**Safety Meeting Announcement**

**for**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your attendance is required at a safety training meeting at the place and time indicated.**

**Topic of This Safety Meeting**

**Avoiding Slips, Trips And Falls**

|  |  |
| --- | --- |
| **Date:** |  |
|  |  |
| **Place:** |  |
|  |  |
| **Time:** |  |

|  |  |
| --- | --- |
| **trip3** | **Safety Meeting Sign-up Sheet** |

|  |  |
| --- | --- |
| Topic: | SLIP & FALL SAFETY TRAINING |
| Date: |  |
| Conducted By: |  |

Please sign in below. Also, remember to turn in your Evaluation Questionnaires. Your participation and feedback is critical to the success of your safety program.

|  |  |  |
| --- | --- | --- |
| **Name** | **SIGNATURE** | **Department** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| trip3 | **Preventing Slips, Trips & Falls**  **“There Is Many A Slip Between The Cup And The Lip”** |

Falls can be a serious hazard to you…both at work and at home. Each year more than 12,000 people die from falling. 600 of them die on the job. More than 33,000 people receive disabling injuries from falling on stairs.

Many people also fall on level group. Almost two-thirds of them are injured because they slipped or tripped on wet or worn surfaces.

Think of the last time you fell. Where did it happen? Why did it happen? Did it hurt? Did it scare you? Were you amazed at how fast it happened? What could have you done to prevent the fall?

**Look Around Your Work Area…What Do You See?**

Picture your work area as your space. That’s right…the immediate area where you work is yours from the time you come to work until the time you leave…and you are responsible to keep it free of hazards that can hurt you and your fellow employees.

Right now, while you are thinking about it, look around your work area. Do you see any of the following?

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is housekeeping OK? |  |  |
| Wet or oily floor? |  |  |
| Electrical cords in walkway? |  |  |
| Are aisles clear? |  |  |
| Floor free of protruding nails? |  |  |
| Floor free of loose boards? |  |  |
| Cracks in floor or broken concrete? |  |  |
| Uncovered drains? |  |  |
| Machines blocking movement? |  |  |
| Open holes in the floor? |  |  |

These are just a few of the hazards that are commonly found in your immediate work area…and they can cause serious injury to you and your fellow employees.

If you find any of these hazards they it means you are working too fast and not paying attention. Take responsibility for your work area. If you need help to clean your work area…ask for it. Take action now!

**Know The Hazards**

It’s all too easy to slip on wet or smooth surfaces. Floors or stairs that are waxed or polished, or made of tile, marble or cleaning materials can be hazardous. Adding a little ice, water, oil, grease or chemical spill can create serious conditions.

Usually falls are minor and don’t result in an injury. But sometimes these accidents are serious. A serious slip, trip or fall can result in:

* Back or spine injuries;
* Muscle strains or sprains;
* Torn ligaments;
* Broken bones;
* Even death.

Huge medical bills and lost work time can result if you are injured on the job. Plus, if you fall while at home you may be laid up and off work for weeks.

There are many conditions that can cause you slip, trip or fall, including:

* Poor housekeeping in your work area;
* Unsafe ladders or stairs;
* Damaged or slippery surfaces;
* Obstructions in walkways;
* Openings in floors;
* Running or walking too fast;
* Improper shoes;
* Poor lighting

But do you know the biggest reason for slips, trips and falls? Believe it or not it is **UNSAFE ATTITUDE**. That’s right. It is your not paying enough attention to what you are doing and the hazardous conditions around you. Hurried or careless work habits cause most falls. So it stands to reason that developing safe work habits can prevent most from happening. It is up to you to recognize the hazards, take action to eliminate them, and keep an eye out for the unexpected.

**Some Falls Happen On The Same Level**

You don’t have to fall from a great height to get injured. Many fall injuries occur on level ground. Don’t let these common accident causes happen to you?

* Stumbling over wires, rags, or debris created during your work process;
* Wearing shoes that are not appropriate for your job…even loose shoe strings;
* Running or walking too fast;
* Sitting improperly in your chair or sitting on a chair that needs repair;
* Poor visibility due to dust, glare, smoke or carrying a load that blocks your vision.

And it happens so fast. You begin to feel yourself beginning to fall. So you try to catch yourself. Sometimes this works…sometimes it does not. Unfortunately your fast movement makes you more unstable…so you fall. And what do you do…you try to catch yourself. But too often what happens is injury to your arm or shoulder. You may tear the muscles or ligaments in your arm. You may even break it. You may hit your head on a nearby worktable or floor. And it happens in less than a second. And this could be avoided if you had paid attention to housekeeping and unsafe hazards immediately around you.

|  |
| --- |
| **How To Prevent Dangerous Slips** |
| * Clean up spills, drips and leaks immediately * Sand icy spots immediately and tread carefully * Wear shoes with nonskid soles made of materials that resist oils and acids * Avoid turning sharply when you walk on a slippery surface * Walk slowly and shuffle your feet on wet, slippery or uneven surfaces * Report hazards immediately * Most importantly…be careful. Take your time and look where you are going. |

**Stay Safe On Stairs**

Next to falling on the same level due to poor housekeeping you have to look out for is unsafe stairs. It you would to fall down stairs this naturally means you are falling from a height. The resulting injury can and often is more severe.

Do you have to go up and down stairs while at work? If you are not careful these stairs can be a major fall hazard. Right now, while you are thinking about it, check out the stairs you use and ask yourself the following questions;

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Do they have a non-slip surface? |  |  |
| Do they have a hand railing? |  |  |
| Is the hand railing secure? |  |  |
| Free of storage and debris? |  |  |
| Is lighting adequate? |  |  |
| Is the width of the stair safe? |  |  |

Always remember:

* Don’t run up or down stairs…take your time;
* If the stairs are not safe, tell someone immediately and fix the problem;
* Your safety, as well the safety of your fellow workers, is in your hands!

**Use Ladders Safely**

Far too many accidents happen while using ladders. It all starts with setting up the ladder correctly in the first place. Keep the ladder the right distance from the way. Remember the 4 to 1 rule. Just divide the number of rungs from the support point (against the wall) to the ground by four.

|  |
| --- |
| **Do’s** |
| * Place the ladder on a level surface * Face the ladder while climbing * Hold the ladder with both hands while climbing and one hand while working * Use a hanger or tool holder for tools or buckets * Keep your weight centered between the rails * If you must place a ladder in front of a door, make sure the door is locked or blocked. |
| **Don’ts** |
| * Don’t use a ladder if you really need scaffolding * Don’t carry objects while climbing. Use a tool belt or hoist materials with a rope * Don’t use the top two stepladder steps or the top four ladder rungs. You could easily lose your balance * Don’t allow two people on the ladder at the same time * Don’t lean too far to either side while on a ladder * Don’t go near power lines or electricity with metal ladders * Don’t create makeshift ladders out of boxes, etc. |

**What To Do If You Are Hurt**

Sometimes, no matter how hard you try to prevent it, you will fall. So what should you do?

Try to limit your injuries by knowing how to fall properly. Bend your elbows and knees. Use your legs and arms to absorb the fall, or roll with the fall.

And if you are injured from a small, get medical attention – no matter how minor you think it is. Fall injuries can cause serious problems that do not surface for days after the injury. At first you may think things are OK, but later you may get sore or experience headaches. So be sure that nothing is torn, sprained or broken before you go back to work.