Town of Bradley Slip, Trip and Fall Prevention Policy
Municipal Building

Overview: The purpose of this policy is to reduce and/or eliminate the incidence of employee and citizen slips, trip, and fall-related events and injuries. This policy will be reviewed by all municipal building employees each year.

Common Slip, Trip, and Fall Hazards:

Improper storage of material and equipment	Spills
Extension cords and cables lying across walking surfaces	Uneven walking surfaces
Loose and unsecured floor mats, carpets, and coverings	Damaged or missing flooring materials
Improper storage of material and equipment	Inadequate lighting
Surface changes such as carpet-to-tile or level-to-sloped	Wearing inappropriate footwear
Carrying items that obstruct view	Slippery, wet, or icy walking surfaces
Using areas not designated or intended as walkway	Not paying attention
Wearing improperly fitted, loose or undone footwear	Rushing to complete work

Town Manager Responsibilities:

1. Ensure that the workplace is regularly inspected, and that suitable and sufficient risk assessments are undertaken and reviewed for the risk of slips, trips, and falls within their areas of responsibility regularly and as circumstances change.
2. Implement appropriate measures within their control to address slips, trips, and fall hazards.
3. Ensure that prompt actions are taken to address any potential or identified hazards that may contribute to the occurrence of slips, trips, and fall.
4. Provide appropriate equipment, work procedures, personal protective equipment, and training to protect workers from the risk of slips, trips, and falls (i.e., fall restraint, ladder safety).

Employee Responsibilities:

1. Take actions to eliminate slip, trip, and fall hazards (stay on designed cleared, and maintained walkways, cautiously walk, and wear proper winter footwear).
2. Be vigilant and ensure that any slip, trip, and fall hazards are taken care of or reported to the Town Manager.
3. Organize areas of their work environment within their control so as not to introduce slip, trip, and fall hazards (trailing loose cables, open drawers, poor housekeeping).
4. Exercise caution during wet, slippery conditions and in the use of steps, and stairs.
5. When grabbing high items do not use chairs. Use of a step letter must be done with assistance and authorization from the Town Manager.

SLIP, TRIP, AND FALL PREVENTION CHECKLIST(s)

Outdoor Walking Surfaces	**Date:**		
"NO" responses indicate areas that should be investigated.	**YES**	**NO**	**N/A**
Are parking areas free of potholes, depressions, or damaged/uneven surfacing?			
Are curbs in good condition with an even transition to the sidewalk?			
Are wheel stops, curbs, crosswalks, and speed bumps well-marked?			
Is slip-resistant paint used for all pavement markings?			
Are wheel stops situated to prevent vehicles from infringing upon walkways?			
Is there adequate lighting in parking areas and along walkways?			
Are sidewalks and walkways smooth and even (no raised edges >1/4")?			
Is the ground surface directly next to the sidewalks relatively level and free from hidden drop-offs or holes?			
Are walkways free of cords, hoses, large grate openings, or other tripping hazards?			
Are open, unpaved, and/or grassy areas that are expected to be walked on free of holes and low-lying objects like sprinkler heads and valves?			
Are downspouts and drains oriented to prevent discharge onto walkways?			
Are walkways that are subject to wet or icy conditions coated or designed with a rough, textured finish?			
Are handrails present and in good condition on stairs and ramps?			
Are ramps constructed with slip-resistant materials or treated with traction strips?			
Notes:			

Indoor Walking Surfaces	**Date:**		
"NO" responses indicate areas that should be investigated.	**YES**	**NO**	**N/A**
Are walkways free of low-lying objects, especially at blind corners?			
Are floor tiles in good condition with no broken or missing tiles?			
Are grouted floor tiles smooth and even with no lippage > 1/16"?			
Are doorway thresholds beveled and no more than 1/4" high?			
Is carpeting free of ripples, tears, and humps?			
Are stair nosings in good condition?			
Do stair nosings have edge treatments or highlighting to increase visibility?			
Is the lighting in stairwells adequate?			
Are steps in low-light areas, like auditoriums, illuminated at ground level?			
Are utility or drain covers in good condition and even with walkways?			
Are cords and hoses routed away from walkways?			
Are cord covers or tape used whenever cords are placed along walkways?			
Are good housekeeping practices followed, and are they effective in maintaining walkways in an open and clear condition?			
Are walkways free of liquids, oils, or other contaminants that could create a slippery condition?			
Have detailed floor maintenance procedures been documented and communicated to employees?			
Have floor maintenance procedures and cleaners been examined to ensure their use does not create hazardous, low-traction walking surfaces?			
Are wet floor signs used appropriately and not placed to create a trip hazard?			
Are wet process work areas treated with traction strips, anti-slip coatings, or mats designed for wet processes?			
Are entry mats adequate to prevent water and soil from being tracked inside?			
Are mats in good condition, able to clean shoes/boots, and absorb water?			
Are indoor mats replaced as needed or dried with a wet vacuum during the day to prevent snow/water infiltration?			
Do mats have slip-resistant backings and lie flat with minimal buckling?			
Notes:			

Snow/Ice Management	**Date:**		
"NO" responses indicate areas that should be investigated.	**YES**	**NO**	**N/A**
If using a snow/ice management contractor, are detailed contracts in place?			
Does the contract specify weather triggers and expectations during thaw/refreeze conditions?			
Are walkways and parking areas cleared before people arrive in the morning?			
Are walkways and entrances shoveled throughout the day during snowy conditions?			
Are ice control products applied to effectively manage slip hazards on walkways, especially on the north sides of buildings?			
Is black ice controlled with ice melt, sand, oil absorbent compound, and/or warning cones?			
Is snow piled to minimize thaw/refreeze problems?			
Notes:			