

Safety Bulletin

Slip, Trip & Fall Prevention - Manufacturing & Maintenance

Slips, Trips & Falls are a leading cause of injuries in industry. Practice situational awareness and report all slip, trip, fall hazards. While one employee may trip and fall today and not get hurt, another might trip and fall tomorrow and sustain an injury.

Where Do You Need to be Careful?

- Doorways
- Uneven surfaces
- High traffic areas
- Unguarded heights (no matter how high)
- Unstable work surfaces
- Cluttered walkways
- Ramps
- Wet areas or spills
- Ladders and stairs

What Can You Do?

- Clean all spills immediately
- Keep walkways clear of cords and hoses
- Keep frequently used items in easy-to-reach areas
- Arrange furniture and equipment to keep walkways open
- Do not store anything on stairs or in walkways
- Adequately light indoor and outdoor work areas
- Periodically check the condition of walkways and steps
- Repair damaged surfaces immediately
- Stay off freshly mopped floors
- Use non-skid mats
- Wear shoes with good support and slip-resistant soles
- Keep drawers and cabinet doors closed at all times
- Hold stair handrail(s)



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- Remove debris from exterior walkways
- Never stand on a chair, table, or other surfaces on wheels
- Keep ice melt or rock salt available during winter months

Ladder Safety

- Always keep at least three points of contact with the ladder (i.e., two hands and one foot, or two feet and one hand)
- A straight or extension ladder should be placed 1 ft away from the surface it rests against for every 4 ft of rise in the ladder
- Place the base on a firm, solid surface
- Climb down a ladder one rung at a time
- Do not climb with tools in hand– use a tool belt
- When you climb, always face ladder and grip rungs, not side-rails
- Keep your body between ladder side rails when climbing
- Do not lean or overreach – reposition the ladder closer to your work
- Do not use ladders outdoors in windy or inclement weather
- Inspect ladders before every use. Remove defective or damaged ladders from service immediately

By making loss control visit(s), evaluations and/ or recommendations, or providing safety materials, Berkshire Hathaway Homestate Companies and this Consultant have not and do not undertake or assume any duty to you or anyone else, including but not limited to: A) Identifying or reporting upon any hazard at your premises; B) Managing, controlling, or correcting any hazard; or C) Enforcing compliance with any local, state, or federal safety or health law. Our recommendations or safety materials may not address every possible loss potential, code violation, or exception to neither good practice nor will compliance with any submitted recommendations guarantee the fulfillment of your obligations as required by any local, state, or federal laws. Loss Control is your management's daily responsibility. You are urged to implement and maintain your safety and health management programs.

Please fill out the meeting attendance form on the next page to track training.

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Slip, Trip, & Fall Prevention Meeting Attendance Form

We recommend that our policyholders use this form as a tool to formally acknowledge Slip, Trip, & Fall Prevention meeting attendance. Please fill out with the necessary information below.

Meeting Conducted by (Print Name)

Date (mm/dd/yy)

Handouts Provided

Location

Department

Placed in Employee
Reference Folder

Meeting Attendance (Print Name Legibly)
