

## General

- Do employees make two trips instead of carrying loads that are too big to see over?
- Are employees instructed to slow down and walk instead of run?
- Are burned out light bulbs replaced as soon as possible?
- Are slip resistant mats used in areas prone to spills (food preparation and restaurant service aisles)?
- Are slip and fall accidents investigated immediately to learn their causes and corrective actions necessary?



You can help prevent employee injuries and control workers compensation costs by ensuring that work areas are properly designed and maintained and that employees are aware of the safe practices for performing tasks.

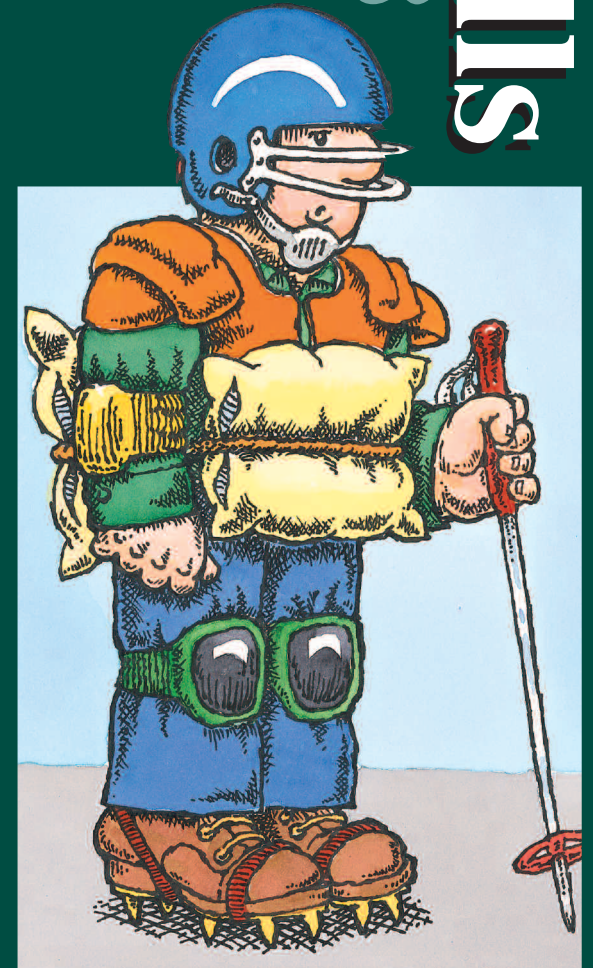
For more information or assistance, contact your Utica National Loss Control Representative, who can study your operation and initiate steps to eliminate or reduce hazards that can cause slip and fall type injuries.



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# Slips & Falls



How to reduce  
slip and fall injuries...  
and workers  
compensation costs.

**Watch that first step, it may be the last step you ever take. More people die of falls at work each year than any other non-vehicle related cause. Slips and falls are also the third leading cause of on-the-job loss time injuries.**

**This brochure looks at some safety questions that should be asked at your business. They will help you decide if appropriate safety measures are in place to control this loss exposure. If they are not, then further emphasis should be placed on reducing the potential for injury to your employees and loss to your business.**

\* Any question answered “no” is an indication that further measures should be taken to control this loss exposure.

## *Floors, Stairs and Ramps*

- Are walkways, aisles, hallways, and stairs kept free of hand tools, trash, materials or equipment?
- Are leaks or spills on floors and stairs cleaned up promptly?
- Are any flooring problems, i.e. missing tiles, frayed or torn carpeting or broken wooden planking, repaired immediately or blocked off until repairs can be made?
- Are floor areas that are being cleaned or repaired blocked off and marked?
- Are electric cords, power cables, and air hoses kept out of walkways?
- Are file drawers kept closed when not in use?

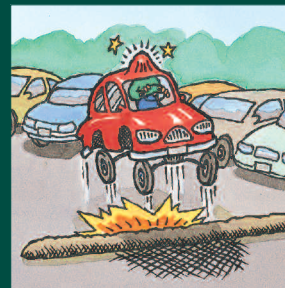


- Are stair railings in place and are the stair treads in good condition?
- Are employees instructed to hold onto stair railings while going up and down?
- Does the flooring have an even surface with no holes?



## *Sidewalks, Parking Areas and Entrances*

- Are sidewalks and parking areas kept in a clean condition?
- Do entrances have mats or rugs to help keep the floors clean and dry?
- Is snow and/or ice build up removed whenever conditions warrant?
- Are these areas inspected regularly to determine if repairs are required and that no uneven surfaces are present?
- Do sidewalks provide a smooth and level walking surface?
- If speed bumps are present in parking areas, are they adequately marked?
- Is adequate lighting provided for these areas?
- Are debris, trash and other waste cleaned and removed as soon as possible?
- Are curbs highlighted to warn of the change in height?



## *Ladders*

- Are the right ladders used for the job instead of makeshift substitutes (chairs, tables, etc.)?
- Is the right length and weight capacity ladder used for the job?
- Are the ladders inspected before each use?
- Are rungs or steps in good condition?
- Are ladder rungs and steps kept free of grease and oil?
- When step ladders are used, are they fully opened with the spreaders locked?
- Are employees instructed in their safe use including facing the ladder while climbing up and down, using both hands to climb, keeping one hand on the ladder while working, and never over reaching to perform a task?
- Are ladders set up on a firm, level surface?
- Are both the top and bottom of the ladder secure to prevent movement when accessing roofs or scaffolds?
- If the ladder is used in a traffic area, is the area barricaded to prevent unexpected collisions?
- Are ladders made of non-conductive materials if they can contact exposed electrical equipment?

