping Guidebook](#)



# Safety in Five

**Topic:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Meeting Organizer:** \_\_\_\_\_

Organization Name

Items Discussed:

Problem Areas or Concerns:

Attendees (Names/Signatures):	

Comments: