



Training Solutions, Delivered!

# **UNSAFE ACTS THAT CONTRIBUTE TO FALLS**

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

**Item Number: 5177**  
© AP Safety Training

*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.

## **5177 UNSAFE ACTS THAT CONTRIBUTE TO FALLS FACT SHEET**

**LENGTH: 1:41 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 discusses distraction and other unsafe acts committed by employees that contribute to falls.

### **PROGRAM OBJECTIVES:**

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

- What the common causes of distraction are;
- Why we should never run in the workplace;
- Why we should stay within marked walkways and approved travel paths whenever possible;
- Why we should not participate in horseplay at work.

### **INSTRUCTIONAL CONTENT:**

#### **UNSAFE ACTS THAT CONTRIBUTE TO FALLS**

- Many slip, trip and fall injuries involve unsafe acts committed by employees.
- The number one unsafe act that contributes to fall injuries is distraction. Being distracted can prevent a person from scanning their path of travel for hazards as they move about the workplace.
- Common causes of distraction that must be avoided include in-depth conversations, daydreaming, texting, reading or any other activity that takes your eyes and mind away from your route while walking.
- Next is running. Never run in the workplace. Running is unsafe for a multitude of reasons, including reducing our time to recognize hazards or react to changing conditions.
- Running also increases our momentum, which makes it harder to stop or change direction when needed and makes it much more likely that we will fall if a slip or trip hazard is encountered.
- Venturing into unauthorized travel areas is another unsafe act that contributes to falling. Stay within marked walkways and approved travel paths whenever possible. Do not cross over conveyers or take shortcuts through work areas not intended for through traffic.
- When entering an unfamiliar area, take a moment to look around for hazards before entering.
- Finally, do not participate in horseplay such as chasing or pushing coworkers, tossing tools or objects and other similar activities. These types of unsafe acts can be distracting and easily lead to a fall or other serious incident.

**UNSAFE ACTS THAT CONTRIBUTE TO FALLS**

**ANSWERS TO THE REVIEW QUIZ**

1. b

2. a

3. b

**UNSAFE ACTS THAT CONTRIBUTE TO FALLS**  
**REVIEW QUIZ**

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

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

1. The number one unsafe act that contributes to fall injuries is \_\_\_\_\_.
  - a. Running
  - b. Distraction
  - c. Horseplay
  
2. You should never run in the workplace.
  - a. True
  - b. False
  
3. Venturing into unauthorized travel paths is safe as long as you are familiar with the area.
  - a. True
  - b. False