

PRESENTER'S GUIDE

"SLIPS, TRIPS AND FALLS"

Part of the General Safety Series

THE GENERAL SAFETY SERIES

This education program is part of the General Safety Series. The programs in this series have been created to provide employees with good, basic information on everyday safety and health topics. This series includes programs on the following topics:

- Accident Investigation
- Active Shooter: Surviving an Attack
- Arc Flash
- Back Safety (Industrial and Office versions)
- Bullying and Other Disruptive Behavior (For Employees and Managers/Supervisors)
- Compressed Gas Cylinders
- Computer Workstation Safety
- Conflict Resolution (Industrial and Office versions)
- Crane Safety (Industrial and Construction versions)
- Preventing Workplace Discrimination (For Employees and Managers/Supervisors)
- Distracted Driving
- Diversity in the Workplace (For Employees and Managers/Supervisors)
- Driving Defensively
- Driving Safety: The Basics
- Driving Safety
- Dealing with Drug and Alcohol Abuse (Employees and Managers/Supervisors versions) (Industrial and Construction versions)
- Electrical Safety
- Evacuation Procedures
- Eye Safety (Industrial and Construction versions)
- Ergonomics (Industrial and Office versions)
- Fall Protection
- Fighting Fatigue in the Workplace
- Fire Extinguishers
- Fire Prevention (Healthcare, Industrial and Office versions)
- First Aid (Industrial and Construction versions)
- Fitness and Wellness
- Hand and Power Tool Safety (Industrial and Construction versions)
- Hand, Wrist and Finger Safety (Industrial and Construction versions)
- Hazard Recognition
- Hazardous Materials Labels
- Hazardous Spill Cleanup
- Heat Stress (Industrial and Construction versions)
- Hot Work Safety and the Permitting Process
- I2P2: Injury and Illness Prevention Programs
- Ladder Safety (Industrial and Construction versions)
- Machine Guard Safety
- Materials Handling Safety
- Office Safety
- Rigging Safety (Industrial and Construction versions)
- Safety Audits
- Safety Housekeeping and Accident Prevention
- Safe Lifting (Industrial and Construction versions)
- Safety Orientation
- Safety Awareness for New Employees

- Safety Showers and Eye Washes
- Sexual Harassment (Employee and Managers/Supervisors versions)
- Sexual Harassment Investigations
- Slips, Trips and Falls
- Walking and Working Surfaces (Industrial and Construction versions)
- Warehouse Safety
- Welding Safety
- Winter Safety
- Workplace Harassment (Industrial and Office versions)
- Workplace Stress
- Workplace Violence in Healthcare Facilities
- Workplace Violence

Other products in the General Safety Series line include employee booklets and posters which have been designed specifically to be used with the programs. By combining these three products you have all of the materials you need to promote and conduct a complete safety meeting (for information on booklets and posters contact your local reseller).

WARRANTY/DISCLAIMER

"This program has been created to assist companies that are endeavoring to educate their employees regarding good safety and health practices. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by companies using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal or other laws, standards and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular company's environment."

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* *In both a print version in the back pocket of this binder and as a PDF on the DVD*

INTRODUCTION TO THE PROGRAM

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Structure and Organization

Information in this program is presented in a definite order so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- Center of gravity and maintaining balance.
- Slips, trips and falls.
- Walking surfaces.
- Housekeeping and maintenance.
- Footwear.
- How to fall "properly" and first aid.

Each of the sections covers important information in one topic area, providing employees with the basis for understanding slip, trip and fall hazards and how to avoid them.

Background

Slips, trips and falls are involved in most workplace accidents. They cause 17% of disabling occupational injuries and 15% of on-the-job fatalities. But slips, trips and falls can be prevented.

To help prevent them employees need to understand the mechanics of slips, trips and falls, the types of hazards that lead to them, and the safe practices and equipment that they can use to stay safely on their feet. They should also know how to reduce their chance of injury if they do fall, and what they can do to help a coworker who has fallen and is injured.

Objectives

This education and training program reminds employees about the hazards of slips, trips and falls, and explains in detail what they can do to avoid them. Upon completion of the program, employees should:

- Understand how the human body maintains its stability while walking, standing and working.
- Be able to recognize slip, trip and fall hazards on the job.
- Know the procedures they should follow to avoid slips, trips and falls.
- Know the types of shoes, heels and soles that can help to increase a person's stability.
- Understand the housekeeping and maintenance procedures they should follow to reduce or eliminate slip and trip hazards in their facility.
- Know what they should do and not do with their body in order to fall "properly".
- Know basic first aid that they can provide to a coworker who has fallen.

Reviewing the Program

As with any educational program, the "presenter" should go through the entire program at least once to become familiar with the content and make sure that it is consistent with company policy and directives.

As part of this review process, you should determine how you will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.

PREPARING FOR THE PRESENTATION

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Structuring the Presentation

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the "trainees" are looking to your experience and knowledge to help them relate to the situations shown in the program. It is important to let the trainees interact with you and each other during the training session.

Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of slips, trips and falls.
- Relate discussions to how employees can recognize slip, trip and fall hazards in your facility and what they should do to avoid them.
- Keep any one person or small group of employees in the session from doing all the talking.
- Get everyone involved. Ask questions of those who don't participate voluntarily.
- Clarify comments by relating them to the key points in the program.

Use the "Outline of Major Program Points" section of this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, say so. Remember, this is a positive program on preventing slips, trips and falls. Make sure that your attitude and words reflect this, and that the emphasis is always on providing the information needed by the attendees to work safely in their jobs.

Setting Up the Class and Classroom

Remember, there are a number of things that must be done to "set up" the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
 - You can use the scheduling and attendance form to schedule employees into the session (copies can be made using the printed "master" in the back of this binder or from the PDF version on the DVD).
 - Make sure that the session is scheduled so that it fits into your attendees' work day.
 - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
 - If possible, post a notification on bulletin boards in the affected employees' areas.

- **The Classroom**
 - Schedule the room well in advance.
 - Make sure the room can accommodate the expected number of attendees.
 - Check it again on the day of the program to make sure there is no conflict.
 - Make sure the room can be darkened, and won't create a glare on the television screen.
 - Locate the light controls and test them.
 - Make sure the power for the DVD player you are using operates separately from the room light.
 - See if you can control the room temperature.
 - Know where the closest restrooms are located.
 - Assure that the room is free from distracting noises.
 - Make sure emergency exits are marked and known to the attendees.

- **Seating**
 - Make sure everyone can see the screen from their seat.
 - Make sure everyone can hear the DVD and you (when you speak).

- Check to see that seating is such that writing can be done easily.
- Make sure the seating arrangement allows eye contact between attendees, and between you and attendees.
- **Equipment and Materials**
 - Make sure the DVD player, monitor, and all appropriate cables and extension cords are available.
 - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
 - If you plan on using a chart pad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
 - Make sure you have 6" x 8" index cards or other materials that can be used as "name tents" for attendees.
 - Make sure you have made up a sufficient number of copies of the "quiz", as well as any other types of handouts you are using.
- **"Final Check"**
 - Make sure equipment is in the room prior to the scheduled session.
 - Make sure you have the right program, (look inside the three-ring binder).
 - Check to see that the room is set up properly.
 - Check equipment prior to the presentation to assure that it works.
 - Make sure extension cords, etc. are "taped down", if need be, to avoid tripping.

CONDUCTING THE SESSION

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The Initial Steps

In conducting the session remember the positive nature of this presentation. Everyone is attending to learn more about how to avoid slips, trips and falls in their workplace. Initially, you need to:

- Introduce yourself as the session leader.
- State the title of the program, "Slips, Trips and Falls" and the purpose of the session (to learn how slips, trips and falls occur and what employees can do to prevent them).
- Inform the attendees when there will be breaks (if you plan for them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.
- Make sure all of the attendees have "signed in" on your scheduling and attendance form. Remember, it is very important to document people's attendance at the session.

Once this housekeeping is done, it is time to move to the "meat" of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should follow along the lines of the following:

"Today we are going to talk about slips, trips and falls. Old slapstick comedies used to get a lot of laughs when their performers slipped on a banana peel or tripped over their own feet and fell down."

"But in the real world, slips, trips and falls are no laughing matter. In fact, they're involved in most of the accidents that occur in workplaces every day. They cause 17% of disabling occupational injuries and 15% of on-the-job fatalities. But they don't have to happen."

"To prevent slips, trips and falls you need to understand their mechanics, the types of hazards that you are likely to encounter that lead to them, and the safe practices and equipment that you can use to stay safely on your feet. You should also know how to reduce your chance of being hurt if you do fall, and what you can do to help a fallen coworker who is injured."

"The program we are going to watch today will give us some good information about slips, trips and falls. To make this the most productive session possible we need to look at what we want to accomplish (verbally reference the 'Objectives' list from the first section in this guide, or point to a white-board or chart where you have written them down)."

Once the objectives have been provided, you are ready to show the program. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It should be emphasized that they are not being "graded", but that the quiz is being used to determine if the session is effectively transmitting information to them in a way they will remember.

Showing the Program

At this point, you need to introduce the title of the program once again, "Slips, Trips and Falls", darken the lights if necessary, and begin the showing of the program.

You have several options as to how you can move through the program and what employees see. The DVD menu has three "selection bars":

- "Play".
- "Scene Index".
- "Contact Info".

To just play the program from beginning to end, select "Play".

To view (or review) a specific section of the program, select "Scene Index". You will be presented with a group of buttons, each of which corresponds to a section of the program. You can then select the specific section that you want to view.

If you would like information on other programs and products that are available from MARCOM you can select "Contact Info" for information about how to contact us.

All of our DVDs, both English and Spanish, are subtitled (similar to closed captioning). If there are hearing impaired employees participating in your training session, or you want people to be able to read the program narration as well as hear it, push the "subtitle" button on your DVD player's remote control or the player's control panel. A print version of the narration will then appear on the screen as the program plays.

Conducting the Discussion

After the program has been shown, it is time for the group discussion on the information that it contained. Care must be taken to make sure that the discussion is kept to the general topic of slips, trips and falls. There are several ways to conduct this discussion. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.
- "Leading" the discussion through the points covered in the program using statements such as:
 - "One of the sections that we saw in the program was about the areas in workplaces where slips, trips and falls are likely to occur. What are some areas in our facility where we're likely to encounter a slippery walking surface?"
 - "One part of the program discussed how slips and trips occur in terms of our center of gravity, momentum and friction beneath our feet. Who can review this process for us?"

You should use the discussion format that you are most comfortable with. The "Outline of Major Program Points" section in this guide, and the questions and answers in the master copy of the quiz should be used as a basis for this discussion, as well as the supplemental information that you have presented in this session*.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of interest with the objective of trying to touch on each major area within the program in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

*(An alternative to this approach is to give the quiz immediately after showing the program, then using a review of the questions as a basis for your group discussion.)

Concluding the Presentation

Once discussion has concluded (whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed) it is time to give the quiz if you are using it. Copies of the quiz can be made using the printed "master" in the back of this binder or from the PDF version on the DVD. Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded on it. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes, and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

"Wrapping Up" the Paperwork

Before much time has passed, and the subject matter is fresh in your mind, several types of "paperwork" must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Depending upon what you have decided to do, a copy of the attendance form and the quiz for each attendee should be either filed in your files, or given to the attendee's department manager (or the personnel office) so that this paperwork can be included in their personnel file.

The attendees' training logs should also be updated, and every attendee should be given a filled out and signed training certificate, which signifies that they have successfully completed the course. Copies of the employee training log and the training certificate can be made using the printed "master" in the back of this binder or from the PDF version on the DVD.

Remember it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with an increased knowledge of how to avoid slips, trips and falls.

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **In the old days, slapstick comedies used to get a lot of laughs when their performers slipped on a banana peel or tripped over their own feet, and fell down.**
 - But in the real world, slips, trips and falls are no laughing matter.
- **In fact, they're involved in most of the accidents that occur in workplaces every day.**
 - They cause 17% of disabling occupational injuries and 15% of on-the-job fatalities.
- **You don't have to fall a long way to hurt yourself.**
 - Just slipping on a wet floor or tripping over an open file drawer can result in a fall that lands you in the hospital with a broken bone, strained back, concussion or worse.
- **But most slips, trips and falls can be prevented.**
 - To avoid slips, trips and falls and the injuries that they can cause, it helps to understand just how we're able to stand and walk upright in the first place.
- **First, we need to know something about our "center of gravity".**
 - Our center of gravity is the point where the weight of the body is equally distributed, half above and half below.
 - It plays an important part in every movement that you make.

- **Imagine that you're standing up straight.**
 - Now draw a triangle, with your feet forming the two points at the "base", and the third point of the triangle at your lower back.
 - This upper point is located roughly where your center of gravity is.

- **As you move, these three points constantly change position.**
 - If the upper point extends out past the lower points, you can "lose" your balance.
 - Unless you regain it, you will fall.

- **Because the shape and size of your body has a direct impact on how naturally stable you are, it's easier for some people to keep their balance than for others.**
 - A short person will have a lower center of gravity and be more stable than a tall person.
 - It simply takes less of a push for the taller person's center of gravity to extend out past their feet, so that they fall over.

- **How you stand also affects your stability.**
 - You are in your most stable standing position when you are perfectly upright, with your arms at your sides.
 - This keeps your center of gravity low (at about the lower part of your spine) and over your feet.

- **But if you are slouching or hunching your shoulders, your center of gravity can extend out past your feet, making you less stable.**

- **Reaching forward or sideways for something can have the same effect.**

- **When you reach over your head, you raise your center of gravity, which also reduces your stability.**
 - The weight of anything that you're holding in this position just makes you that much more unstable.

- **How you carry something can affect your stability, as well.**
 - Putting a load on your shoulder not only raises your center of gravity, it throws it dangerously off to the side.
- **On the other hand, you can increase your stability by carrying objects close to your body and as low as you can while keeping your back straight.**
- **We tend to take walking for granted, but it's actually a pretty risky activity, because it requires us to fall and catch ourselves with every step!**
 - While we are doing that, there are a lot of chances for us to slip or trip along the way.
- **To better understand why we can trip or slip, it helps to know something about "momentum".**
 - Momentum is the "force of movement" that we build up as we move.
 - The momentum that we build up tends to keep our body and its center of gravity moving.
- **But if we encounter something that interferes with our progress, such as an object that is in the way or a slick walking surface, it can cause trouble.**
- **Trips generally occur when our foot or lower leg catches on something.**
 - This causes our lower body to stop while our momentum keeps our center of gravity moving, so that we lose our balance.
- **Stepping onto a lower level, such as when we're going down stairs, can also cause us to trip, especially if the surface is uneven or damaged.**

- **Slips are a little different. When we walk we need to have the best "grip", that is most friction, between the soles of our shoes and the walking surface.**
 - Slipping occurs when something interferes with that grip and causes our feet to move out from under our center of gravity while our momentum keeps us moving.
 - This causes us to lose our balance, which like tripping, can also result in a fall.
- **It's important to remember that our momentum increases when we walk faster, and when we carry more weight.**
 - These are two things that we're very likely to do when we're on the job.
 - The faster we go and the more that we carry, the more attention we need to pay to potential slip and trip hazards.
- **You need to watch out for fall hazards during a busy workday as well.**
 - If you don't, it can lead to pain, injuries and even worse.
- **For example, if you need to reach something up high, stacking up some pallets and standing on them may seem like a time-saver... until those pallets shift out from under you.**
- **If you choose to climb a ladder instead, be sure to keep your center of gravity positioned between the two upright rails.**
 - Losing your balance on a ladder could get you to the ground a lot faster and more painfully than you want to.
- **Different walking surfaces provide varying degrees of the friction that is needed by your feet to get a secure grip.**
 - Carpeting provides a better grip than a smooth tile floor.
 - A dry tile floor provides better grip than a floor that is wet.

- **You can avoid slipping by being aware of the type of surface that you are walking on, and how much traction it can provide.**
 - The walking surfaces you may encounter can be divided into three types... non-slip, moderately slippery and slippery.
- **Non-slip surfaces provide good traction regardless of whether they are wet or dry.**
 - They include rubber mats, carpet, surfaces covered with non-slip coatings and rough-textured concrete.
- **Moderately slippery surfaces are reasonably slip-resistant when dry, but can be very slippery when they are wet.**
 - These include vinyl flooring, unpolished ceramic tile, unfinished wood and smooth concrete.
- **Slippery surfaces don't provide much traction at all, whether they are wet or dry.**
 - They include polished marble and tile, smooth metal, varnished wood, freshly painted concrete and of course, ice.
- **The most slippery places inside of buildings tend to be near entrances, restrooms and around machinery.**
 - Often the floors in these locations are made of moderately slippery materials, such as vinyl, tile or painted concrete, which can become "skating rinks" when they get wet.
 - If possible these areas should be covered with non-slip materials, like rubber mats or carpeting.
- **You should always keep an eye out for oil, grease and street grime on walking surfaces.**
 - They can all increase the slipperiness of any surface.
 - Accumulations of dirt, sand or other granular or powdery materials can also make surfaces more slippery.

- **Outside of your building, you need to be careful when you are walking on sidewalks and pavements that may be wet or icy.**
- **Whether you're walking inside or outside, watch your step on ramps or other sloping surfaces.**
 - Your likelihood of slipping increases significantly when a surface isn't level.
- **The more disorderly and run-down a workplace becomes, the greater the number of slip, trip and fall hazards you're likely to encounter.**
 - Good housekeeping and maintenance practices can help to prevent these incidents, as well as the injuries they cause.
- **For example, you have to be able to see hazards to avoid them, so replacing a burned out light bulb can help you or a coworker avoid a slip, trip or fall.**
- **You need to keep all walking surfaces dry as well.**
 - If you discover some spilled water, use rags, paper towels or a mop to clean it up.
- **For substances like grease or oil that have accumulated on the floor:**
 - Spread an absorbent such as vermiculite or kitty litter over the area.
 - Sweep everything up and dispose of it properly.
- **Sometimes you may need to place a non-skid rubber mat or a piece of carpeting over a slippery spot.**
 - If you do, make sure that it lies flat and stays in place, so people won't trip over it.
- **There are lots of other slip, trip and fall hazards you can encounter on the job too.**
 - Walkways and other high-traffic areas should be kept clear of boxes, tools and other objects that could cause trips.

- **Remember to pick up small items off the floor, as well.**
 - Stepping on a pencil or a paperclip could send somebody "skating" when they least expect it.
- **Inspect stairways and clear them of debris and other obstacles.**
 - Check that the hand rails are firmly attached, and use them whenever you go up or down the stairs... just in case.
- **Loose flooring, torn carpet, protruding nails and small "potholes" can cause slips and trips as well.**
- **If you discover problems like these you should...**
 - Block them off from foot traffic so people won't trip over them.
 - Report the hazards so they can be repaired as soon as possible.
- **Make sure to close file cabinets and desk drawers after using them.**
 - That way they won't trip anyone who passes by later.
- **Sometimes even the cleanup process itself can create slip or trip hazards.**
 - When you use a wet mop, put out signs to warn people about the slippery floor.
- **Stretching power cords across "high traffic" areas and walkways creates a serious trip hazard.**
 - Instead, tape them down.
 - Don't leave them there for more than a few hours.
 - The tape will eventually loosen and create its own trip hazard!

- **While it's important to reduce or eliminate any slip, trip and fall hazards that exist in a workplace, it's also a good idea to wear shoes that will help protect you from them. They should:**
 - Fit properly.
 - Be comfortable.
 - Have soles and heels suited for the surfaces that you will be walking and standing on.
- **Avoid sandals and "open-toed" shoes with straps that can catch on things and cause you to trip.**
- **The heels of your shoes are especially important.**
 - Most slips occur when there is not enough friction between the heel and the walking surface beneath it.
 - To get a secure grip, the heels on your shoes should be low and wide.
- **High heels may look nice, but they can create real slip and trip hazards.**
 - They provide very little traction for your feet, and can trip you by catching on carpet or irregularities in a walking surface.
 - High heels also make you naturally unstable, because they raise your center of gravity.
- **Pay attention to the soles of your shoes as well.**
 - Soles made of synthetic soft rubber, such as those on sneakers and most "walking" shoes, can grip dry surfaces well but may slip in wet conditions.
- **Many work boots have soles made out of hard rubber.**
 - These soles don't provide particularly good friction on dry surface, but have good traction in areas that are wet or greasy.

- **Some men's and women's dress shoes with smooth leather soles can lose their grip even on carpet and other "non-slip" surfaces.**
 - Fortunately, many attractive business shoes have "slip-resistant" rubber soles.
 - These are not only a lot safer, but can also be more comfortable.

- **Raised patterns or texturing on the soles, called "tread", can greatly increase their slip-resistance as well.**

- **Some work shoes and most work boots have especially deep treads, to improve their grip and channel away water or other liquids that could reduce their friction with a walking surface.**
 - But an embedded pebble or thumbtack can turn even a slip-resistant shoe into a skate.
 - So inspect the treads on your shoes frequently, and remove any foreign objects that you find.

- **Even when we do our best to avoid them, slips, trips and falls can still occur.**
 - They happen quickly and without warning, so it's important to know ahead of time what you can do to avoid an injury or lessen its severity.
 - You also need to know how to treat any injuries you might experience.

- **What you do with your body when you fall can make a big difference in how much of an injury may result. The important thing to remember is to stay loose:**
 - Relax, don't tense up.
 - Bend at your elbows and knees
 - Allow your muscles to absorb the impact gradually.
 - Roll in the direction of the fall.

- **Do not try to break a fall with your hands.**
 - If you land with all of your body weight on a hand, you could seriously sprain your wrist or even break some bones.

- **If a coworker is hurt in a fall, there are a few first aid guidelines to follow.**
- **For minor injuries, there are several things you can do:**
 - Clean any visible wounds with water.
 - Stop any bleeding by applying pressure with a sterile dressing or a clean cloth.
 - Apply ice wrapped in a cloth or towel to reduce pain and swelling.
- **You should call 911 immediately if:**
 - The victim is unconscious, unable to move or has difficulty breathing.
 - The injury bleeds heavily, or there is bleeding from the nose, ears, or mouth.
 - You think the head, neck, back, or hip may have been affected.
- **In some cases the EMT dispatcher may be able to assist you with basic first aid instructions.**
- **Finally, you should comfort the injured person.**
 - Stay with them until they have recovered or emergency assistance arrives.

*** * * SUMMARY * * ***

- **When standing, walking and working, you can increase your stability by keeping your center of gravity low.**
- **Pay attention to the surfaces you walk on and avoid slip and trip hazards.**
- **Clean up spills immediately and keep walkways free of clutter and other obstacles.**
- **Wear shoes or boots that will give your feet the most secure grip for the conditions that you are working in.**
- **If you do fall, remember to relax and roll with it.**

- **By "staying on your toes" you can help to reduce or eliminate any slip, trip and fall hazards in your workplace, and avoid the injuries that they can cause... so you can go home safe at the end of every day!**

ACCOMPANYING MATERIALS

ACCOMPANYING MATERIALS

In order to assist you in conducting your session on slips, trips and falls we have provided a number of specific materials that can be used with this program. These materials have been furnished in PDF format on the DVD as well as printed "masters" in the back pocket of this binder. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

Scheduling and Attendance Form

This form is provided so you can easily schedule your attendees into each session of the program. It's important that you have each attendee "sign-in" on the appropriate form, documenting their attendance at the session. Typically, a copy of this attendance/"sign-in" form is filed in the employee's personnel file.

Quiz

The quiz is normally given after viewing the program. However, if you would like an indication of the "increase" in the attendees' knowledge of slips, trips and falls, you can give the quiz both before and after the program is shown.

You can also use the quiz as the basis for a class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their "before" and "after" answers as part of the session. Typically, the quiz is filed in the employee's personnel file.

Training Certificate

This form allows you to give each employee their very own "certificate of completion", showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

Employee Training Log

This log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken and the instructor conducting the course. A copy of this form should be kept in each employee's training or personnel file.

Booklet*

A sample copy of the employee booklet that has been designed for use with this program has also been included. Using both illustrations and text to review important points, the booklet is designed to reinforce the message that employees receive in the training session. The material is presented in the same order as seen in the program and is organized into concise sections, making it easy to understand and remember.

**Additional booklets, as well as copies of the poster that has been created to get employees thinking about slips, trips and falls, are available from your reseller.*