

Slips, Trips and Fall (STF)

Risks or Hazards Associated:

People can slip on a variety of surfaces, including water or oil spills, tiny objects like electrical cords, ladders or stairs, and they can also fall. The good news is that accidents involving trips, falls, and slips can be avoided—but only if everyone plays their part.

Incidences Leading to Fall Hazard:

- Fall from an elevation such as ladders, roofs, downstairs or from jumping to a lower level, etc.

Incidences Leading to Slips: Slips happen where there is too little friction or traction between the footwear and the walking surface. Common causes of slips are:

- Wet or Oily surface.
- Occasional spills.
- Loose, unanchored rugs or mats.
- Stepping onto a walkway/surface that is cluttered
- Flooring or other walking surfaces that do not have the same degree of traction in all areas.

Incidences Leading to Trips: Trips happen when your foot collides (strikes, hits) an object causing you to lose balance and, eventually fall. Common causes of tripping are:

- Obstructed view.
- Poor lighting at the workspace.
- Clutter in your way.
- Wrinkled carpeting.
- Bottom drawers not being closed.
- Uneven walking surfaces.

Precautionary measures:

- Always mind your steps before walking down to the space.
- Making wide turn at corners to avoid striking any structure or object.
- Walking with the feet pointed slightly outward.
- Always try to keep walking areas clear from clutter or obstruction.
- Always maintain the three-point contact practice while using a ladder.
- Wearing appropriate slip resistant footwear.
- Closing drawers and cabinets while not in use.
- Always check the structures present at the workplace like racks must be properly fixed to the wall or floor from avoiding accidental fall. Also never stored items above it actual capacity.

Good house keeping is one of the best solutions in preventing several risks associated with STF. some of the points to be kept in mind regarding good housekeeping:

- Cleaning all spills immediately.
- Keep equipment and the areas around equipment free of scrap and debris.
- Removing obstacles from walkways and always keeping walkways free of clutter.
- Securing mats, rugs and carpets that don't lay flat.
- Covering cables crossing work areas.
- Replacing faulty bulbs and switches and maintain workplace well lit.

Office Safety

FIRE HAZARDS

Ensure

that multi-plug extension leads have circuit breakers or install more sockets.



Keep

all sources of flame away from waste paper containers.



Never

overload electrical sockets.



Ensure

you switch off and unplug all electrical equipment not in use.



Know

the location of fire extinguishers and how they function.



Familiarise

yourself with evacuation routes.

Although office spaces are generally considered to be safe, they can be dangerous environments if a few simple precautions aren't taken. The simple guidelines below will help keep your office safe.

TRIPS, FALLS & COLLISIONS

Ensure

all dangling telephone wires and other cables are housed in cable protectors.



Clean up

any spillages as soon as they occur.

Keep

all walkways and hallways clear.

Be aware

of any loose carpets, lino or tiles.

Never

stand on desks or chairs.

Always

use a stepladder or foot stool.

Walk

around corners slowly.

OFFICE EQUIPMENT

Ensure

all filing cabinets are secured to each other, the wall or both.



Avoid

injuring fingers, by closing all filing cabinet drawers with the handle.

Avoid

top loading. Balance all file loads evenly through cabinet drawers.



Do not

leave filing cabinet drawers open.



Avoid

the risk of injury when reaching into a desk drawer, keep sharp items such as knives, scissors and drawing pins in a separate container.



Remove

any dangling jewellery, scarves and ties when working around machinery. Also ensure long hair is tied back.

