

CARROLL COUNTY
Slips, Trips, and Falls Policy

I. Purpose:

1. The purpose of this policy is to reduce and or eliminate the incidence of employee and citizen slip, trip, and fall related events and injuries.

II. Responsibilities

1. Carroll County and its employees will take a proactive approach to managing the risks associated with slip, trip, and fall related conditions. Slips, trips, and falls are among the leading causes of injury and lost work time to employees, and to members of the public visiting county property. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events.
2. It is the policy of Carroll County that its employees will be required to monitor, report, and whenever reasonably possible, correct conditions that have, or are likely to cause a slip, trip, and fall related event if corrective action is not taken.
 - Some hazards associated with slip, trip, and fall injuries include:
 - Slippery surfaces, such as a gloss-finished tile, polished floor, etc.
 - Holes or broken surfaces.
 - Uneven walking surfaces.
 - Poorly marked and/or poorly lit walkway transitions.
 - Wet surfaces caused by spills or poor drainage.
 - Slippery conditions due to mud, ice or water during inclement weather.

III. Procedures for Creating a Safe Passage

- Routine inspection and maintenance should be a regular part of your safety program to help prevent falls for both employees and visitors including a Slip, Trip, and Fall Log maintained at each of the facilities.
- Keep entrances and walkways clear, shoveled, and free from uneven surfaces when possible.
- Conduct periodic walkthrough surveys of your premises to help ensure your property is kept in safe condition.
- Ensure all walkways are properly lit.
- Maintain all flooring surfaces at all times.
- Use "wet floor" signs to warn of known hazards.
- Employees shall wear footwear appropriate for the conditions.

Schedule maintenance of floor surfaces during times of low traffic

- Have spill cleanup supplies readily available

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- Mats should be maintained and secured
- Always use the proper equipment such as a ladder or safety step stool.
- Interior hallways, stairs, floors, and other areas of foot travel shall be clear of obstructions such as boxes, power cords, frayed carpeting, or weathered matting.
- A variety of conditions or actions can distract an individual enough to result in having an incident occur.
- Promptly investigate incidents and document finding if an accident and/or injury occur.

IV. Evaluation and Reporting

All slip, trip, and fall related incidents/injuries will be documented on the *Slip, Trip, and Fall Log*. Each incident and the log itself will be reviewed by the appropriate shift supervisor, building and grounds supervisor and the Joint Loss Management Committee (JLMC), ***who may then make a Recommendation of Correction to the County Administrator***. Logs shall be kept in a centralized file or spreadsheet to monitor results, identify emerging trends, and to maintain documentation for potential claims. This information can help prevent future incidents, and may be essential if a claim against the county is filed. Items to be documented include:

- All details of the incident.
- Collect the names of the victims and witnesses.
- Record victims and witnesses accounts.
- Take photographs of the incident site whenever possible

David Sorenson (Chairman)
Dave Sorenson

Date 5/13/16

David L. Babson (Vice-Chairman)
Dave Babson

Chris Ahlgren (Clerk)
Chris Ahlgren

Date:	Revision description: