# A screen shot of a computer Description automatically generatedSlip/Trip/Fall Prevention: Office

Personal Awareness

* Make a conscious decision to be mindful of your environment.
* Distracted walking
  + Do not talk/text while walking.
* Look out! Scan your path ahead to identify and avoid hazardous conditions.
* Strive to maintain your body weight evenly distributed over both feet while walking.
* Avoid quick changes in direction.

Footwear

* Wear closed-toe, non-slip sole footwear.
* Avoid wearing flip flops, high heels and flats. They are generally flimsy, provide minimal support and typically have slick soles.
* Wear ice cleats if walking/working on icy surfaces cannot be avoided.

Flooring/Walking Surface

* + Be aware of potentially slick walking surfaces such as tile flooring or painted surfaces which may be slippery even during dry conditions.
  + Take extra caution when walking on surfaces with a change in elevation, such as sloped floors, steps or stairs.
  + Use handrails on stairs to maintain 3-points of contact.
  + Reroute your walking path as needed to avoid icy or wet conditions as much as possible.
  + Do not forget to dry your feet at the entry of a building.
  + Follow wet/slippery floor warning signs.
  + Report hazardous flooring/walking surface conditions to your superior.

Stepstools and Ladders

* Always maintain 3-points of contact while on a ladder.
* Only use stepstools with a handrail to maintain 3-points of contact.
* DO NOT use a chair or other object in place of a stepstool or ladder to work at heights.
* Place large/bulky/heavy materials on lower shelves to avoid climbing with them in hand as much as practicable.

Housekeeping

* Maintain walking paths free of materials (both solid and liquid).
* Schedule routine cleaning and maintenance to ensure your work area is well-organized and free of hazards.

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