

# safety Office matters

From your safety partners at Peabody Insurance Agency

## Slip and Fall Prevention at the Office

An employee was making coffee in the break room and spilled the coffee pot on the floor. Another employee realized that soon, many other employees would be coming to the break room for coffee. This person then took the proper action to avert this potentially dangerous situation by cleaning up the coffee and setting up a wet floor sign to alert employees when they entered the room.

### Do Your Safety Part

An unguarded wet floor is only one of the many causes that accounts for millions of work-related injuries every year. Which is why it is important to spot unsafe conditions that could lead to slips and falls, and do what you can to prevent them.

There are various ways to suffer slips and falls while working. You can slip and lose your balance, you can trip over objects left improperly in your walkway or you can simply fall from an elevated position to the ground. To avoid slips and falls, be on the lookout for foreign substances on the floor.

Watch for:

- Deposits of water
- Food
- Soap
- Paper
- Office supplies and equipment

Even small quantities are enough to make you fall.

### Good Housekeeping Counts

When entering a building from the outdoors or storage areas, clean your footwear thoroughly. Snowy and rainy weather requires a doormat at each entrance to allow for complete wiping of shoes. Avoid running, walk safely and do not change directions too sharply.

Beware of tripping hazards. Trash, computer equipment or any object left in aisles designed for pedestrian traffic invites falls. Extension cords, tools, carts, extra equipment and other items should be removed or properly barricaded off. If equipment, supplies or products are left in walkways, report it. Let the proper personnel remove it. And keep passageways clean of debris by using trash and recycling bins.

**Learn to spot unsafe conditions that could lead to slips and falls, and what you can do to prevent them in the office.**



## **Practice Prevention**

Walk in designated walking areas. Short cuts through machine, storage or supply areas can cause accidents. Concentrate on where you are going—horseplay and inattention leave you vulnerable to unsafe conditions. Hold on to handrails when using stairs or ramps. They are there to protect you should a fall occur. If you're carrying a heavy load that hampers your ability to properly ascend or descend stairs, use the elevator or find help.

The worst falls are from elevated positions such as ladders or standing on desk chairs, and can result in serious injury or death. Learn and practice ladder safety. For example, use a ladder of proper length that is in good condition. Keep it placed on a firm surface. Do not climb a ladder placed on anything besides the floor. Keep the ladder's base one foot away from the wall for every four feet of height. Never stand on a desk chair, especially if it has wheels. Don't over-reach. Always have control of your balance when working from an elevated height. Never climb with your hands full.

Slips and falls occur every day. The extent of injuries and their recurrence can be minimized through proper safety knowledge, good housekeeping and practicing prevention.