CALIFORNIA SCHOOLS
RISK MANAGEMENT

SAFETY MATTERS

RISK MANAGEMENT NEWSLETTER

IN THIS ISSUE **AUGUST 23, 2024**

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SLIP, TRIP, AND FALL PREVENTION

OBJECTIVE To help implement measures to prevent slips, trips, and falls in the school environment.

Slips, trips, and falls are among the most common school employee accidents. Two of the most common causes of slips and falls are slippery walking surfaces and uneven walking surfaces (heaved up concrete, cracks, deteriorated or missing stair treads, etc.). Slippery walking surfaces may be by design (a waxed floor, for instance) or by contamination (ice, snow, oil, grease, etc.). Fortunately, there are some simple measures to prevent slips, trips and falls.

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PREVENTION REQUIRES TEAMWORK

Preventing injuries at work and at home is everyone's responsibility! Every step you take holds the potential for injury if you are preoccupied. Stay alert and be attentive to what you are doing and where you are going. Exercise care and practice safety awareness in everything you do.

The school administration and employees have a shared duty in the recognition, avoidance, and control of hazards to prevent slips, trips, and falls. The administration is responsible for the implementation of policies and procedures and providing equipment to prevent slips, trips, and falls. Each employee should follow the policies and procedures in place. Employees should clean up spills and maintain good housekeeping in their areas of responsibility. Employees should report hazards to the building principal or the maintenance department. Here are some specific safety tips for employees:

TEACHERS

- Use a stepladder or request assistance from a custodian when working beyond your reach. Do not stand on a chair or desk to reach above your head.
- Keep file cabinets and desk drawers closed.
- Keep electrical and phone cords out of traffic areas or contact maintenance for support.
- Wear slip resistant footwear during rain, ice, and snow conditions.
- Obey caution signs during floor maintenance or construction projects.

FOOD SERVICE PERSONNEL

- Wear slip resistant footwear in the kitchen area.
- Maintain clean and dry floor areas.
- Clean up spills immediately.
- Use floor mats where appropriate, such as the dishwashing area.

CUSTODIANS

- Wear slip resistant footwear when cleaning, stripping, or waxing floors or working outside in rain, ice, or snow conditions.
- Use caution signs when cleaning, stripping, or waxing floors.
- Be sure floor mats are positioned correctly and in good condition.
- Perform regular reviews of walking surfaces and generate work orders for repairs.
- Repair loose handrails, damaged stair treads, cracked surfaces or mark them with caution signs until repairs can be completed.
- Use the proper ladder for the job when working beyond your reach. Do not stand on a chair, bucket, etc. to extend your reach.
- Clean up spills immediately or use caution signs when spills cannot be immediately cleaned up.
- Use a stepladder or get assistance from the bus garage maintenance personnel when adjusting side-view mirrors.

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MAINTENANCE PERSONNEL

- Perform regular reviews of exterior walking surfaces and generate work orders for repairs.
- Maintain exterior walking surfaces in good condition (i.e., repair cracked sidewalks, deteriorated steps and curbs, loose or missing handrails, holes in parking lots, etc.) or mark with caution signs or barricades until repairs can be completed.
- Maintain handrails, guardrails, footboards, and seatboards on all bleachers.
- Wear slip resistant footwear when working in wet, ice, or snow conditions.
- Use the proper ladder for the job when working beyond your reach. Do not stand on a chair, bucket, etc. to extend your reach.
- Follow OSHA fall protection guidelines when applicable.

BUS DRIVERS

- Wear appropriate footwear.
- Wear slip resistant footwear during rain, ice, and snow conditions.
- Keep the bus steps free of debris, ice, and snow accumulations.
- Use caution in the bus garage and parking areas during ice and snow conditions.
- Maintain the bus handrail in good condition.

CONCLUSION

Slip, trip, and fall hazards are prevalent throughout school facilities. Don't let yourself become a statistic! Help make your school district safe from slip, trip, and fall hazards. Develop the skills to recognize, avoid and control slip, trip, and fall hazards. We want you to stay safe because we care about you and you are needed here every day.

RESOURCES

National Safety Council nsc.org/workplace/safety-topics/slips-trips-and-falls/slips-trips-and-falls-home

Safety and Health Magazine
safetyandhealthmagazine.com/articles/22031-reducing-slips-trips-and-falls

Cal-OSHA dir.ca.gov/dosh

This California Schools JPA fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice.