



A MINI TRAINING SESSION FOR INJURY PREVENTION

Quick Take on Safety

Entryways

TRAINING OVERVIEW AND OBJECTIVES

- Overview: Covers the common hazards and methods to prevent slip and fall injuries in entryways
- Purpose: Remind employees of hazards common to entryways when entering/exiting buildings.
- Preparation: Read and become familiar with this Quick Take. Learn to whom hazards should be reported and any procedures for the reporting. *Change as needed to reflect procedures and personnel in your department.*
- Handouts: Quick Review of Safety—Entryways
- Notes: This Quick Take is intended to be paired with the awareness materials of the same title.

Entryways

Many slips and falls occur at the entryways to buildings. Curled rugs, wet floors or outdoor stairways leading to the doors tend to be some of the most common hazards. Fortunately, you can follow simple best practices to help avoid injuries. So please pay attention. Your health and safety is important to us; we don't want you to get hurt.

Best Practices

Some of the best methods to prevent injuries in entryways include the following.

- **Maintain vigilance:** After avoiding the ice and snow from outdoors, remember not to let your guard down. Hard floors can be slippery when wet.
- **Wipe feet thoroughly on rugs:** This not only gets the snow or ice off of your shoes, but it also prevents it from being tracked inside, creating wet floors.
- **Wear appropriate footwear for the weather with good tread:** Many slips and falls occur when people wear shoes with poor tread. Consider leaving a pair of shoes at work and wearing boots with good tread that you can change into when walking outside.
- **Watch for curling rugs:** Rugs tend to curl with time, and corners or flaps of rugs can catch feet when walking, leading to falls. If you see a curled rug, be sure to either fix it or let someone know so it can be replaced.
- **Beware of wet entryways:** Rugs and mats become saturated after many people enter the building with snow-covered shoes or clothing. If entryway rugs and mats are becoming saturated, be sure to let others know so excess water can be removed or other methods put into place to prevent injuries.



This document is intended for general purposes only and should not be construed as legal or coverage advice on any specific matter.

- Report hazards: In addition to reporting curling rugs or saturated floors, other hazards such as particularly icy spots should be reported to make sure they can be addressed. [*Instructor Prompt*: Be sure to tell everyone to whom to report hazards and how.]
- Always use handrails or other supports: This is essential on outdoor stairways leading up to entrances. This requires keeping at least one hand free when ascending or descending stairs.

Discussion Questions

- What else can we do to prevent slips, trips and falls near entryways?
- To whom do we report hazards and what is the process for reporting?

Entryways Session Planning and Review

Trainer

Training
Date

Department(s)

TRAINING GOALS

- Employees are reminded of the hazards associated with entryways.
- Employees know and follow best practices when passing through entryways.
- Employees are aware of how to report hazards and who to report to.

RESOURCES

- Step Wisely Slip, Trip and Fall Prevention campaign materials, Minnesota Counties Intergovernmental Trust, [MCIT.org/step-wisely/](https://www.mcit.org/step-wisely/)

REVIEW

Did the training meet the stated goals?

How can the training be improved?

TRAINER COMMENTS

