

# Preventing slips, trips and falls

- When spills are noted on any walking surface, act immediately to wipe all liquids and/or food. If the spill requires more than a basic wipe, identify the spill area with a towel and have an employee stand over the impacted area until the spill has been cleared.
- Place a yellow wet floor sign over any large spill that is being cleaned or when the floor has recently been mopped. This is also recommended when outside elements make all entrances wetter than normal.
- Mops present the first line of defense for cleanup of spills, but present their own hazards. Keep your mops and mop buckets clean and free of grease with the use of an approved detergent for your floor type, and hang your mops up to dry after each use. This will not only provide you with a cleaner and safer floor, but your mops will also last longer.
- When necessary, remove all snow and ice promptly from all walkways and parking lots.
- Keep all walkways free from debris and clutter.
- Handrails on all stairs and steps should be secure.
- All steps should have a nonskid surface and be equipped with abrasive strips.
- Inspect all carpeted areas, walkway mats, tiles, and wood for loose, torn, or damaged sections. Repair or replace immediately.
- Place all trash in proper containers.
- Check the bathrooms hourly for water leaking onto the floor.
- Inspect all tables and chairs/booths weekly for any needed repairs.
- Do not use any type of extension cords in general public areas.
- Routinely inspect all interior and exterior lighting to guarantee proper illumination. Conduct monthly tests on all emergency lighting.
- Conduct regular daily checks on all parking lots and exterior walkways for safe and even walking. Pay specific attention to broken glass, loose pavement, and large cracks in concrete sidewalks. Have any uneven surfaces repaired as soon as possible.
- If car stops are present, make sure they are clearly visible with contrasting paint and not broken.

**IMPORTANT REMINDER: REPORT ALL ACCIDENTS TO YOUR MANAGER IMMEDIATELY!**

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