Safety Resources and Tips

United Heartland Training Resources

The following list is a sample of safety training resources available from your loss control representative.

- Accident Investigation
- Back Safety
- Personal Protective Equipment
- Lockout/Tagout
- Hazard Communication
- Confined Space Entry
- Electrical Safety
- Hearing Conservation
- Machine Safeguarding
- Ergonomics
- Slip/Trip/Fall Prevention

General Safety Awareness

Slip, Trip and Fall Prevention

**Outdoor Areas**

- Surface finishes should be selected that will help prevent slips.
- Surfaces should be tested for slip resistance when wet.
- Rubber treads should be installed where necessary (such as on stairs and on ramps).
- Adequate handrails should be provided for all stairs of more than two steps and guardrails should be used where appropriate.
- Adequate lighting should be in place in all areas used by pedestrians.

**Parking Lots/Sidewalks**

- Ensure damaged pavement does not create hazards.
- Ensure potholes are repaired promptly.
- Ensure any potential obstructions are clearly marked.
- Clearly identify changes in elevation such as ramps and step-ups — paint with reflective paint if needed.
- Ensure doors are clearly marked as entrance or exit.
- Entrance mats must be used in areas of high traffic and where wet floors are prevalent.
- Entrance mats must be in good condition.
- Ensure any slippery areas are adequately identified and clearly marked.
- Ensure there is an ice and snow removal program in place, if applicable.
- Ensure an ice and snow removal program complies with any state, county or municipal ordinances.
- Maintain snow and ice removal logs — keep them accurate and up-to-date.
Sprinklers and Hoses
- Ensure that all plants and landscaping have adequate drainage away from sidewalks and parking areas.
- Clearly mark any sprinklers that could be tripped over by guests, visitors or employees.
- Don’t stretch hoses across pedestrian walkways at any time.

Floors/Hallways
- Ensure hallways have slip-resistant floors, proper lighting and are kept free of water buildup.
- Floor finish and maintenance products, including slip-resistant finishes, strippers, degreasers and general cleaners, should be carefully selected.
- Proper time schedules for floor application products must be followed including following the correct time schedule for each component or process.
- Employees must be trained to clean as they work and to place barriers around spills.
- Cleaning operations should be performed during low-traffic times.
- Wet floor warning signs should be available and used as needed.
- Polishes or waxes that result in a shiny or glossy surface should be avoided.
- Do not drape electrical cords across floor traffic areas if possible.
- Lighting should be adequate in all hallways and corridors (no dim areas should exist).
- Torn or frayed carpets should be repaired or replaced.
- Temporary carpets, throw rugs or mats should lay flat and have no turned-up corners.

Stairs
- Step height and width should conform to applicable safety codes.
- Adequate lighting should be in place and functioning properly.
- Non-skid surfaces for steps should be selected and rubber treads installed where necessary.
- Handrails should be installed and maintained.
- Obstructions or storage of items on stairs should be prohibited.
- Ensure adequate contrast between leading edge of stairs and stair tread if they are difficult to see.

Pools & Recreational Areas (If applicable)
- If floor surface is carpet, no torn, frayed or loose edges should be apparent.
- Floor surface must be slip-resistant.
- Wet floor signs should be available and used as appropriate.
- Pool rules should include provisions for no running or horseplay, and indicate the floor of the pool/whirlpool spa area is wet. “Slippery When Wet” signs should be in place and conspicuous.
- Handrails on steps into the pool and whirlpool spa should be in place and secured properly.
- Lighting must be adequate in all pool and recreational areas.
- Lighting of areas with changes in elevation must be adequate — concentrate on light conditions in these areas when performing surveys.
- If patio furniture is available, it must be free of defects, its footing stable and no damage should make the chairs uneven.

Public Bathrooms
- Floor surfaces should be slip resistant and properly maintained.
- Adequate lighting should be installed.
- Periodic checks of the area should be made so wet floor conditions are identified quickly.
- Employees must be trained to clean as you go and to place barriers around spills.
- Cleaning operations should be performed during low traffic times.
- Wet floor warning signs should be available and used as needed.
Miscellaneous
• Daily upkeep and inspections of slip, trip and fall hazards should be performed and documented.
• The maintenance program that addresses the aforementioned hazards should be audited on a periodic basis and especially after any reported claims or accidents.
• Special considerations may be needed to accommodate elderly, handicapped/physically challenged and children.

Prompt elimination of the hazards is essential:
• Report the hazard.
• Remove the hazard.
• Clearly mark the hazard.
• Be proactive — have a commitment to deal with the issues.
• Foresee additional problems arising.
• Do not ignore a problem (it is not someone else’s problem).
• Be prepared to fill out an accident investigation form, first report of injury, claim form, etc.
• Ensure all incidents occurring on your property are reported to your manager and/or the main office.

Slips, Trips and Fall Best Practices
• Keep everything in its proper place and put things away after use.
• Repair or report any floor problem — loose or missing tiles, warped wood planks, turned-up rug edges, etc.
• Keep walkways and aisles clear of obstacles.
• Keep drawers closed.
• Dispose of trash promptly and properly.
• Do not leave machines, tools or other materials on the floor.
• Block off and mark areas that are being cleaned or repaired.
• Clean up leaks and spills right away. Use warning devices for wet floors.
• Walk, do not run.
• Walk slowly with a sliding motion, on slippery or uneven surfaces.
• Beware of loose paint cuffs; you could trip over them.
• Do not carry a load you cannot see over, especially on stairs.
• Keep your hands at your sides for balance, and not in your pockets.
• Use the railing when climbing up or down stairs.
• When you sit in a chair, keep all four chair legs on the floor.
• Do not jump off platforms or loading docks.