



Training Solutions, Delivered!

# **UNDERSTANDING AND PREVENTING SLIPS, TRIPS AND FALLS: OVERVIEW**

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

**Item Number: 5172**  
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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.

## 5172 UNDERSTANDING AND PREVENTING SLIPS, TRIPS AND FALLS: OVERVIEW FACT SHEET

**LENGTH: 2:34 MINUTES**

### **PROGRAM SYNOPSIS:**

The statistics related to slips, trips and falls in the workplace are staggering—nearly 16 million fall injuries occur each year. These mishaps are the second leading cause of fatalities on the job and the third leading cause of employee disability. To help prevent fall injuries at your facility, your organization provides training on the common factors and hazards that contribute to falling and the safe work practices that should be followed to control them. As part of such training, this program provides an overview of common slip and trip hazards, basic safe work practices that help prevent falls and factors that affect our balance and stability.

Topics include slip and trip causes and hazards, safe work practices that help prevent falls, friction, our center of gravity and momentum.

### **PROGRAM OBJECTIVES:**

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

- How slips and trips occur;
- What safe work practices to follow to avoid slip and trip hazards;
- How our center of gravity, friction and momentum contribute to the likelihood of a slip or trip.

### **INSTRUCTIONAL CONTENT:**

#### **UNDERSTANDING AND PREVENTING SLIPS, TRIPS AND FALLS: OVERVIEW**

- The statistics related to slips, trips and falls in the workplace are staggering—nearly 16 million fall injuries occur each year. These mishaps are the second leading cause of fatalities on the job and the third leading cause of employee disability.
- To prevent falls, we need to understand the difference between a slip and a trip and learn about the common factors that contribute to falling.
- A slip occurs when a substance reduces the friction between our footwear and the surface on which we are standing or walking.
- Common workplace slip hazards include leaks or spills of liquids and certain solid materials, such as metal filings or cardboard, that can reduce friction. To avoid slip hazards, you must pay close attention to the walking surface when traveling through the workplace.
- It's also important to select footwear with soles designed to provide good traction in your particular work environment.
- A trip occurs when we lose our balance after one or both feet are impeded by an obstruction such as an extension cord, pallet or similar object. To prevent trips, good housekeeping practices must be followed so that tripping hazards do not accumulate in walkways or on stairs.
- You must always inspect your intended route before traveling and remain on the lookout for trip hazards as you walk.
- The position of our center of gravity relative to our feet plays a critical role in the likelihood a fall will occur. When our center of gravity moves beyond the base of support created by our feet, it is much more likely that we will lose our balance and fall.
- This is what occurs during a slip or trip. Our center of gravity is suddenly shifted beyond our base of support and the constant force of gravity pulls us down to the ground.

- Momentum also plays a role. The more momentum a person is carrying at the time of a slip or trip, the faster and farther the center of gravity will extend beyond the base of support, making a fall much more likely. This is just one reason why you should never run in the workplace.
- We all have a duty to prevent falls by following good housekeeping practices and correcting or marking slip and trip hazards whenever they are discovered.
- Always walk at a slow, safe speed while also scanning your travel path for fall hazards as you move about the workplace.

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### **ANSWERS TO THE REVIEW QUIZ**

1. c

2. b

3. a

4. a

**UNDERSTANDING AND PREVENTING SLIPS, TRIPS AND FALLS: OVERVIEW**  
**REVIEW QUIZ**

Name \_\_\_\_\_ Date \_\_\_\_\_

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

1. Nearly \_\_\_\_\_ workplace fall injuries occur each year.
  - a. 6 million
  - b. 10 million
  - c. 16 million
  
2. It's NOT important to select footwear with soles designed to provide good traction in your particular work environment.
  - a. True
  - b. False
  
3. When our center of gravity moves beyond the base of support created by our feet, it is much \_\_\_\_\_ likely that we will lose our balance and fall.
  - a. More
  - b. Less
  
4. We all have a duty to prevent falls by following good housekeeping practices and correcting or marking slip and trip hazards whenever they are discovered.
  - a. True
  - b. False