



What *You* Can Do to Prevent Slips, Trips and Falls

“Walk Defensively”

- “Keep your eyes on the road.” Watch out for hazards (i.e. uneven surfaces, sprinkler heads, acorn, debris, etc).
- Refrain from texting or checking your emails while walking, especially when walking up/down the stairs. If it’s an emergency, the person probably would have called you.
- Wear appropriate footwear (i.e. shoes with slip resistant soles) for the conditions outside and inside. High heels and rain don’t go well together.
- Anticipate for wet and slippery surfaces when it rains. When moving from carpet to tile or dry tile to wet tile, the friction between the shoe’s sole and floor surface lessens. Alter your stride and take shorter, slower steps.
- Stay on the walkways or pathways when possible. Don’t take “shortcuts” by weaving through unpaved or landscaped area. (Also, you’ll get your shoes dirty.)

Address Potential Hazards in Your Office

- Avoid running cords or cables across walkway.
- Tie/secure dangling telephone, computer, mouse or keyboard cables and cords.
- Keep desk and file cabinet drawers closed when not being used.
- Don’t stand on chair, desk, shelf, box or unstable items to reach something. Use a ladder or step stool.
- Maintain good housekeeping. Don’t store items in the aisles or walkways.
- Secure or straighten out rugs and mats that have rolled/curled up.

Be Proactive

- If you notice the lights are out, submit a Work Request with Facilities Management.
- If you notice a spill or water on the floor, immediately report it to Facilities Management (x5-4444) or a custodial staff for cleanup.

This hurts me as much as my pride!

