



Training Solutions, Delivered!

WINTER WALKING: ***Staying On Your Feet***

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 4371

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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4371 WINTER WALKING:

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FACT SHEET

LENGTH: 10 MINUTES

PROGRAM SYNOPSIS:

While winter is often beautiful and enjoyable, it can also be downright dangerous as thousands of people are injured in slips and falls each winter. We fall more often in the winter because we simply don't adjust for the change in conditions. Wintertime slips and falls aren't inevitable if we use common sense, but it's important to remind ourselves of the basics once in a while to help increase our awareness to prevent injuries—and that's the purpose of this program.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- Why we must walk slowly, stay alert for hazards and avoid slippery surfaces in wintry weather;
- How to walk safely with a flat foot stride;
- What adjustments should be made when walking around corners, off of curbs and in streets;
- Which precautions should be taken when entering and leaving buildings, walking on stairs and steps and entering and exiting vehicles.
- How to minimize the impact of a fall.

PROGRAM OUTLINE:

PROPER FOOTWEAR

- The key to walking safely in winter is adjusting to the conditions.
- The first adjustment we can make is our footwear. Wear shoes or boots that provide good traction.
- Avoid footwear with smooth soles or high heels. It's safer to carry a pair of work or dress shoes and change at your destination.
- There are a variety of devices that can be worn over our shoes or boots that will help keep you on your feet during winter.

WALKING SLOWLY & STAYING ALERT FOR HAZARDS

- When you're walking in winter, the next adjustment is to just slow down—walk more slowly. This helps us maintain our balance, while making it easier to identify and avoid slippery spots.
- While we should always be alert for hazards, we must be especially vigilant in winter conditions.
- Focus on your environment and where you are going. Avoid distractions like cell phones.

AVOIDING SLIPPERY SURFACES

- Think about the best route to your destination and allow extra time.
- Stick to designated walkways and avoid shortcuts over snowbanks or where snow removal is incomplete.
- Simply avoid walking on slippery surfaces if possible. It's sometimes best to walk on grass or in the snow alongside icy pavement.

WALKING WITH A FLAT-FOOT STRIDE

- On slippery surfaces, it's important that we adjust our stride so that our feet come straight down, resulting in a somewhat flat-footed step. When our feet come straight down, they're less likely to slip out from under us.
- It's also a good idea to shorten our stride. A short stride makes it easier to practice the flat-foot walk and prevent slipping.
- If we take long strides on a slippery surface, our feet will land on the heel and probably lead to a nasty slip and fall.
- In addition to walking with a flat-foot stride, spreading our feet and bending our knees slightly and pointing our toes outward gives us added stability.
- To help keep your balance, walk with your hands free and out of your pockets. In really slippery situations, hold your arms out slightly and shuffle or slide your feet.

WALKING ON SLOPES & SNOWBANKS

- Slopes and snowbanks are another dangerous condition we can expect to encounter. If you have to cross a slope or snow bank, walking carefully sideways with your feet perpendicular to the slope can help prevent a fall.
- To get extra grip, plant your feet firmly using the edge of your sole for grip. This can also create a flat surface for your foot to grip.
- Unless you have a good foothold, avoid walking on a slope with your feet pointed directly up or down the slope. You'll likely end up on your seat, rather than your feet.

BEING ALERT FOR ICE PATCHES

- During the day, the sun can melt snow and make small puddles. Then it turns colder, leaving scattered ice patches.
- It's also common to find ice patches under new snow. So stay alert, take short steps and use the flat-foot walk when the temperature drops.
- Be careful whenever you go from a sunny area to a shady area. Your path can suddenly become slippery in an area not exposed to the sun's melting power.

CORNER & CURB HAZARDS

- During most of the year, we don't give a second thought to walking around a corner, but during the winter months a small patch of ice or snow can quickly turn a corner into a hazard.
- So just like if you were driving, slow down on corners and don't make sudden turns.
- Snow can obscure curbs, potholes and ice. Again, slow down and feel your way forward carefully.
- At curbs, use the "down but not out" method. Slow down or stop, then step down, not out, so that your entire foot hits the ground flat as opposed to stepping out where only your heel hits the ground. This reduces the chance of your foot slipping out.

WALKING IN THE STREET

- Avoid walking in the street if possible. If it is necessary, walk facing the oncoming traffic.
- Use extra caution when crossing the street. Remember that vehicles may have a hard time stopping.
- When a vehicle hits the brakes, they sometimes slide rather than stop. So stay well away from traffic until it has stopped or passed.
- During the winter months, it stays dark longer in the morning and gets dark earlier in the afternoon, when people are going to and from work or school. The darkness makes you less visible to vehicles and hides slippery areas in your path.

ENTERING/LEAVING BUILDINGS & CARRYING LOADS

- When you enter or leave buildings, there can be a dramatic change in walking surfaces.
- When you enter a building, remember that even a small amount of snow on the bottom of your footwear can lead to a nasty slip or fall, so use the floor mats to remove snow before continuing into the building.
- Carrying large or heavy loads in slippery conditions requires extra caution. If you have to carry a load, use the flat-foot walk and bend your knees slightly.
- You can also turn your body slightly as you walk to get a better view of your path ahead.

WALKING ON STAIRS & STEPS SAFELY

- Heavy snow can cover stairways and make it difficult to see where the steps actually are. Don't assume that you know where they are.
- Carefully clear away the snow with your boots so you can see the step well enough to safely walk on it.
- Snow can also get packed on steps so it's deeper at the back of the step than at the front, resulting in a slippery, dangerous slope. As always, use the handrails. Hanging onto the handrail can prevent a serious injury if you slip.

ENTERING & EXITING VEHICLES

- Far too many injuries occur during the common process of exiting or entering vehicles in winter conditions.
- First, inspect the surface that you'll be stepping onto. Then step down lightly, testing the surface before putting your entire weight on it.
- Use the vehicle for support and make sure your weight is pressing straight down on your feet as you get in or out.
- The more your weight is pushing down at an angle, the more likely your feet will go out from under you.

- If you're getting out of a larger vehicle, use the handgrips and face the vehicle. Use the three points of contact system and make sure you slowly step from the vehicle, holding onto to the handgrips until both feet are securely on the ground.
- When you're entering a vehicle, get as close as possible and make sure you have a good handhold. Pulling yourself up reduces the chances of a slip.

MINIMIZING THE IMPACT OF A FALL

- Of course, our goal is to stay on our feet, but if you find yourself involved in a fall, here are some pointers that can help minimize the impact.
- Try to twist or roll so you land on your side. The objective is to have as many square inches of the body contact the surface as possible, spreading the impact of the fall.
- If your feet slip forward and you fall backward, try to bend your back and head forward to avoid hitting your head on the pavement.

KEEPING WALKWAYS CLEAR OF ICE & SNOW

- It's important that we all do our part to make our environment safe for ourselves and others.
- Clear away snow from walkways as soon as possible. The longer it stays, the more likely it's going to get packed down and become slippery.
- Don't forget to use sand or appropriate de-icing agents on walkways.
- Report any areas that you encounter at work or elsewhere that need attention. Entrance ways should receive extra attention since moisture is often tracked into buildings.
- Mats should be replaced often.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. b

4. c

5. b

6. a

7. a

8. b

WINTER WALKING:
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REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. The key to walking safely in winter is adjusting to the conditions.
 - a. True
 - b. False

2. When walking on slippery surfaces, pointing our toes _____ gives us added stability
 - a. Inward
 - b. Outward

3. Keeping your hands in your pockets will help you keep your balance on slippery surfaces.
 - a. True
 - b. False

4. You should walk sideways with your feet _____ to a slope to prevent a fall.
 - a. Parallel
 - b. Diagonal
 - c. Perpendicular

5. At curbs, you should use the _____ method to get to the street.
 - a. Down and out
 - b. Down but not out
 - c. Wide-gaited step

6. If it's necessary to walk in the street, you should walk facing oncoming traffic.
 - a. True
 - b. False

7. When exiting a vehicle, the more your weight is pushing down at an angle, the more likely your feet will go out from under you.
 - a. True
 - b. False

8. If you slip and fall backwards, you should try to minimize injury by _____.
 - a. Holding out your arms
 - b. Bending your back and head forward
 - c. Turning your head to one side