**P. 12. Other Protocols: Slips, Trips, and Falls Prevention Program:**

1. Purpose:

The purpose of this protocol is to ensure that all walking and working surfaces (i.e., floors, aisles, passageways, etc.) are properly designed, maintained, and safe to use. It also is intended to ensure there is an awareness program established to educate employees how their work practices can help reduce injuries. This program will help minimize the potential for slip, trip, and fall injuries resulting from the condition and use of walking and working surfaces.

1. Introduction:

Agencies must address all identified potential hazards by developing programs specific to their workplace. Hazards or program elements that are not specifically listed in section P of the requirement guide, but which are recognized and identified by the agency as a hazard, require appropriate review and response. The identified program areas must be addressed according to the degree of hazard and needs of the agency. All commonwealth employees could potentially be exposed to slip, trip, and fall hazards, therefore all agencies should have a protocol to control this hazard. This protocol contains requirements for the design, use, inspection and maintenance of walking and working surfaces.

* 1. Procedure Elements:
     + 1. Hazard Assessment:

This begins with the need to conduct an assessment to determine if a slips, trips, falls prevention program is required for the agency. If it is found that there is a need, then follow the guidance in the remainder of this directive in developing, implementing, and maintaining an effective program to address the need. Maintain the assessment for recordkeeping purposes. The assessment should identify the following:

1. The work locations or job tasks where slip, trip, and fall protection is needed.
2. The types of slip, trip, and fall hazards.
3. The types of safeguards or personal protective equipment being utilized.
   * + 1. Written Procedure:

Develop a written policy/procedure to address the slips, trips, and falls program. The policy/procedure should address the following areas:

1. Define and assign program roles and responsibilities.
   * + 1. Initial and periodic hazard assessment of slip, trip, and fall hazards to employees.
       2. Design and installation of walking and working surfaces.
       3. Preventive maintenance of walking and working surfaces.
       4. Inspection of walking and working surfaces.
       5. Correction of walking and working surfaces deficiencies.
       6. Evaluation of program effectiveness and periodic inspections.
       7. Recordkeeping.
2. Develop procedures for walking/working surfaces inspection.
   * + 1. Inventory all walking/working surfaces.
       2. Perform initial inspection.
       3. Reassess when changes in design, condition, and/or usage occur.
       4. Perform periodic inspections as required by applicable standards or based on

injury trends.

1. Develop procedures for walking and working surfaces hazard prevention and control.
   * + 1. Assure work surfaces are kept in good condition, illuminated, free from slip, trip, and fall hazards, and unobstructed.
       2. Identify the footwear appropriate for walking and working surfaces.
       3. Identify work practices that can lead to slip, trip, and fall hazards.
       4. Conduct thorough investigations for slip, trip, and fall incidents, identifying and correcting hazardous work conditions and practices.
       5. Provide workplace design, care, and work practice education.
2. Develop procedures for recordkeeping.
   * + 1. Required walking/working design information such as floor load capacities need to be maintained.
       2. Initial and periodic inspection records need to be retained.
       3. The hazard abatement activities taken in response to incidents should become part of the incident occurrence and response record.
       4. Training and Communications:
       5. Develop training based on identified hazards.
       6. Provide initial education to employees determined to have higher than normal risk exposures (recommended to be conducted by employee’s supervisor). Provide annual training thereafter.
       7. Maintain all training documentation for three fiscal years.
       8. Those employees who have been determined to have a higher frequency of slip, trip, and fall injuries should review the Slips, Trips, and Falls online course.
       9. There are electronic posters and puzzles available to use for slips, trips, and falls education.
       10. Program Effectiveness Review and Response:
3. Annually evaluate the effectiveness of this program in preventing and reducing workplace injuries and illnesses.
4. Appropriate actions should be taken to address any program deficiencies discovered. There may be a need for the safety coordinator to provide or develop checklists or forms to assist with the evaluation of deficiencies for this program.
5. The program effectiveness review must be documented along with any corrective actions taken.
   * + 1. Recordkeeping:
6. Records of hazard assessments, hazard abatement, and walking/working surface inventories must be maintained by the safety coordinator for three fiscal years.
7. Records of program communications, evaluations, training, and other program aspects must be maintained by the safety coordinator for three fiscal years.