



### Topic of the Month... Falls/Slips/Trips

**Falls/Slips/Trips are over 25% of the total injuries that occurred in FY2011, accounting for over \$5,485,000 in Georgia Worker's Compensation injury costs.**

**How to prevent falls due to slips and trips?** Many people believe that these injuries cannot be prevented but this is not the case. Good housekeeping, quality of walking surfaces (flooring), proper selection of footwear, appropriate pace and maintaining awareness while walking are critical methods.

**Slips** happen when there is too little friction or traction between the footwear and the walking surface. Common causes of slips are: Wet or oily surfaces, Occasional spills, Loose, unsecured rugs or mats, Poor tread on footwear, Weather hazards, and Walking surfaces with inconsistent traction.

**Trips** happen when your foot collides (strikes, hits) with an object causing you to lose balance and, eventually fall. Common causes of tripping are: Obstructed view, Uncovered cables, Wrinkled carpeting, Poor lighting, Bottom drawers not being closed, Clutter in your path of travel, Uneven walking surfaces (steps, thresholds).

**Housekeeping:** Good housekeeping is the first and the most fundamental level of preventing falls due to slips and trips. It includes:

- > Marking spills and wet areas
- > Keeping working areas and walkways well lit
- > Always closing file cabinet or storage drawers
- > Removing obstacles from walkways and always keeping them free of clutter
- > Securing (tacking, taping, etc.) mats, rugs and carpets that do not lie flat
- > Cleaning all spills immediately
- > Replacing bad light bulbs and faulty switches
- > Covering cables that cross walkways
- > Mopping or sweeping debris from floors

Without good housekeeping practices, any other preventive measures such as installation of sophisticated flooring, specialty footwear or training on techniques of walking and safe falling will never be fully effective.



**Flooring:** Changing or modifying walking surfaces is the next level of preventing slips and trips. Recoating or replacing floors, installing mats, installing pressure-sensitive abrasive strips or abrasive-filled paint coating, and metal or synthetic decking can further reduce the risk of falling. However, it is critical to remember that high-tech flooring requires good housekeeping as much as any other flooring. In addition, resilient, non-slippery flooring prevents or reduces foot fatigue and contributes to slip prevention measures.



**Footwear:** In workplaces where floors may be oily or wet or where workers spend considerable time outdoors, prevention of fall accidents should focus on selecting proper footwear. Since there is no footwear with anti-slip properties for every condition, consultation with manufacturers is highly recommended. Properly fitting footwear increases your comfort and prevents fatigue.

**You can reduce the risk of slipping on wet flooring by: Avoiding the area if possible, or**

- Taking your time and paying attention to where you are going.
- Adjusting your stride to a pace that is suitable for the walking surface and to your tasks.
- Walking with your feet pointed slightly outward.
- Making wide turns at corners.

**You can reduce the risk of tripping by:**

- Ensuring that objects being carried or pushed do NOT obstruct your view.
- Stopping and cleaning your glasses immediately if they fog due to atmospheric changes.
- Always using installed light sources that provide sufficient light for your tasks.
- Using a flashlight if you enter a dark room where there is no light.

Walking is something we do every day and take for granted. Maybe it would get more attention and lessen injuries if considered a privilege. Ask anyone using a cane or crutches how much they wish for the privilege to walk unassisted.

**Thanks for your time. Let's work together to make Georgia a safer place to work.**

*DOAS Risk Management Services Division Loss Control Office*

Contact us by email: [losscontrol@doas.ga.gov](mailto:losscontrol@doas.ga.gov) or call (404) 656-6245 for additional information.



# DOAS Loss Control Bulletin

## Fleet Management Page

### August 2011

#### A Note from **Fleet Management**,

The Office of Fleet Management is planning 3 upcoming webinars for WEX Fuel Card Administration. This is administrator training and is mandatory for all fuel card administrators. Below are the dates and times and webinar information.

#### **System Requirements**

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.5 or newer

#### **Title: WEX Fuel Card Program – Administrator Training**

Date: Wednesday, August 24, 2011

Time: 9:00 AM – 10:00 AM EDT

After registering you will receive a confirmation email containing information about joining the Webinar

Reserve your Webinar seat now at:

<https://www1.gotomeeting.com/register/880224584>

#### **Title: WEX Fuel Card Program – Administrator Training**

Date: Wednesday, August 31, 2011

Time: 9:00 AM – 10:00 AM EDT

After registering you will receive a confirmation email containing information about joining the Webinar

Reserve your Webinar seat now at:

<https://www1.gotomeeting.com/register/178210024>

#### **Title: WEX Fuel Card Program – Administrator Training**

Date: Wednesday, September 21, 2011

Time: 9:00 AM – 10:00 AM EDT

After registering you will receive a confirmation email containing information about joining the Webinar

Reserve your Webinar seat now at:

<https://www1.gotomeeting.com/register/731987512>