



Adventist Risk
Management® Inc.



Preventing Slips, Trips and Falls

Slips, trips and falls are a leading cause of costly accidents to employees, members, and visitors at church facilities. Such accidents often result from minor and major changes in surface elevations, including potholes, cracks, settling or lifting of sidewalks, slippery surfaces and other conditions.

Periodic self-inspections of facilities should identify conditions that can result in slips, trips and falls, and action should be taken to correct any hazards noted. Use the information in this sheet to protect those who visit your facility.



Preventing Slips, Trips and Falls Inside and Outside

- Repair cracks, potholes and uneven ground in roads and parking lots.
- Repair cracked and chipped sidewalks and areas where tree roots have caused uneven surfaces. Until repairs are made, use yellow caution tape or traffic cones along the edge of the hazard to alert employees and visitors.
- Keep sidewalks and other walkways clear of leaves, limbs, stones and other debris.
- Install handrails on all steps and ramps where no handrails currently exist.
- Repair broken or loose handrails, damaged steps and stair edgings.
- Repair or replace damaged linoleum or tile surfaces.
- Repair torn carpets and stretch wrinkled carpets.
- Use doormats with tapered edges and non-slip bottoms in entryways. The use of towels, scatter rugs and other slippery materials on floors can cause slips, trips and falls.
- Do not run electrical cords, phone cords, computer cables or plumbing across floors and passageways.
- Maintain good housekeeping in storage areas, workspaces and corridors.
- Ensure that adequate lighting is available in all areas of the facility, both inside and outside.
- Eliminate sources of leaks. Wet surfaces are slippery surfaces.
- Prevent and elimination wet floor conditions in cafeterias and kitchens by providing rubber mats with tapered edges around kitchen dishwashing areas and other key locations of the kitchen where water is frequently used or puddles, and by ensuring that cafeteria freezers operate properly to prevent ice buildup on freezer floors.

PROTECT YOUR EMPLOYEES

Many slips and falls can be attributed to employee work practices and equipment. Make the following guidelines mandatory to protect your employees.

- Employees should wear proper footwear with slip-resistant soles and heels.
- Train employees in the proper use of ladders and stepladders and do not allow them to stand on chairs, boxes, desks, etc.
- Do not allow employees to get on or off moving vehicles.
- Prohibit running and hurrying, particularly up and down stairs.
- Paint unavoidable tripping hazards in contrasting colors.
- Install required barricades and warning signs where fall hazards exist.
- Provide fall protection equipment and train employees in its use.

ADOPT A PROGRAM OF “ZERO TOLERANCE” FOR SPILLS AND OTHER CONDITIONS THAT RESULT IN WET FLOORS THAT INCLUDES:

- REQUIRING SPILLS OR OTHER WET FLOOR CONDITIONS TO BE IMMEDIATELY CLEANED UP WHEN OBSERVED OR, IF DUTIES PREVENT SUCH ACTION, ENSURING THAT THE APPROPRIATE INDIVIDUAL OR DEPARTMENT IS NOTIFIED IMMEDIATELY AFTER A SPILL OR WET FLOOR IS NOTICED.
- PUTTING OUT “WET FLOOR” SIGNS IN THE AFFECTED AREA AND LEAVING “WET FLOOR” SIGNS IN PLACE UNTIL THE FLOOR IS DRY.

Risk Management 24-7

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