

## City of Bath

### Slips, Trips and Falls Prevention Policy

Nationally, falls are the second leading cause of accidental death and a major cause of debilitating injuries. This program is designed to reduce exposure to both visitor and employee slip, trip and fall accidents.

#### City of Bath Policy Statement

It is the policy of the City of Bath to provide our employees, residents, and customers safe conditions in which they can conduct business. We will strive to maintain facilities that are free from identified slip, trip and fall hazards. Our awareness and prevention program considers the behaviors of people, our equipment, our work methods, processes and finally the environment to reduce and prevent slip, trip and fall accidents. We expect all employees to cooperate in this very important initiative to ensure its success.

#### Training

The City of Bath believes that employee involvement in the site's safety and health program can only be successful when everyone on the site receives sufficient training to understand what their safety responsibilities and opportunities are, and how to fulfill them. Therefore, training is a high priority to help ensure a safe workplace. All employees will receive annual awareness training through their respective departments.

#### Housekeeping

Housekeeping plays such a critical role in the success of our slip, trip and fall prevention program that all employees must make housekeeping a priority. The following are minimum accepted guidelines:

- Work areas are to be kept clean throughout your shift and a thorough review and cleaning must be completed prior to leaving your shift.
- Walkways will be kept clear of electric cords, hoses, or any other potential hazards. If walkways cannot be kept clear then they need to be blocked off until the task is completed.
- Spill areas must be secured until the spill is removed.
- Stock or finished goods will not be stored on stairs, in walkways or in such a manner that would be a hazard to anyone walking through.

Seasonal Issues - The changing seasons create unique weather-related conditions for which the following procedures have been developed:

- Winter snow and ice removal. – All building entrances and exterior walkways will be cleaned of snow and ice, and will be treated with salt as needed
- Parking lots will be inspected daily. Any snow or ice that has accumulated between cars will be removed.
- Employees will wear proper footwear as conditions require, and wear ice cleats when applicable, such as when walking on icy surfaces.
- During autumn, daily inspections will be made and action taken as needed to ensure walkways are cleared of leaves.

### Corrective Maintenance

When a hazard has been identified through inspection or communication, management and/or maintenance must be notified so that the problem can be corrected. The following is the procedure to accomplish this task:

1. Any problem needs to be communicated to the manager of the department immediately.
2. The maintenance manager will inspect the problem and communicate the best action to take.
3. If it can't be corrected immediately, a temporary control will be put in place to prevent anyone from being injured.

### Workplace Inspection Policy and Procedure

The City of Bath's goal is to ensure a safe, clean and hazard free environment for employees, residents, and customers. Department specific workplace inspections will be conducted to identify and correct potential safety and health hazards.

- Any deficiencies or hazards must be acted upon to remove the hazard, warn of it or close off the area in question.

All employees should be trained to prevent, report and/or correct any potential hazards immediately.

The inspection will be used to:

- Eliminate or control obvious hazards
- Target specific work areas for more intensive investigation
- Evaluate the effectiveness of our slip, trip and fall prevention program

### Safety Rules

The following basic safety rules have been established to control slip, trip, and fall accidents. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Failure to comply with these rules may result in disciplinary action.

- Always take the proper safety precautions before doing a job. If a job is unsafe, report it to your supervisor. Management will determine a safer way to do that job.
- Horseplay, running, and fighting are prohibited

- Clean up spills immediately. Replace all tools and supplies after use.
- Keep tools or materials out of designated walkways.
- Protect all spill areas. If needed, get someone to help clean up the spill or guard the spill while you get the necessary equipment to clean the spill.
- If you see a slip or trip hazard do something about it. It's the responsibility of everyone to identify and control hazards.
- Make sure scraps don't accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

### Footwear


Proper footwear is an important component of our slip, trip and fall prevention program. Footwear needs to be appropriate for the task. In many of the work areas other than our offices, high heeled shoes and leather soled shoes are considered unsafe and must be avoided. It is the responsibility of each employee to obtain and maintain slip resistant footwear in a serviceable condition. Supervisors will ensure that employees are wearing appropriate slip resistant footwear at all times in the workplace.

### Responsibilities

Employees should take personal responsibility for following policy, housekeeping, and personal safety. When a concern is noticed, either address it appropriately or immediately report it to your supervisor. Supervisors and Department Heads are responsible for correcting safety concerns as soon as possible, and finding ways to prevent accidents before they happen.

Last Reviewed by Safety Committee: February 2022

Approved by City Manager:

  
Bath City Manager

  
Date

