AUTHORITY CITATIONS

CCR, Title 8, § 3203 & 3273
CCR, Title 8, § 3317
CFR, Title 29, § 1910.22

PURPOSE

The slip, trip, and fall (STF) program has been implemented to protect employees, students, and visitors from potential accidents. The program also serves to assess threats on Coast Community College District’s facilities and provide corrective action. STF is also a section of the Injury and Illness Prevention Program. STF account for nearly 20% of all job related injuries, with injuries resulting in an average of 11 days away from work. STF accidents can cause severe complications such as death, incapacitation, bone fractures, and various long-term medical conditions. Whether the incident occurs indoors or outdoors, on a level surface, stairway or ramp, there are opportunities to reduce this exposure. The selected design and texture are critical factors; however, even a slip resistant design can become a hazard if lighting, maintenance practices, or general employee safe work practices are inadequate.

DEFINITIONS

Slip: A slip occurs when there is little friction/traction between the foot and the surface walked on.
Trip: A trip occurs when the foot strikes/hits an object that results in a loss of balance that can cause the body to fall forward or backward.
Fall: A fall occurs as a result of either a slip or trip. A fall can also occur when an individual steps down to a lower surface and misjudges or misses the step to cause a stumble.

SLIP, TRIP, AND FALL HAZARDS

Floor contaminants
- Water, grease, oil, bodily fluids (blood and vomit), and food are common floor contaminants that can lead to STF accidents.

Poor drainage
- Water pipes and rains that have been damaged or aligned improperly can cause liquids to disperse over a walking surface. Clogged drains can also cause water to back up onto a walking surface and cause a potential STF.

Surface Irregularities
- Indoor walking surfaces that have been damaged, warped, or have uneven flooring can cause STF accidents.
- Outdoor walking surfaces that are improperly maintained have uneven ground, holes, debris, or protruding structures that are not visible can cause individuals to slip, trip, or fall.
Lighting
- Inadequate lighting can diminish vision and the ability to pinpoint unsafe conditions and hazards. The following table provides minimum regulations for proper lighting in certain sites including working areas, stairways, aisles, passageways, work benches, and machines.

<table>
<thead>
<tr>
<th>Hazards that require visual detection</th>
<th>Slight</th>
<th>High</th>
<th>Slight</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Normal Activity Level</strong></td>
<td><strong>Low</strong></td>
<td><strong>High</strong></td>
<td><strong>Low</strong></td>
<td><strong>High</strong></td>
</tr>
<tr>
<td>Areas</td>
<td>Storage Yards, Offices, Locker Rooms</td>
<td>Loading Areas, Warehouses, Corridors, Washrooms, Spray Booths</td>
<td>Elevators, Stairways, Assembly Areas, Layout Areas</td>
<td>Engine Rooms, Processing Area, Machine Shop, Sheet Metal Works, Woodworking Shops</td>
</tr>
<tr>
<td>Footcandles</td>
<td>0.5</td>
<td>1.0</td>
<td>2.0</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Stairs and Handrails
- Improper construction and maintenance of stairs and handrails/guardrails can increase STF hazards. Stairs that are uneven and handrails that are not the appropriate size/height can cause trips and falls. The lack of markings or anti-skid surfaces also presents hazardous situations.

Stepstools and Ladders
- Inappropriate selection of stepstools and ladders can be hazardous if not used properly, or if the individual does not have proper training.

Trip Hazards
- Trips hazards include loose cords, hoses, wires, and tubing. Clutter that has been cleaned up or maintained can lead up to a potential STF accident.

Floor Mats and Runners
- Mats that are improperly used and maintained can cause harm instead of their intended use of preventing STFs. Poorly placed mats and runners can also contribute to STFs at work.

Work practices
- Failure to clearly identify slip/trip conditions (wet floor signs), improper workspace storage practice, attempts to carry way too much, and carrying items that obstruct the individual’s sight can all lead to STF.

Personal Protective Equipment
- Improper selection of slip-resistant footwear can potentially cause an STF. The level of slip-resistance, treads, and support/comfort should be accounted for in order to reduce STF hazards.

*To see more details on fall protection/prevention, refer to the Fall Protection Program within the EH&S Office.

PREVENTION METHODS
CCCD utilizes a systematic and comprehensive approach to prevent STF injuries by practicing the following.
- Employees will review Safe Work Practices found in Appendix A to provide preventive measures for STF accidents.
- Employees attain general STF awareness through a biennial newsletter distribution.
- Campuses follow maintenance and facilities prevention practices in accordance with the best management practices identified in appendix B.
• An annual survey is performed by the District EH&S Office to evaluate any potential STF hazards. The survey is conducted district-wide and the findings are forwarded to campus Maintenance and Operations departments for corrective action.
• Keenan and Associates performs a comprehensive safety audit on an annual basis. The audit includes an overview of the STF program and a general evaluation of on-site STF conditions.
• The EH&S Office works with District Risk Services to investigate all STF accidents occurring on CCCD sites. Corrective actions are determined and recommended to the campus M&O department for implementation. Appendix C contains a copy of the “STF Accident Investigation Report” to be used in investigations.

TRAINING AND RECORDKEEPING
Any CCCD employee that works in a higher risk area than normal working conditions will be extensively trained to recognize potential hazards and using control measures to prevent STF accidents.

Supervisors and the EH&S Office will keep records of STF training and will maintain a database of all STF accidents.

DIVISION OF RESPONSIBILITIES

EH&S Office
The EH&S Office is responsible for the implementation and maintenance of this program as described above including the following.
• Conduct annual survey, draft reports, and provide findings to each campus regarding slip, trip, and fall related hazards
• Develop and facilitate employee training, including biannual employee awareness
• Conduct investigations of all slip, trip, and fall-related injuries, including the completion of a “Slip, Trip, and Fall Accident Investigation Report”
• Ensure the implementation of corrective actions resulting from injury investigations

Maintenance and Operations
The Maintenance and Operations department (respective to the site) is responsible for complying with the provisions of this program which include the following.
• Perform slip, trip, and fall repairs, in accordance with manufacturer recommendations and/or industry standards in a timely manner
• Address reported slip, trip, and fall hazards promptly. Corrective actions related to the occurrence of the accident should be resolved within 14 days
• Request recommendations from EH&S, if necessary to reach resolution

Employees
Employees are responsible for complying with the provisions of this program which include the following.
• Always follow slip, trip, and fall safe work practices
• Report any slip, trip, and fall concerns to supervisors or campus Maintenance and Operations department

*Employees may contact the EH&S Office at any time to report a safety concern. Additionally, an anonymous notification can be sent through inter-district mail to the EH&S of campus safety offices.

PROGRAM NOTES

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/2008</td>
<td>Program drafted</td>
<td>Deepak Chauhan</td>
</tr>
<tr>
<td>7/25/2008</td>
<td>Final draft revision</td>
<td>Deepak Chauhan</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Responsible</td>
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<tr>
<td>------------</td>
<td>--------------------------------------------</td>
<td>---------------</td>
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<tr>
<td>7/29/2008</td>
<td>Reviewed and revised</td>
<td>Jerry Marchbank</td>
</tr>
<tr>
<td>7/30/2014</td>
<td>Program revision; created form</td>
<td>Kevin Pegg</td>
</tr>
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APPENDIX A: Safe Work Practices-STF Prevention

**Housekeeping Guidelines**
- Slips, trips, and falls are often related to poor housekeeping practices. By following the housekeeping procedures below, you can greatly reduce the possibility of an accident.
- All spills should be cleaned up immediately. If the spill is located on a slippery floor surface (i.e. tile, concrete, etc.) a “wet floor” sign should be posted to notify others of the hazard.
- All desk and cabinet drawers should be closed when unattended.
- Floors should be kept clear of clutter and debris at all times.
- Ensure that all mats, rugs, and runners are not torn or curled up.
- Ensure that all litter is placed in a designated trash receptacle.
- Ensure that cords and wires do not pose a trip hazard. Cords should never run across an aisle way or open floor area.

**General Slip, Trip, and Fall Guidelines**
- **Walk safely at all times.** DO NOT RUN! A few seconds that you may gain is not worth the risk of injury.
- **Use proper work equipment.** Do not use chairs, boxes, desks, tables, or any other unstable objects in place of a ladder or step stool.
- **Do not lean back in chairs.** Leaning back in chairs can result in the chair flipping over and the occupant falling helplessly backward.
- **Do not lift or carry anything that you cannot comfortably handle.** Never lift any objects that may cause you to lose your balance or that restricts your vision when carrying. You can always ask a colleague or contact Maintenance and Operations for assistance.
- **Use handrails when ascending or descending stairs.** When traveling up and down stairs, be sure to always use the handrails and travel one step at a time.
- **Inspect and report flooring hazards.** Torn or separated seems in carpet or flooring is a leading cause of trip accidents. Be sure to notify your supervisor if you notice a possible hazard.
- **Consider footwear.** Always take consideration of your footwear in the workplace. Do not attempt to do a task with inappropriate footwear (e.g. heavy lifting with high heels).
- **Always be alert of floor or ground conditions when walking.** Always pay attention when walking. Even if you walk the same path every day, it only takes one small tear in the carpet or object on the floor to send you tumbling.

**Safety Controls**
- **Hazard elimination.** Remove any potential STF hazards
- **Isolation.** Limit access to high risk areas
- **Administrative efforts.** Implement good housekeeping practices and use signage and barricades to notify and prevent other individuals from potential STF accidents
- **Personal Protective Equipment.** Wear appropriate footwear and other PPE that does not obstruct movement
APPENDIX B: STF Best Management Practices for Maintenance/Facilities

**Design**
- Identify changes in elevation with contrasting colored paint.
- Avoid slippery flooring, such as terrazzo tile. Review literature of flooring products to ensure adequate friction for walking.
- Follow applicable requirements of local building codes and ADA requirements when installing or modifying walkways, stairs, ramps, etc.
- Install sprinkler systems to minimize water run-off into walkways.
- Use natural barriers such as trees, shrubs benches, trashcans, etc, to direct and restrict pedestrian traffic.
- Avoid planting trees with aggressive root systems, such as a Ficus, adjacent to walkways or buildings.
- Anticipate lighting needs in the design phase.
- Strategically place electrical outlets to minimize use of extension cords and running electrical power cords across aisle ways.
- Install traction enhancing floor treatments (etching, non-skid coatings) in slippery areas.
- Speed bumps, tire stops and accessibility ramps in parking areas should be painted with contrasting colors.
- Ensure stairways are equipped with:
  - Handrails
  - Non-slip treatment on treads
  - Adequate lighting (2.0 footcandles).
- Install floor striping to help keep walkways or designated work areas clear.

**Administrative**
- Be proactive. Correct STF hazards before an incident. Consider STF exposures while performing regular business operations.
- Train staff to identify and report STF hazards. The M&O team is on the campus grounds daily and can identify potential issues before they become a hazard.
- Clean up spills immediately using the spill procedures appropriate for the material.
- Train janitorial staff in necessary precautions when mopping walkways. (cones - warnings – mop half of walkway at a time)
- Ensure adequate protection (signs, barricades, and tape) is provided around construction or repair activities that pose a STF hazard.
- Place lighting systems on timers or sensory activation devices. Ensure activation schedules are adjusted promptly during daylight savings time changes.
- Control landscape watering times to those periods where excess runoff will dry before normal business hours begin.
- For areas that are consistently wet or slippery, provide rubber mats. The mats should have beveled edges and be thick enough (3/8”) so as not to curl or slide easily.
- Where spills are frequent, ensure that spill control materials (absorbent) are nearby and easily accessible.
- Use floor waxes that enhance traction by increasing friction.
- Install drip pans under leaks until they can be repaired.
- Minimize the use of oil-based cleaning products on dust mops.
- During rainy periods, evaluate drainage capacity and ensure drains are kept free of obstruction to prevent water build-up.
APPENDIX C: STF Accident Investigation Report

<table>
<thead>
<tr>
<th>CAMPUS:</th>
<th>LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>INVESTIGATED BY:</td>
</tr>
</tbody>
</table>

The Environmental Health and Safety (EHS) department has identified the following contributing cause(s) as resulting in a Slip, Trip, and Fall (STF) accident at your campus. As part of the District’s STF Prevention Program, corrective actions should be taken within 14 days in order to avoid increased liability.

Corrective actions are subject to campus discretion. However, EHS has provided a recommended corrective action for this incident. This recommendation is reflective of the investigators professional opinion based on limited knowledge of campus planning considerations.

### Contributing Cause(s):

- [ ] Picture Attached? YES  NO

### Recommended Corrective Actions(s):

- [ ] Sent to: Dave Cant (CCC)  Joe Dowling (GWC)  Mark Goode (OCC)  Date:

**CAMPUS:** Briefly describe the corrective actions taken and return a copy of this completed form to District Environmental Health and Safety.

### Corrective Action(s) Taken:

- [ ] Completed By:  Date:

**CC:** EHS Coordinator, Risk Services Manager, Vice Chancellor-Administration Services
APPENDIX D: STF Self-Inspection Checklist

Prevention of slips, trips and falls requires a multi-faceted approach involving training, maintenance, design and inspections. Slips, trips and falls represent a considerable exposure to the Coast Community College District employees, students and visitors. The self-inspection checklist is designed to identify and correct safety exposures before an accident occurs. Observations and recommendations are critical to maintaining a safe environment at all Coast Community College District campuses. Be on the lookout for the hazards mentioned below, all of which are considered key contributors to slip, trip and fall accidents.

<table>
<thead>
<tr>
<th>Floor Surface</th>
<th>Tread Surface</th>
<th>General Conditions</th>
<th>Employee Actions</th>
<th>Parking Lots</th>
<th>Handrails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uneven/Rough</td>
<td>Uneven Spacing</td>
<td>Poor Housekeeping</td>
<td>Not Using Handrails</td>
<td>Speed Bumps Painted</td>
<td>Inadequate</td>
</tr>
<tr>
<td>Water/Other Liquid</td>
<td>Non-slip Surface</td>
<td>Lighting Inadequate</td>
<td>Running/Walking Too Fast</td>
<td>Contrasting Color</td>
<td>Loose</td>
</tr>
<tr>
<td>Grease/Oil</td>
<td>Grease/Oil</td>
<td>Inadequate Trash Receptacles</td>
<td>Jumping Off Object</td>
<td>Free of Potholes, Fissures, Obstructions or Other Impediments</td>
<td>Not Level</td>
</tr>
<tr>
<td>Debris/Clutter</td>
<td>Water/Other Liquid</td>
<td>Trash Receptacles in Walkways</td>
<td>Jumping Over Barriers</td>
<td>Curbs and Steps</td>
<td>Floor Surface Poor</td>
</tr>
<tr>
<td>Slippery (wax)</td>
<td>Debris/Clutter</td>
<td>Electric Floor Receptacles in Walkway</td>
<td>Climbing Over Obstacles</td>
<td>Adequately Visible/In Safe Condition</td>
<td>Lighting Inadequate</td>
</tr>
<tr>
<td>Slippery (inherent)</td>
<td>Inadequate</td>
<td>Electric/Computer Cables in Walkway</td>
<td>Using Makeshift Ladders</td>
<td>Are thresholds low enough to avoid tripping?</td>
<td>Does Not Level</td>
</tr>
<tr>
<td>Holes/Depressions</td>
<td></td>
<td></td>
<td>Standing on Top of Boxes/Drums</td>
<td>Changes in elevation (ramps-curbs) painted contrasting color</td>
<td>Floor Surface Poor</td>
</tr>
<tr>
<td>Uncovered Openings</td>
<td></td>
<td></td>
<td>Standing on Chair</td>
<td></td>
<td>Lighting Inadequate</td>
</tr>
<tr>
<td>Loose Boards/Tiles</td>
<td></td>
<td></td>
<td>Standing on Top Step of Ladder</td>
<td></td>
<td>Does Not Level</td>
</tr>
<tr>
<td>Broken Tiles</td>
<td></td>
<td></td>
<td>Ladder Improperly Placed</td>
<td></td>
<td>Floor Surface Poor</td>
</tr>
<tr>
<td>Nails, Bolts Protruding</td>
<td></td>
<td></td>
<td>Ladder at Improper Angle</td>
<td></td>
<td>Lighting Inadequate</td>
</tr>
<tr>
<td>Electric Receptacle</td>
<td></td>
<td></td>
<td>Not Having Firm Grip on Ladder</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Carpets/Mats           |                        |                            | Not Using Handrails      |                        |                  |
| Torn/Loose             |                        |                            | Running/Walking Too Fast |                        |                  |
| Curled/Uneven          |                        |                            | Jumping Off Object       |                        |                  |

| Misc.                  |                        |                            | Jumping Over Barriers    |                        |                  |
| Lighting Inadequate    |                        |                            | Climbing Over Obstacles  |                        |                  |
| Glare from Sun/Lights  |                        |                            | Using Makeshift Ladders  |                        |                  |
| Extension Cords/Wiring Across Aisles |          |                            | Standing on Top of Boxes/Drums |                        |                  |
| Materials Stored in Walkways |          |                            | Standing on Chair        |                        |                  |
| File Cabinet/Desk Drawers Open |        |                            | Standing on Top Step of Ladder |                        |                  |

| Ramps                  |                        |                            | Ladder Improperly Placed |                        |                  |
| No Handrail            |                        |                            | Ladder at Improper Angle |                        |                  |
| Severe Slope           |                        |                            | Not Having Firm Grip on Ladder |                        |                  |
| Obstructions/Clutter   |                        |                            | Tilting Back in Chair    |                        |                  |
| Uneven Surface         |                        |                            | Pushing/Pulling Toward   |                        |                  |
| Not Secured/Not Strong Enough |          |                            | Pace/Steps Not Altered to Fit Surface Condition | |                  |

| Elevator               |                        |                            |                          |                        |                  |
| Does Not Level         |                        |                            |                          |                        |                  |
| Floor Surface Poor     |                        |                            |                          |                        |                  |
| Lighting Inadequate    |                        |                            |                          |                        |                  |