



Training Solutions, Delivered!

UNDERSTANDING AND PREVENTING TRIPS

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

Item Number: 5176
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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.

5176 UNDERSTANDING AND PREVENTING TRIPS FACT SHEET

LENGTH: 1:11 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 reviews good housekeeping practices that are critical in preventing trips, what to do when discovering a tripping hazard and how to avoid tripping hazards while walking.

PROGRAM OBJECTIVES:

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

- How a trip occurs;
- Which good housekeeping practices to follow to control trip hazards;
- What to do when a tripping hazard is discovered;
- How to avoid tripping hazards when moving about the workplace.

INSTRUCTIONAL CONTENT:

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- A trip occurs when our feet are stopped or impeded by an object while in motion. When this occurs, our center of gravity and upper body will continue moving forward, beyond our base of support, causing a loss of balance and a fall.
- Many trip hazards are created by poor housekeeping. It's critical to keep your work area clean, organized and free of tripping hazards while you work.
- Organize your supplies, tools and other items so they don't end up in a travel path or walkway. Do not store items on stairs or near doorways.
- Cords and hoses are a common cause of tripping. Do not allow cords or hoses to be placed across a walkway. If this is unavoidable, secure them to the floor and mark the hazard to alert others.
- If you discover a tripping hazard, correct it if you can; otherwise, mark it in some way and report it to the proper authority so it may be corrected.
- When moving about the workplace, travel at a slow, safe speed and constantly scan your travel path for any type of fall hazard.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. b

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REVIEW QUIZ

Name _____ Date _____

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

1. Many trip hazards are created by poor housekeeping.
 - a. True
 - b. False

2. You should only store items on stairs or near doorways that are seldomly used.
 - a. True
 - b. False