

PLAYING IT

SAFE

Be safe and healthy on the job with these helpful tips provided by Surry Insurance Loss Prevention Services.

Don't Trip Up

Tips for reducing office slips, trips and falls

Wet floors, spills and excess clutter can mean disaster, causing many every year to suffer lost pay and serious pain. Injuries caused by slips, trips and falls range from sprained or strained muscles and joints, to broken bones and head injury. There are several precautions you should take when working to ensure your safety and the safety of your co-workers.

Floors

- When entering the building from outside or storage areas, clean your footwear thoroughly on the doormat to avoid tracking in water.
- Remove all trash, computer equipment and clutter from aisles, exits and passageways.
- Use alternative electrical plugs for power to avoid running a cord down or across a hallway.
- In the event of a spill, clean it immediately, and display warning signs to alert others of a wet floor.
- Use floor mats while surfaces are drying after cleaning to provide traction.
- Keep an eye out for uneven floors, and fix them or notify someone who can immediately.

Other Recommendations

- Use stepladders to reach items at a height instead of unstable chairs or desks.

- Stretch out bulging carpets to prevent trips and falls.
- Repair broken light fixtures and replace bulbs for adequate visibility.
- Hold on to handrails when taking stairs or ramps. If you're carrying a heavy load, use an elevator.
- Never take short cuts through machine, storage or supply areas.
- Avoid running, stay alert when walking and do not turn corners or open doors too quickly.

Always Stay Alert

Adopt a see it, sort it mentality. If you notice any situation that you think could present a slipping, tripping or falling hazard for you or a co-worker, act immediately to remedy it or notify your supervisor. You could be saving an unsuspecting victim a lot of lost pay and serious pain.



Be the Hero

Slips and trips occur frequently, and can be serious – think falling down the stairs or breaking a bone. For everyone's safety in the office, take action when you notice a slipping or tripping hazard.

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