# 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 or 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 or working on icy surfaces cannot be avoided.

*Flooring and 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 or 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.

****