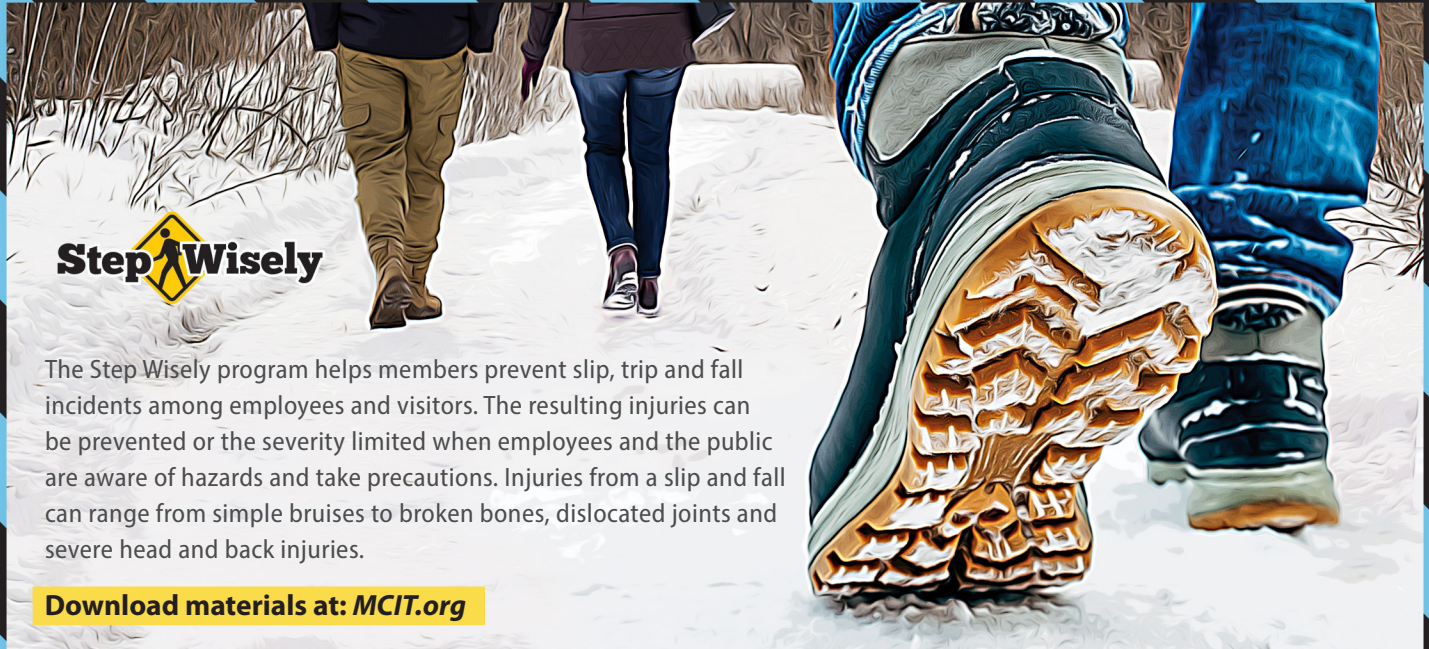


SLIP, TRIP AND FALL PREVENTION PROGRAM



Display Materials

The following materials can be placed around facilities to make employees and the public aware of slip, trip and fall hazards and ways to prevent injury.

- **Wall posters:** Place in areas of high visibility, such as exits, entries, lobbies or where hazards are likely.
- **Table tents:** These work well in break rooms, waiting areas and on service counters.



Digital Materials

The following materials can be sent via email or posted electronically to make employees and the public aware of slip, trip and fall hazards and ways to prevent injury.

- **Digital images:** Can be used as ready-to-send e-mail messages, as computer lock screen images, intranet posts, employee newsletter items and more.
- **Short animated videos:** A video link can be sent in an e-mail or embedded on an intranet. Videos can also be played during employee training or meetings.



Temporary 'Caution' Posters

Use the "caution" posters to alert people to changing or unexpected conditions. They are to be used temporarily and in conjunction with other practices, such as shoveling and salting/sanding walkways.

- **Slick conditions:** This sign is intended to warn people exiting buildings that walking surfaces may be slippery due to changing weather conditions.
- **Specific need:** This poster includes a blank section, allowing users to enter a message based on a specific need, such as "Watch for loose floor tiles."



Training Scripts, Handouts

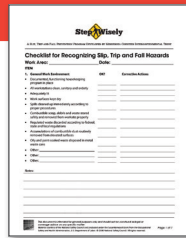
Once employees are aware of hazards, it is good practice to reinforce the messages with training.

- **Quick Take on Safety training scripts:** These take just about five minutes to review and provide practical actions employees can take to reduce hazards and injuries. Each script focuses on a particular hazard or situation. Supervisors can customize the script to the particular work circumstances of their teams. A corresponding employee handout for each topic is available.



Other Resources

- **Checklist:** A ready-to-use tool for employees to assess properties for slip, trip and fall hazards.
- **MCIT.org articles:** These provide strategies for managing claims and mitigating hazards.
- **Minnesota Safety Council Membership:** MCIT membership includes a Minnesota Safety Council membership. Access safety videos, fact sheets and articles at MinnesotaSafetyCouncil.org.



Loss Control Consultation

The member's assigned MCIT loss consultant can provide safety information, consultation and training at no cost. For example, consultants can survey properties with members to identify slip, trip and fall hazards, and provide recommendations for how to manage them.

Connect with your loss control consultant at **1.866.547.6516 toll-free** or info@mcit.org.



TIPS FOR AN EFFECTIVE PREVENTION CAMPAIGN

Campaigns are more successful when the message is delivered often and in different formats.

Incorporate All Elements of Step Wisely

For the most impact, utilize all of the program's features: display materials, training features and best practices.

Swap Visuals Often

After a while the display materials become part of the everyday background. To catch employees' attention, use one design at a time and switch them every few weeks.

Use Digital Images in a variety of Ways

Print and distribute at staff meetings, on employees desks, payroll envelopes or in the employee newsletter. Post to the organization's intranet, set them as a lock screen background of employees' computers or send in e-mails to employees.

Encourage Use of Quick Takes

These training scripts can be used at team meetings, as the basis for a short training skit or as discussion starters.

Include Materials in New Employee Orientation

Emphasize the organization's commitment to safety from day one with new hires. Discuss how they can help recognize, remedy and report safety hazards at work.

Include All Departments

Display awareness materials in all departments. Inform department heads and supervisors about how they can take a leadership role in training their employees about recognizing, remedying and reporting hazards.

Alert Staff to Temporary Hazards

As conditions in the workplace change, such as a heavy storm or loose floor tiles, alert staff to the hazard with signage, e-mails or other appropriate methods.

Create Your Own Step Wisely Items

If the workplace has a slip, trip and fall issue not addressed by Step Wisely, get creative and make your own awareness, training and loss prevention materials.

Create a Culture of Safety

Encourage employees to report safety concerns and have appropriate staff respond quickly to them. See the "Safety Culture" guide and the "Safety Committees" handbook for strategies to build a positive safety culture.

Conduct Self-inspections

Each department can use the "Checklist for Recognizing Slip, Trip and Fall Hazards" to inspect its area and work with appropriate staff to remedy any issues they may find.