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

**Purpose/Scope:** 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 assure 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. [Customize the agency’s purpose with this protocol. Include both office and field employee information.]

**Introduction:** This agency addresses all identified potential hazards by developing programs specific to the workplace. The identified program areas are addressed according to the degree of hazard and needs of the agency. This agency has commonwealth employees that could potentially be exposed to slip, trip, and fall hazards. This protocol contains the requirements for the design, use, periodic inspection and maintenance requirements for walking and working surfaces. [Customize to reflect the agency’s philosophy on this protocol and injury prevention, in general.]

 **Written Procedures**

**Hazard Assessments:** The applicability of the protocol was determined by conducting an assessment of the walking and working surfaces to which employees of this agency are exposed to. The hazard assessment consists of:

* The work locations or job tasks that involve slip, trip, and fall protection. [List here. Include both office and field employee information.]
* The types of slips, trips, and falls to which employees of this agency are exposed. [List here. Include both office and field employee information.]
* The types of safeguards, personal protective equipment, and risk management being utilized. [List here. Include both office and field employee information]

**Roles and Responsibilities:**

* Initial and periodic evaluation of slip, trip, and fall hazards is completed by the safety coordinator and safety committee.
* Design and installation of walking/working surfaces is the responsibility of [Insert names and positions.]
* Preventative maintenance is the responsibility of [Insert names and positions.]
* Inspection of walking/working surfaces is the responsibility of [Insert names and positions.]
* The correction of deficiencies is the responsibility of [Insert names and positions.]
* The evaluation of program effectiveness and periodic inspections is the responsibility of the safety coordinator. The effectiveness of this program is evaluated annually, at a minimum.
* Records of communications, evaluations, and other program aspects are maintained by [Insert names and positions.]

**Walking/Working Surfaces Inspections:**

* All walking and working surfaces are inventoried and inspected. [List frequency and attach the inventory.]
* Any changes made to walking and working surfaces are recorded and the surfaces are reassessed for hazards.
* Slip, trip, and fall hazards are reassessed annually, at a minimum.

**Hazard Prevention and Control:**

* Work surfaces are kept in good condition, well lit, unobstructed.
* Proper footwear has been identified for each work area and job type. [List here. Example: The agency discourages high heel shoes.]
* Thorough investigations for slip, trip, and fall hazards are conducted to identify and abate hazardous work conditions or work practices.

**Recordkeeping:**

* Records of hazard assessments, hazard abatement, and walking/working surface inventories are maintained by the safety coordinator for three fiscal years.
* Records of program communications, evaluations, and other program aspects are maintained by the safety coordinator for three fiscal years.

**Training:**

* Office employees receive general safety education that covers the basics of slip, trip, and fall prevention via email blasts, posters, and other safety campaigns.
* Employees with a greater exposure to the potential for slips, trips, and falls are educated in several categories: personal protective equipment; cause and prevention of slips, trips, and falls; minimizing injuries during a fall; and first aid after sustaining a fall.
* Refresher training shall be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through the initial training or, at a minimum, every three years.
* 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.

**Communication:** This protocol is communicated to all employees at the discretion of the agency. [Detail any other methods or schedules of communication to the employees for this protocol.] This agency makes use of the various posters and educational activities to raise awareness of the slips, trips, and falls protocol obtained on the OA website or Safety Collaboration website. [List, specifically, tools used to raise awareness for slips, trips, and falls.]

**Program Effectiveness Review and Response:** The effectiveness of this program in preventing workplace injuries is evaluated annually with appropriate action taken to address any program deficiencies. [List, specifically, any other methods used to evaluate program effectiveness for this protocol.]