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# SAFE WORK PRACTICES TO PREVENT FALLS

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

**Item Number: 5178**  
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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.

## 5178 SAFE WORK PRACTICES TO PREVENT FALLS FACT SHEET

**LENGTH: 1:40 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 the safe work practices employees can follow to reduce the risk of falling.

### **PROGRAM OBJECTIVES:**

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

- What precautions to take when traveling through dark areas or carrying loads;
- Which commonly used items can create fall hazards for others;
- Why we must avoid distractions and rushing while walking.

### **INSTRUCTIONAL CONTENT:**

#### **SAFE WORK PRACTICES TO PREVENT FALLS**

- In addition to staying alert for trip and slip hazards, there are some additional safe work practices you can follow to reduce the risk of falling.
- Make sure the area you plan to travel is properly illuminated. Always turn on the lights when traveling through dark areas or use a flashlight if no working lights are present.
- Similarly, don't allow any load you are carrying to block your view of the path of travel.
- Before entering a new area, stop for a moment and assess the area for any fall hazards that may exist.
- Also, consider how your actions may create fall hazards for others. File cabinet drawers, extension cords, pallets, tools and work materials are commonly used items that frequently become trip or slip hazards when left unattended or not returned to their proper storage location. Make sure your work doesn't create fall hazards for others.
- When slip or trip hazards are discovered, make sure they are corrected right away so others are not placed at risk.
- Safely traveling about the workplace requires us to remain alert and aware of any hazards around us. Avoid becoming distracted and do not get in a hurry. Distractions and rushing are common contributors to slips, trips and falls.
- Be especially careful when walking up or down stairs, traveling on inclined surfaces or transitioning from one type of surface to another. Always keep one hand on the handrail when one is present and only take one step at a time.
- When moving around the workplace, stay within marked walkways and approved travel paths.

**SAFE WORK PRACTICES TO PREVENT FALLS**

**ANSWERS TO THE REVIEW QUIZ**

1. a

2. c

**SAFE WORK PRACTICES TO PREVENT FALLS**  
**REVIEW QUIZ**

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

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

1. You should always turn on the lights when traveling through dark areas or use a flashlight if no working lights are present.
  - a. True
  - b. False
  
2. When you discover slip or trip hazards in your workplace, you should make sure they are corrected \_\_\_\_\_.
  - a. At the end of your shift
  - b. After you complete your current task
  - c. Right away