
Slip, Trip, and Fall Policy

1026.1 SECTION TITLE

Alsip Police Department Slip, Trip, and Fall Prevention Policy

This Slip, Trip, and Fall Prevention policy has been developed to minimize injury, illness, or death associated from slip, trip, and fall related incidents. Practices include worksite evaluations, elimination of slip, trip, and fall hazards, and employee training. The Alsip Police Department and the Village of Alsip makes all reasonable efforts to

- (a) Protect the health and safety of employees.
- (b) Identify and correct health and safety hazards and encourage employees to report hazards.
- (c) Provide information to employees.
- (d) Provide safe work practices for employees.

Scope

This policy shall apply to All Alsip Police Department personnel.

The objectives of the Slip, Trip, and Fall Prevention Guide are to provide direction on:

- (a) Identifying working environments where slip, trip, and fall hazards are most likely to occur.
- (b) Eliminating/reducing slip, trip and fall hazards.
- (c) Training employees who will be working in environments where slip, trip, and fall hazards are likely to arise during a typical shift.

The responsibilities listed below supplement the core responsibilities as outlined in employee job descriptions.

Sergeants are responsible for the following:

- (a) Identifying work locations that are "Higher Risk Areas." For definition of "Higher Risk Area," refer to Section 4.1.1.
- (b) Promptly reporting all employee injuries.
- (c) Where routine or occasional floor cleaning is performed by departmental staff, creating a floor maintenance procedure and ensuring that personnel properly and consistently follow floor maintenance procedures.
- (d) Evaluating employees' compliance with safe work practices.
- (e) Ensuring appropriate training is provided for all employees who will be working in higher risk areas where slip, trip, and fall hazards are prevalent.
- (f) Properly addressing slip, trip, and fall hazards promptly and consulting with a chief officer if a slip, trip, and/or fall hazard cannot be abated.
- (g) Ensuring periodic workplace inspection is conducted to identify slip, trip, fall hazards.

Employees who work in a higher risk area are responsible for the following:

Alsip Police Department

Policy Manual

Slip, Trip, and Fall Policy

- (a) Adhering to the recommended housekeeping practices & other safe work practices to prevent slip, trip, and fall related incidents.
- (b) This includes cleaning up spills immediately, marking spills and wet areas, mopping or sweeping debris from floors, and removing obstacles from walkways, and keeping areas free from clutter.
- (c) Following all safety practices, including but not limited to:
 - 1. Reporting accidents immediately.
 - 2. Reporting potential hazards to the Sergeant/ OIC immediately.

Administration Officers are responsible for the following:

- (a) Assisting in the identification and elimination of slip, trip, and fall hazards found in common/shared areas.
- (b) Inspections for identifying slip, trip, and fall hazards are recommended:
 - 1. At least annually.
 - 2. Before, during, and/or after construction and renovation activities.
- (c) As appropriate, assisting departments with the removal of facilities-related slip, trip, and fall hazards.
- (d) Consulting with the village's safety committee for assistance in addressing slip, trip, and fall hazards as appropriate.

The Village's Safety Committee is responsible for the following:

- (a) Developing, implementing, and maintaining the Slip, Trip, and Fall Prevention Guide
- (b) Assisting departments in evaluating areas where slip, trip, and fall hazards are prevalent and providing suggestions to help abate noted deficiencies.
- (c) Making available training for employees who work in areas where slip, trip and fall hazards are prevalent.
- (d) Analyzing and reporting trends in injury and/or incidence rates related to slip, trip, and fall hazards.

Slip, Trip, & Fall Hazards

Common slip, trip, and fall hazards result from:

Wet or contaminated floors (e.g. grease, liquids, ice, oil, dust, fine powders, etc.).

Contaminant	Source
Rain/Snow water	<ul style="list-style-type: none">• Transmitted internally from open external doors or from the feet, coats or umbrellas of pedestrians
Ice	<ul style="list-style-type: none">• Building leaks• Wintery conditions
Water, other fluids	<ul style="list-style-type: none">• From spills, plumbing leaks, cleaning, ice machines

Alsip Police Department

Policy Manual

Slip, Trip, and Fall Policy

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| Floor cleaning products | • | Resulting from failure to follow appropriate floor cleaning procedures |
| Body fluids | • | Blood, vomit |
| Condensation | • | Variations in temperature |
| Dusts | • | Natural or from stored materials |
| Debris | • | Bags, paper, food residues, soil, cardboard boxes |
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- (a) (a) Uneven walking surfaces, holes, changes in level, broken or loose floor tiles, defective or wrinkled carpet or uneven steps/thresholds.
 - (b) Mats or rugs not lying flat on the floor.
 - (c) Obstructions and accumulation of objects in walkways (e.g. hoses, cords, cables, debris, etc.).
 - (d) Unguarded platforms, walkways, and work areas 48 inches above ground.
 - (e) Inadequate illumination

For purposes of this Guide, an area where slip, trip, or fall hazards may likely arise during a typical work shift, is considered a “higher risk area”. Examples of higher risk areas include:

- (a) Kitchens – wet floor
- (b) Bathrooms – wet floors
- (c) Maintenance rooms – wet floor– housekeeping
- (d) Vehicle Bays – wet floor - housekeeping

Inspections to identify slip, trip, and fall hazards are recommended should be conducted on a regular basis. For higher risk areas, a formal inspection is recommended on a regular basis.

Recommended inspections should minimally include evaluation of the following:

- (a) Floor maintenance procedures
- (b) Condition of floors, carpets, and steps
- (c) Lighting levels
- (d) Housekeeping practices

General Housekeeping Procedures / Safe Work Practices

The following housekeeping procedures and safe work practices must be followed to prevent accidents associated with slip, trip, and fall hazards:

- (a) Safe Work Practices
 - 1. Trip Hazards
 - Walkways shall be free of obstructions & dangerous projections (e.g. extension cords, power cables, hoses, carts, boxes, debris).

Alsip Police Department

Policy Manual

Slip, Trip, and Fall Policy

- Surfaces in poor repair (i.e. holes, surface upheaval, and broken tiles) shall be repaired or guarded by readily visible barricades, rails or other equally effective means.
 - Ensure floor mats and rugs are securely fixed and do not have curling edges.
2. Slip Hazards
- Sidewalks and parking lots shall be cleared of snow and ice. Salt and ice-melt used in high traffic areas.
 - Floors and walkways shall be maintained in good repair, and reasonably free of oil, grease, or water. Mats, or other methods that provide equivalent protection shall be used on areas where operation requires walking on slippery surfaces.
 - Slip hazards must be identified and removed promptly.
 - Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.
3. Fall Hazards
- Ladder Use
 - When a ladder is used, the employee shall follow safe ladder practices.
4. General Housekeeping Procedures
- Clean up spills immediately. For greasy liquids, use suitable cleaning agent.
 - Do not leave floors wet after cleaning – clean them to a completely dry finish if possible. If "clean-to-dry" is not possible, then use barriers and "wet floor" warning signs to keep people off the wet area.
 - Use cleaning methods that do not spread the problem.
5. Small spills are often better dealt with using a paper towel instead of a mop that wets a larger area of floor.
6. General Safety
- Avoid running or walking too fast, especially in higher risk areas.
 - Avoid carrying items that will obstruct one's view of their walking pathway.
 - Avoid walking through potential slip, trip, and fall hazards.
 - Use extra caution when traveling both outdoors and indoors during wet/winter weather.
 - Avoid walking and texting.

Where work processes are expected to create wet floor surfaces, such surfaces shall be protected against slipping by using mats, grates or other methods that provide equivalent protection.

(a) Floor mats

1. Floor mats shall be placed in higher risk areas where walking-working surfaces may encounter wetness or other slippery conditions. Examples of higher risk areas include:

Alsip Police Department

Policy Manual

Slip, Trip, and Fall Policy

- Building entrances
 - Areas adjacent to food counters and food preparation areas
 - Cooking areas
 - Areas where the work procedure is going to produce fluids that could remain standing on the floor surface
2. The design of floor mats should have the following features:
 - Slip resistant surface on both top and bottom sides.
 - Beveled edges, flat edges or similar design to help reduce the likelihood of workers tripping on the mats' edges.
 - Slots or similar design to help promote drainage and prevent accumulation of water & grease.
 - Antibacterial treatment or similar design to help prevent the growth of mold and mildew.
 3. Floor mats should not be installed and used in a way where the mat itself becomes a slip or trip hazard.

Employees who work in potentially slippery higher risk areas must wear slip-resistant footwear. When selecting slip-resistant footwear, the following should be considered:

- (a) Level of slip-resistance (i.e. Polyurethane and microcellular urethane soles are more slip-resistant compared to nitrile and styrene rubber).
 1. Proper support and comfort.
 2. Tread design, tread hardness, and shape of sole and heel. (i.e. High elastic soles with raised-tread and cross-hatch patterns are more slip-resistant compared to rough and flat soles. Tread patterns should cover the whole sole and heel area.)

NOTE: The use of slip-resistant footwear alone is not adequate in preventing slip-related accidents. General housekeeping procedures, safe work practices, and matting/ floor treatments (as necessary) must be used.

A floor maintenance procedure must exist where routine or occasional floor cleaning is performed by departmental staff. It is recommended to consult with the floor cleaner product manufacturer for guidance on suggested cleaning procedures. The following should be considered when developing a floor maintenance procedure:

- (a) The type of floor finish products used, including slip-resistant polymer finishes, strippers, degreasers and general cleaners.
- (b) Proper application methods for products, including proper dilution and time schedules for each component or process.
- (c) Proper warning system used during floor maintenance operation to alert building occupants of the presence of potential slip, trip, and fall hazards.

Alsip Police Department

Policy Manual

Slip, Trip, and Fall Policy

- (d) Documentation of products used, including Safety Data Sheets, and specifications regarding the slip-resistance level of the product.
- (e) Periodic review of maintenance program, especially after a report of an employee “near miss” or actual accident.

For employees working in higher risk areas, training shall be provided to ensure employees are in compliance with safe work practices.

All employees who may be required to work in a higher risk area shall be trained on the following:

- Recognition of potential hazards associated with working in a higher risk area.
- The use of control measures to prevent slip, trip, and fall related accidents.

The frequency of training provided to the employees is to be determined by the supervisor and department manager.

Where departmental staff personnel are assigned to perform routine or occasional floor maintenance, recommend training should be provided on established floor maintenance procedures and necessary PPE to be worn. When new products and/or equipment are used, recommend the departmental staff receives adequate re- training for proper usage.

Supervisors shall keep records of health and safety training received by employees.