

Slips, Trips, and Falls Plan

Tips and Considerations

Applicability. This Plan covers walking and working surfaces in general industry workplaces. It covers neither the stairway and ladder rules for construction nor the walking and working surface rules for scaffolding, mobile ladder stands, forging machine areas, and veneer machinery.

The OSHA general industry standards for walking and working surfaces apply to all permanent places of employment, except where only domestic, mining, or agricultural work is performed.

The OSHA rules covered for this Plan are:

29 CFR 1910.22—General requirements

29 CFR 1910.23—Guarding floor and wall openings and holes

Other related rules that may apply to your work areas are:

29 CFR 1910.144—Safety color code for marking physical hazards

29 CFR 1910.145—Specifications for accident prevention signs and tags

Fall protection. Although OSHA does not have a specific general industry rule for fall protection like the one for construction (29 CFR 1926.500), OSHA considers the rule that covers protection of open-sided floors, platforms, and runways (29 CFR 1910.23(c)) and the personal protective equipment rules (29 CFR 1910.132 to 1910.138) to serve as fall protection guidelines for general industry workplaces.

Training. There are no specific employee training requirements in OSHA's walking and working surfaces rules for general industry workplaces. Much of the standard is geared to design, construction, and installation specifications for the prevention of worker injury from slips, trips, and falls. However, training to help employees avoid slips, trips, and falls will help reduce workplace injuries and lost workday rates.

There are training rules for employees that use stairways and ladders at construction sites (29 CFR 1926.1060).

Checklists. The bulleted slip, trip, and fall prevention measures describe in the Plan may be used as checklists for supervisors and for employee training.

Review and incorporate state regulatory requirements. This plan is based on federal requirements and/or best practices. Some states have laws and regulations that are stricter than federal requirements and may impact how you customize this plan. See the safety.blr.com state regulatory analysis for more information.

[Company name]

Slips, Trips, and Falls Plan

Plan last updated: **[date]**

Authority and Scope

Regulations: 29 CFR 1910.22 and 29 CFR 1910.23, Walking-Working Surfaces [**replace with state regulations if applicable**]

Scope: This Plan applies to all [**name**] employees and contracted employees in all work areas.

Policy Statement

It is the policy of [**name**] to prevent injuries to all employees and ensure their safety at work. All walking and working surfaces will be maintained free of slip, trip, and fall hazards that could result in injury to workers and visitors. Fall prevention programs and appropriate fall protection systems will be installed and implemented whenever a worker is exposed to a fall of 6 feet (ft) or more from unprotected sides or edges, holes, leading edges, wall openings, and other fall hazards.

Plan Administration

Function	Name/Department	Contact Information
Plan Administrator	[name]	Work phone: Cell phone:
Job Hazard Analyst		Work phone: Cell phone:
Competent Person		Work phone: Cell phone:

Plan Administrator. The Plan Administrator will:

- Implement the slip, trip, and fall prevention program.
- Enforce all safety policies and procedures in the slips, trips, and falls safety plan.

Job Hazard Analyst. The Job Hazard Analyst will conduct periodic inspections, surveys, and analysis of slip, trip, and fall hazards for all walking and working surfaces.

Supervisors. Supervisors will:

- Continually conduct safety checks of work operations for slip, trip, and fall hazards on walking and working surfaces.
- Ensure that employees follow safety procedures and policies in the Plan.

Employees. All employees must:

- Follow the procedures of this Plan and the instructions of their supervisor.
- Report any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees.
- Keep working surfaces uncluttered, orderly, free of trip hazards, and free of other hazards that could result in personal injury or injury to others.

Plan Review and Update

This Plan will be reviewed annually by all supervisors and changed or updated as needed to ensure the program's effectiveness.

Definitions

Floor hole—An opening measuring fewer than 12 inches (in.) but more than 1 in. in its least dimension in any floor, platform, pavement, or yard through which materials but not persons may fall, such as a belt hole, pipe opening, or slot opening.

Floor opening—An opening measuring 12 in. or more in its least dimension in any floor, platform, pavement, or yard through which persons may fall, such as a hatchway, stair or ladder opening, pit, or large manhole. Floor openings occupied by elevators, dumb waiters, conveyors, machinery, or containers are excluded from this subpart.

Guardrail—A rail secured to uprights and erected along the exposed sides and ends of platforms.

Handrail—A single bar or pipe supported on brackets from a wall or partition, as on a stairway or ramp, to furnish persons with a handhold in case of tripping.

Platform—A working space for persons, elevated above the surrounding floor or ground, such as a balcony or platform for the operation of machinery and equipment. Also, an extended step or landing breaking a continuous run of stairs.

Wall hole—An opening fewer than 30 in. but more than 1 in. high, of unrestricted width, in any wall or partition, such as a ventilation hole or drainage scupper.

Wall opening—An opening at least 30 in. high and 18 in. wide in any wall or partition through which persons may fall, such as a yardarm doorway or chute opening.

Ladder—An appliance usually consisting of two side rails joined at regular intervals by crosspieces called steps, rungs, or cleats, on which a person may step to ascend or descend.

Toeboard—A vertical barrier at floor level erected along exposed edges of a floor opening, wall opening, platform, runway, or ramp to prevent falls of materials.

Hazard Assessment

[name] has conducted or overseen a job hazard analysis (JHA) of walking and working surfaces for potential slip, trip, and fall hazards. See Attachment [number] for a copy of the Job Hazard Analysis Worksheet and Attachment [number] for a copy of the Slip, Trip, and Fall Hazard Assessment Survey.

Accident Investigations

All incidents that result in injury to workers, as well as near misses, regardless of their nature, will be reported and investigated. Investigations will be conducted by [name] or other competent person as soon after an incident as possible to identify the cause and means of prevention to eliminate the risk of reoccurrence.

In the event of an incident that results in serious injury, the Slips, Trips, and Falls Plan will be reevaluated by [name] to determine if additional practices, procedures, or training is necessary to prevent similar future incidents.

Plan Implementation

Floor Loading

[name] will ensure that the floors where employees will work have the strength to support the workers, equipment, storage, and activities approved by the building code and that such loads will be marked on plates in a conspicuous place in each space to which they relate. Such plates will not be removed or defaced.

No load will be placed on any floor or roof of a building or other structure in excess of the rated load for the structure or other load established in the applicable building code.

Working Surfaces--Housekeeping

Supervisors and workers will adhere to the following requirements to keep working surfaces clear of tripping and other hazards:

- Keep all worksites clean, sanitary, and orderly.
- Keep work surfaces dry.
- Provide warning signs for wet floor areas.
- Use waterproof footwear to decrease slip and fall hazards in areas that are frequently wet.
- Ensure work surfaces are slip-resistant.
- Ensure spills are reported and cleaned up immediately.
- Use no-skid waxes and surfaces coated with grit to create nonslip surfaces in slippery areas such as toilet and shower areas.
- Immediately clean up all spilled hazardous materials or liquids according to proper procedures.
- Clean only one side of a passageway at a time.
- Use only properly maintained ladders to reach items. Do not use stools, chairs, or boxes as substitutes for ladders.
- Re-lay or stretch carpets that bulge or have become bunched to prevent tripping hazards.
- Provide good lighting for all halls and stairwells to help reduce accidents.

- Provide adequate lighting, especially during night hours. You can use flashlights or low-level lighting when entering patient rooms.
- Safely store combustible scrap, debris, and waste, and promptly remove them from the worksite.
- Routinely remove accumulations of combustible dust from elevated surfaces, including the overhead structure of buildings.
- Use covered metal waste cans for oily or paint-soaked waste.
- Keep toilets and washing facilities clean and sanitary.
- Temporary electrical cords that cross aisles will be taped or anchored to the floor.
- Eliminate uneven floor surfaces.

Walkways

The following measures for walkways (aisles and passageways) will be implemented in all work areas:

- Aisles and passageways will be kept clear and marked as appropriate.
- Use the handrail on stairs to avoid undue speed and maintain an unobstructed view of the stairs ahead, even if that means requesting help to manage a bulky load.
- Cover wet surfaces with nonslip materials.
- Holes in the floor, sidewalk, or other walking surface will be repaired properly, covered, or otherwise made safe.
- There will be safe clearance for walking in aisles where motorized or mechanical handling equipment is operating.
- Materials or equipment will be stored in such a way that sharp projections will not interfere with the walkway.
- Clean up spilled materials immediately.
- Changes of direction or elevations will be readily identifiable.
- Arrange aisles or walkways that pass near moving or operating machinery, welding operations, or similar operations so that employees will not be subjected to potential hazards.
- Provide adequate headroom for the entire length of any aisle or walkway.
- Provide standard guardrails wherever aisle or walkway surfaces are elevated more than 30 in. (76.20 centimeters) above any adjacent floor or the ground.
- Bridges will be provided over conveyors and similar hazards.

Covers and Guardrails

All open pits, tanks, vats, ditches, and other openings that expose workers to fall hazards will be covered or protected with guardrails.

If guardrails are used at unprotected sides or edges of ramps and runways, they will be erected on each unprotected side or edge.

Floor and Wall Openings

The following procedures will be implemented for protecting floor and wall openings:

- Floor openings will be guarded by a cover, a guardrail, or equivalent on all sides (except at stairways or ladder entrances).
- Toeboards will be installed around the edges of permanent floor openings where persons may pass below the opening.

- Skylight floor openings and holes will be guarded by a standard skylight screen or a fixed standard railing on all exposed sides. Skylight screens will be able to withstand a load of at least 200 pounds (lb) (90.7 kilograms (kg)).
- Hatchways and chute floor openings will be guarded by a hinged floor opening cover or a removable railing with toeboard.
- The glass in windows, doors, glass walls, etc., subject to possible human impact, will be of sufficient thickness and type for the condition of use.
- Grates or similar-type covers over floor openings such as floor drains will be designed to allow unimpeded foot traffic or rolling equipment.
- Unused portions of service pits and pits not in use will be either covered or protected by guardrails or equivalent.
- Manhole covers, trench covers, and similar covers and their supports will be designed to carry a truck rear axle load of at least 20,000 lb (9,072 kg) when located in roadways and subject to vehicle traffic.
- Floor or wall openings in fire-resistant construction will be provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate.

Floor Holes

When a floor hole is not in use, it will be covered. When holes are used for the passage of materials, the hole will have not more than two sides with removable guardrail sections.

Elevated Surfaces

The following measures will be implemented for work on elevated surfaces:

- Signs will be posted, when appropriate, showing the elevated surface load capacity.
- Provide standard guardrails for surfaces that are elevated more than 30 in. (76.20 centimeters (cm)).
- All elevated surfaces beneath which people or machinery could be exposed to falling objects will be provided with standard 4-in. (10.16-cm) toeboards.
- A permanent means of access and exit will be provided to elevated storage and work surfaces.
- Adequate headroom will be provided where necessary.
- Material on elevated surfaces will be piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading.
- Dock boards or bridge plates will be used when transferring materials between docks and trucks or railcars.

Portable Ladders

Supervisors and employees will adhere to the following measures for portable ladders:

- All ladders will be maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play.
- Nonslip safety feet will be provided on each metal or rung ladder, and ladder rungs and steps free of grease and oil.
- A ladder will not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
- A ladder will not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- Face the ladder when ascending or descending.

- A ladder will not be used that is broken;, has any missing steps, rungs, or cleats; has broken side rails; or other faulty equipment.
- Do not use the top step of ordinary stepladders as a step.
- Portable rung ladders must always extend at least 3 ft (0.9144 meters) above the elevated surface when using them to gain access to elevated platforms, roofs, and other heights.
- Secure the base of a portable rung or cleat-type ladder to prevent slipping, or otherwise lash or hold it in place.
- Portable metal ladders will be legibly marked with signs reading “CAUTION—Do Not Use Around Electrical Equipment” or equivalent wording.
- A ladder will not be used as a guy, brace, skid, gin pole, or for other than its intended purposes.
- Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder).
- Always inspect metal ladders for damage before each use.
- The rungs of ladders will be uniformly spaced at 12 in. (30.48 cm) center to center.

Personal Protective Equipment

[name] will provide employees with a fall arrest system or other effective fall protection (e.g., safety net) in unpredictable situations where they may be exposed to falls from an elevated surface.

Training

[Name or department] will provide training in slip, trip, and fall prevention to all employees at the time of hire and as needed thereafter.

Supervisors will provide safety meetings or talks to employees as a group every [frequency] and to individual employees who fail to follow safe procedures.

Training Recordkeeping

Training will be documented with employee sign-in sheets, date of training, and the training session agenda.

Recordkeeping

Copies of all hazard assessment, inspection forms, and safety checklists will be maintained at [location] for [duration].

Supporting Materials

[This product includes supporting materials, such as forms or attachments, which you may need to supplement your EHS plan. Please refer to the main menu on the CD for a complete list of supporting materials included with this product.]

Attachment [number]—Job Hazard Analysis Worksheet

Attachment [number]—Slip, Trip, and Fall Hazard Assessment Survey