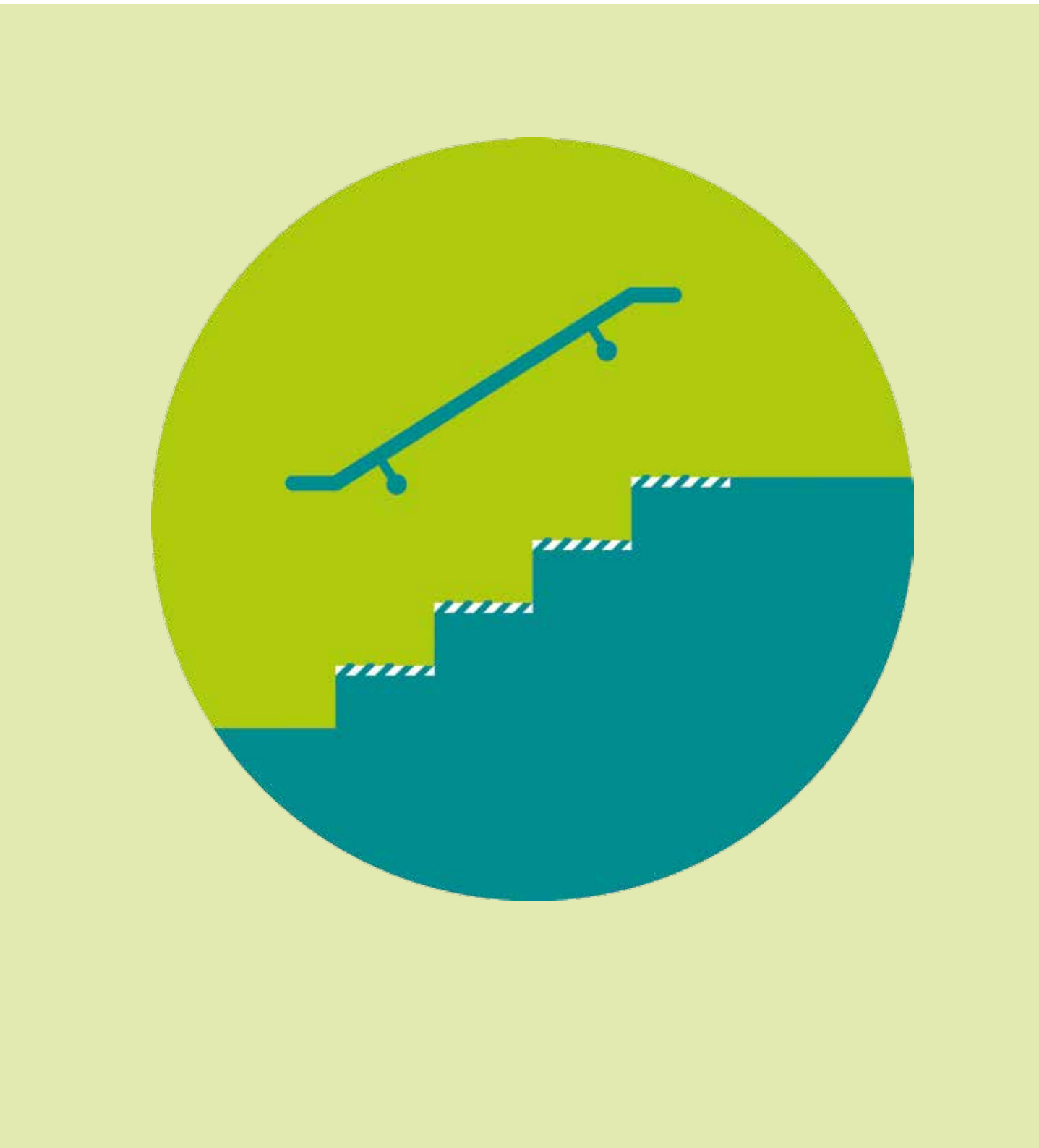


Workplace Instruction –
Workplace



Trips, Slips and Falls

Guidance for safety briefing



Prevention of falling accidents

Facts

Trips, slips and falls are among the most frequent causes for accidents at work and in the domestic area. Typical injuries which can result are sprains, broken bones and

torn ligaments. Simple organisational measures and changes in behaviour lead to the prevention of most of these accidents.

Organisational measures

Keep the workplace clean and tidy

Carelessness and disorder are often the cause of trips, slips and falls. New employees must be made aware of the correct procedures to use for their own and others' safety. (defined locations for the storage of empty pallets, location of waste containers, etc.)



Store empty pallets in specified areas. Damaged pallets must be sorted out immediately!

Avoid dirty floors

Empty all containers and rubbish bins for waste materials daily, avoid polluting the walkways with liquids and waste materials.

Highlight walkways and transport routes and keep them clear

Keep walkways (in particular escape and rescue routes) free, both indoors and outdoors. Hazardous areas must be marked and highlighted.

Highlight and mark trip hazards

Mark areas that have prohibition of access with suitable signs. Changes in level on floors or steps must be marked and highlighted as hazardous areas with high-visibility materials.

Lighting

Sufficient, properly functioning and correctly angled lighting is a must for both indoor areas and outdoor workplaces and walkways.



Walkways and in particular escape and rescue routes must always be kept clear!



Stairs

For safety, handrails, stair treads with slip resistance, high-visibility and non-slip markings on the square edges of steps are important as well as good lighting in order to see step edges clearly. Changes in levels e.g. ramps, are hard to be seen and must be clearly marked and highlighted.

Trailing cable

Tangled cables on the floor should be avoided. Set up devices in such a way that cables do not cross walkways. If this is not possible use a cable cover which is fixed.

Remove trip and slip hazards

Edges of mats or carpets should be highly visible. It is recommended to fix change-overs with carpet rails. Mats with curled up or frayed edges must be removed. Mats with non-slip finish on the back provide security.

Keep walkways accessible despite ice, snow and wetness

Snow on walkways should be cleared as soon as possible and icy areas and walkways must be de-iced as soon as possible or made rough with grid or salt.



Warning sign:
Obstacles

Rules for behaviour

Wear correct shoes

Depending on the work task and environment shoes must fulfil special requirements. Pay attention to the type of surface and condition of the floor and wear shoes with adequate slip-resistant soles. Choose shoes for safety requirements rather than appearance.

Avoid hectic activity

Avoid stress and hectic activity and focus on your way even if under severe time pressure. Do not jump off ladders, steps or

driver's cabins! Take steps one by one to ascend or descend.

Do not underestimate stairs and steps

Tripping on stairs and steps result in worse injuries than tripping on even surfaces. Use hand trails, stay alert and focus on your way.

Be tidy and clean

Remove obstacles on the floor. Substances like grease, oil, chips, grains or dust and packing material (foil, paper, straps etc.) must be removed immediately. Trip acci-



dents on high-level workplaces – like scaffolding or working platforms – often result in severe injuries.

Keep eyes open

Observe the work environment. Sometimes trip hazards evolve slowly: Pavement slabs rise up, tiles loosen ... Other potential hazards for trip accidents are holes, fissures, or loose carpets and mats. Take action or report the hazard to your superior.

Barriers

Where possible, remove barriers and obstacles, to prevent tripping. In case an obstacle cannot be removed immediately, use barriers and warning signs.

Flooring

Floors should be regularly checked for damages and where necessary must be repaired. Moreover, surfaces and floors must be suitable for the working task to be performed. If, for example, production processes include works with chemicals, the flooring/surface must be robust. It is not always necessary to change the entire flooring. Coating or chemical treatment of existing surfaces/finish can easily improve slip resistance.



Everything has its own place – this creates a better overview and helps to prevent accidents.



Use appropriate safety shoes for your work in order to prevent accidents.

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