

AVOIDING SLIPS AND FALLS AT THE OFFICE

Falls are the most common cause of office injury, yet almost all can be prevented. Using common safety practices and learning how to recognize, evaluate, control, and correct fall hazards in the office environment can help eliminate them.



COMMON FALL HAZARDS

Tripping over an open desk or file drawers	01
Tripping over cables and electric cords	02
Using chairs or desks as substitute for a ladder or stepstool	03
Slipping on spilled liquids such as water or coffee on floors	04
Objects left in walkways or on stairs represent a trip hazard	05
Loose carpeting or floor tiles can cause falls	06
Inadequate lighting can cause a person to trip and fall	07

FALL PREVENTION CHECKLIST

- Look before you walk - make sure your pathway is clear
- Close drawers after use
- Avoid bending, twisting, and leaning backwards while seated
- Secure electrical cords and wires away from walkways
- Clean up spills immediately
- If you see anything on the floor - a pen, a paper clip, etc. pick it up
- Report loose carpeting or damaged flooring to appropriate manager
- Make sure there is ample lighting on all walkways
- Walk, don't run!