CHAPTER 9: SAFETY

ARTICLE A: SLIP, TRIP, AND FALL PREVENTION POLICY

SECTION 1: PURPOSE

City of Rochelle makes all reasonable efforts to:

a) Protect the health and safety of employees.
b) Provide safe work practices for employees.
c) Provide information to employees.
d) Identify and correct health and safety hazards and encourage employees to report hazards.

This Slip, Trip and Fall Prevention policy has been developed to minimize injury, illness, or death associated from slip, trip and fall related incidents. Procedures include worksite evaluations, elimination of slip, trip and fall hazards, and employee training.

Requirements outlined in this manual are mandatory by regulation where the word "**shall**" is used and are advisory in nature where the word "**should**" is used.

SECTION 2: APPLICATION OF THIS GUIDANCE DOCUMENT

The objectives of the Slip, Trip and Fall Prevention Guide are to provide direction on:

a) Identifying working environments where slip, trip and fall hazards are most likely to occur.
b) Eliminating/reducing identified slip, trip and fall hazards.
c) Training employees who will be working in environments where slip, trip and fall hazards are likely to arise during a typical work shift.

SECTION 3: RESPONSIBILITIES

The responsibilities listed below supplement the core responsibilities as outlined in employee job descriptions.

1) Supervisors

Supervisors are responsible for the following:

a) Identifying work locations that are “Higher Risk Areas.” For definition of “Higher Risk Area,” refer to Section 4.1.1.
b) Ensuring periodic workplace inspection is conducted to identify slip/ trip/ fall hazards.
c) Properly addressing slip, trip and fall hazards promptly and consulting with the safety committee if a slip, trip and/or fall hazard cannot be abated.
d) Ensuring appropriate training is provided for all employees who will be working in higher risk areas where slip, trip and fall hazards are prevalent.
e) Evaluating employees’ compliance with safe work practices.

f) Where routine or occasional floor cleaning is performed by departmental staff, creating a floor maintenance procedure and ensuring that personnel properly and consistently follow floor maintenance procedures.

g) Promptly reporting all employee injuries to Risk Manager.

2) Employees

Employees who work in a higher risk area are responsible for the following:

h) Adhering to the recommended housekeeping practices & other safe work practices to prevent slip, trip and fall related incidents. This includes cleaning up spills immediately, marking spills and wet areas, mopping, or sweeping debris from floors, and removing obstacles from walkways, and keeping areas free from clutter.

i) Following all City of Rochelle safety practices, including but not limited to:

1) Reporting potential hazards to the supervisor immediately.
2) Reporting accidents to the supervisor immediately.

3) Department Managers

Building managers are responsible for the following:

j) Assisting in the identification and elimination of slip, trip and fall hazards found in common/shared areas. Inspections for identifying slip, trip and fall hazards are recommended:

- At least annually, ideally prior to a wet season.
- Before, during, and/or after construction and renovation activities in situations where building occupants and the general public may be affected.
- A sample inspection form is contained in Appendix A.

k) As appropriate, assisting departments with the removal of facilities-related slip, trip and fall hazards.

l) Consulting with the safety committee for assistance in addressing slip, trip and fall hazards as appropriate.

4) Safety Committee

The Safety Committee is responsible for the following:

m) Developing, implementing, and maintaining the Slip, Trip and Fall Prevention Guide.

n) Assisting departments in evaluating areas where slip, trip and fall hazards are prevalent and providing suggestions to help abate noted deficiencies.

o) Evaluate the training need for employees who work in areas where slip, trip and fall hazards are prevalent.

p) Analyzing and reporting trends in injury and/or incidence rates related to slip, trip and fall hazards and make recommendations as needed.

SECTION 4: HAZARD IDENTIFICATION/ INSPECTION

1) Slip, Trip, & Fall Hazards

Common slip, trip and fall hazards result from:

a) Wet or contaminated floors (e.g. grease, liquids, ice, oil, dust fine powders, etc.).

Contaminant	Source
Rain/Snow water	• Transmitted internally from open external doors or from the feet, coats or umbrellas of pedestrians • Building leaks
Ice	• Wintery conditions
Water, other fluids	• From spills, plumbing leaks, cleaning, ice machines
Floor cleaning products	• Resulting from failure to follow appropriate floor cleaning procedures
Body fluids	• Blood, vomit
Condensation	• Variations in temperature
Dusts	• Natural or from stored materials
Debris	• Bags, paper, food residues, soil, cardboard boxes

b) Uneven walking surfaces, holes, changes in level, broken or loose floor tiles, defective or wrinkled carpet or uneven steps/thresholds.

c) Mats or rugs not lying flat on the floor.

d) Obstructions and accumulation of objects in walkways (e.g. hoses, cords, cables, debris, etc.).

e) Unguarded platforms, walkways, and work areas 48 inches above ground.

f) Inadequate illumination

2) Higher Risk Areas

For purposes of this Guide, an area where slip, trip, or fall hazards may likely arise during a typical work shift, is considered a "higher risk area". Examples of higher risk areas include:

a) Kitchens – wet floor

b) Locker rooms / Bathrooms – wet floor

c) Loading docks – elevated locations

d) Maintenance Garages – wet floor– housekeeping

e) Vehicle Storage Garages – wet floor - housekeeping

3) Inspections

Inspections to identify slip, trip and fall hazards are recommended should be conducted on a regular basis. For building common areas, it is recommended that the building representative conduct inspections. A sample inspection form is contained in Appendix A.

Recommended inspections should minimally include evaluation of the following:

a) Condition of floors, carpets, and steps

b) Floor maintenance procedures
c) Housekeeping practices
d) Lighting levels
e) Presence and condition of guardrails, stair-rails, and handrails at elevated work surfaces.

SECTION 5: HAZARD CONTROL MEASURES

1) General Housekeeping Procedures / Safe Work Practices

The following housekeeping procedures and safe work practices must be followed to prevent accidents associated with slip, trip and fall hazards:

a) General Safety
- Avoid running or walking too fast, especially in higher risk areas.
- Avoid carrying items that will obstruct one's view of their walking pathway.
- Avoid walking through potential slip, trip and fall hazards.
- Use extra caution when traveling both outdoors and indoors during wet/winter weather.
- Avoid walking and texting

b) General Housekeeping Procedures
- Clean up spills immediately. For greasy liquids, use suitable cleaning agent.
- Do not leave floors wet after cleaning – clean them to a completely dry finish if possible. If "clean-to-dry" is not possible, then use barriers and "wet floor" warning signs to keep people off the wet area.
- Use cleaning methods that do not spread the problem. Small spills are often better dealt with using a paper towel instead of a mop that wets a larger area of floor.
- Do not use cardboard to soak up spills.

c) Slip Hazards
- Sidewalks and parking lots shall be cleared of snow and ice, and salt and ice-melt used in high traffic areas. Please note: Snow and ice removal procedures shall be conducted prior to arrival hours of general working population.
- Floors, platforms, and walkways **shall** be maintained in good repair, and reasonably free of oil, grease, or water. Mats, grates, or other methods that provide equivalent protection **shall** be used on areas where operation requires walking on slippery surfaces.
- Slip-resistant floor coatings should be used in areas that are likely to get wet or subject to frequent spills.
- Slip hazards must be identified and removed promptly.
- Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.

d) Trip Hazards
- Platforms and walkways **shall** be free of obstructions & dangerous projections (e.g. extension cords, power cables, hoses, carts, boxes, debris).

- Position equipment to avoid cables crossing pedestrian routes; use cable covers securely fix to surfaces or consider use of cordless tools.
- Surfaces in poor repair (i.e. holes, surface upheaval, and broken tiles) **shall** be repaired or guarded by readily visible barricades, rails or other equally effective means.
- Ensure floor mats and rugs are securely fixed and do not have curling edges.

e) Fall Hazards

1) Elevated Locations

- Guardrails **shall** be provided on all open sides of unenclosed elevated locations. Example of elevated locations include: balconies, runway ramps, or working surfaces that are more than 48 inches above the floor, ground, or other working areas of a building.
- For Roofs: Guardrails **shall** be provided at locations where there is routine need for an employee to approach within 15 feet of the edge of the roof. Where such roof access is needed no more than 4 times a year, safety belts, lanyards, or an approved fall protection system may be used in lieu of guardrails.

2) Stairways

Stairways **shall** have handrails or stair rails on each side.

3) Ladder Use

When a ladder is used, the employee **shall** follow safe ladder practices.

4) Elevating Work Platforms & Aerial Devices (e.g. vertical tower, scissor lift, mast-climbing work platform):

- Only employees who have been trained and authorized by the supervisor **shall** operate elevating work platforms and aerial devices. NOTE: Aerial device and elevating work platforms are vehicle-mounted or self-propelled device designed to elevate a platform/ individual in a substantially vertical axis.

2) Floor Mats and Other Floor Treatments

Where work processes are expected to create wet floor surfaces, such surfaces shall be protected against slipping by using mats, grates, cleats, or other methods that provide equivalent protection.

Where wet processes take place, drainage shall be maintained and false floors, platforms, mats, or other dry standing places provided.

a) Floor mats

1) Floor mats **shall** be placed in higher risk areas where walking-working surfaces may encounter wetness or other slippery conditions. Examples of higher risk areas include:
   - Building entrances
   - Areas adjacent to food counters and food preparation areas
   - Cooking areas
   - Areas where the work procedure is going to produce fluids that could remain standing on the floor surface
2) The design of floor mats should have the following features:

- Slip resistant surface on both top and bottom sides.
- Beveled edges, flat edges, or similar design to help reduce the likelihood of workers tripping on the mat's edges.
- Slots or similar design to help promote drainage and prevent accumulation of water & grease.
- Antibacterial treatment or similar design to help prevent the growth of mold and mildew.

3) Floor mats should not be installed and used in a way where the mat itself becomes a slip or trip hazard.

b) Other Methods

Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places shall be provided.

3) Slip-Resistant Footwear

Employees who work in potentially slippery higher risk areas must wear slip-resistant footwear. When selecting slip-resistant footwear, the following should be considered:

a) Level of slip-resistance (i.e. Polyurethane and microcellular urethane soles are more slip-resistant compared to nitrite and styrene rubber).

b) Tread design, tread hardness, and shape of sole and heel. (i.e. High elastic soles with raised-tread and crosshatch patterns are more slip-resistant compared to rough and flat soles. Tread patterns should cover the whole sole and heel area.)

c) Use of non-slip shoe covers. Examples include Yak Trax, Gator Shoes with Gatorbacks or other slip resistant over shoes.

d) Proper support and comfort.

e) A footwear wear inspection program to ensure treads are still adequate.

NOTE: The use of slip-resistant footwear alone is not adequate in preventing slip-related accidents. General housekeeping procedures, safe work practices, and matting/ floor treatments (as necessary) must be used.

4) Floor Maintenance Procedures

A floor maintenance procedure must exist where routine or occasional floor cleaning is performed by departmental staff. It is recommended to consult with the floor cleaner product manufacturer for guidance on suggested cleaning procedures. The following should be considered when developing a floor maintenance procedure:

f) The type of floor finish products used, including slip-resistant polymer

finishes, strippers, degreasers, and general cleaners.

g) Proper application methods for products, including proper dilution and time schedules for each component or process.

h) Proper warning system used during floor maintenance operation to alert building occupants of the presence of potential slip, trip and fall hazards.

i) Documentation of products used, including Safety Data Sheets, and specifications regarding the slip-resistance level of the product.

j) Periodic review of maintenance program, especially after a report of an employee “near miss” or actual accident.

SECTION 6: TRAINING

For employees working in higher risk areas, training **shall** be provided to ensure employees are in compliance with safe work practices.

1) General Housekeeping / Safe Work Practices

All employees who may be required to work in a higher risk area **shall** be trained on the following:

- Recognition of potential hazards associated with working in a higher risk area.
- The use of control measures to prevent slip, trip and fall related accidents.

The frequency of training provided to the employees is to be determined by the supervisor and department manager.

2) Floor Maintenance Procedures

Where departmental staff personnel are assigned to perform routine or occasional floor maintenance, recommend training should be provided on established floor maintenance procedures and necessary PPE to be worn. When new products and/or equipment are used, recommend the departmental staff receives adequate re- training for proper usage.

3) Recordkeeping

Risk Manager **shall** keep records of health and safety training received by employees.

ARTICLE B:
WINTER SLIP, TRIP, AND FALL PREVENTION POLICY

SECTION 1: PURPOSE

The Department is responsible for providing a safe work environment for its employees. In an effort to reduce slip/trip/fall injuries, the Department is implementing this Winter Slip, Trip and Fall Prevention policy. This policy has been developed to minimize injury, illness, or death associated from slip, trip and fall related incidents due to snow and ice.

SECTION 2: SCOPE

This guideline is for all department members and employees that are at risk of slip/trip/falls due to slippery conditions due to ice and/or snow.

SECTION 3: GUIDELINE

1) The Department members will wear add-on anti-slip shoe/boot attachments to provide additional traction during slippery conditions due to ice and/or snow. Below are examples of emergency and non-emergency situations where anti-slip shoe/boot attachments are required:

- On Roadway or Roadside emergency and non-emergency incidents in which slippery conditions exist due to ice and/or snow, department members shall don add-on anti-slip boot attachments (i.e. Yaktrax).
- When department members are engaged in snow removal activities such as snow shoveling, snow blowing and manual ice melting/salt spreading.
- When department members are walking on slippery roads or sidewalks due to ice and/or snow is required.

2) The Department shall conduct annual footwear inspection prior to the winter season to ensure there is adequate tread for grip on slippery surfaces. If an area of the tread is worn smooth or the tread design is not visible, then the need to replace the footwear becomes urgent, as the footwear isn't providing the slip protection it was purchased for. If there's any question that the footwear can no longer do what it was intended to do, then it should be replaced.

Slip, Trip and Fall Hazards - Inspection Form

Building: Floor: Area/Room:

Building Representative:

Higher Risk Area: Yes ◯ No ◯

Floor Conditions	YES	NO	N/A	COMMENTS
1. Floor is kept free from slip hazards such as food or liquid spills, and other debris.	◯	◯	◯	
2. Walkway is kept free from trip hazards such as torn carpets, electrical cords, fallen articles, broken tiles, etc.	◯	◯	◯	
3. Carpet/rugs are in good condition & secured to the floor.	◯	◯	◯	
4. Floors are properly designed to allow for good drainage.	◯	◯	◯	
5. Floors drains are not plugged/ allow adequate drainage.	◯	◯	◯	
6. Floor mats are in good condition, free of grease, and used appropriately (i.e. mat is not a trip hazard).	◯	◯	◯	
7. Floor mats have beveled edges, and where appropriate, are grease resistant and promote drainage.	◯	◯	◯	
Others	**YES**	**NO**	**N/A**	**Comments**
1. Portable signs, and equipment used for spills cleanup are available for use.	◯	◯	◯	
2. Slip-resistant footwear is worn by employee.	◯	◯	◯	
3. Illumination is adequate.	◯	◯	◯	
4. Stepladders are in good condition and have non-skid feet.	◯	◯	◯	

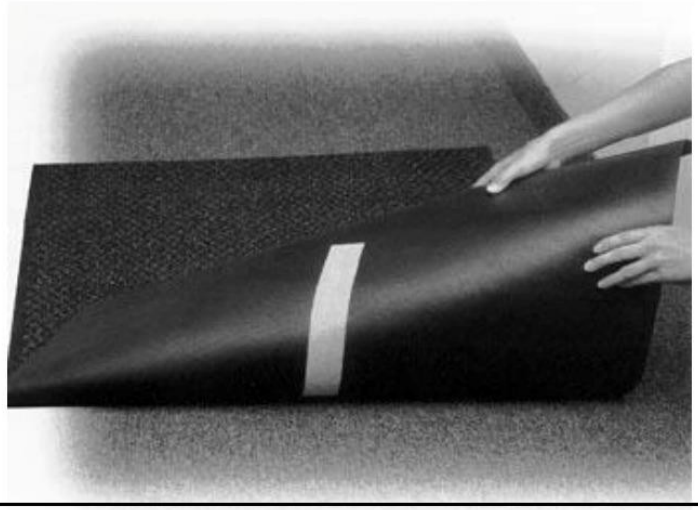
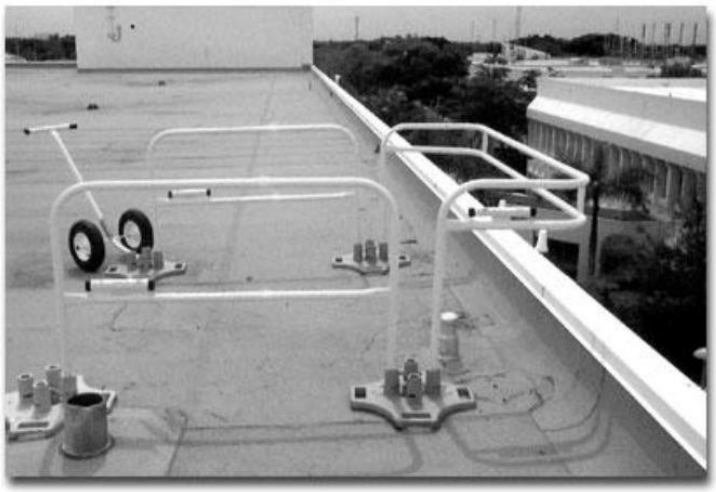
Slip, Trip and Fall Hazards - Inspection Form

Building Perimeter/Stairways/Special Areas	YES	NO	N/A	COMMENTS
1. Sidewalks & ramps are free of defects (e.g. cracks, breaks, holes).	◯	◯	◯	
2. Sidewalks & ramps do not show signs of surface upheaval or unevenness.	◯	◯	◯	
3. Stairway's surface and nosing (leading edge of stair tread) are free of defects (e.g. broken steps, cracks).	◯	◯	◯	
4. Handrail is present and secured at stairways & ramps.	◯	◯	◯	
5. Guardrails are present and secured on working surfaces that are more than 30 inches above floor or other working areas (Exception: loading dock).	◯	◯	◯	
6. Restroom floors free from defects and properly maintained. No evidence of plumbing leaks.	◯	◯	◯	
7. Other	◯	◯	◯	

Inspected By: Date:

Appendix B: SAMPLE PRODUCTS FOR SLIP, TRIP AND FALL PROTECTION

Anti-Slip Tapes & Strips:	  

Floor Mats:	
Floor Mat Tape:	
Portable Safety Rail for Fall Protection:	

Slip-Resistant Shoes:	 

Non – Slip Shoe Covers: **Yak Trax** **Gator Shoe with Gatorback**	 

ARTICLE C: SAFE LIFTING POLICY

SECTION 1: INTRODUCTION

This section provides guidelines to address material handling exposures as serious injuries can result from improperly handling and storing materials. Employees should be trained on proper procedures that can help to minimize or reduce these incidents from occurring. Whether moving materials manually or mechanically, employees should know the potential hazards associated with the task and how to control them within the workplace.

The types of injuries can include:

1) Strains and sprains from lifting loads improperly or that are too heavy for the physical lifting abilities of the employee.
2) Fractures and bruises caused by being caught between material handling equipment and a fixed object.
3) Cuts and bruises caused by striking a fixed object or by a falling object.

SECTION 2: GUIDELINES

The general requirements of this program shall be followed for material handling, and storage of material.

SECTION 3: TRAINING

All employees shall be trained in safe methods of handling, storing, and disposing of materials. Documented retraining shall be conducted on a regular basis. Employers must train in the expected procedures and proper use of equipment in which they might operate. A record of retraining shall be maintained on file by Risk Manager.

Employees shall be trained in the following safe work practices:

1) Store all material so that it is stacked, blocked, interlocked, and limited in height so that it is secure against falling, sliding, or collapse.
2) Store material so that it is at least 18" below sprinkler heads.
3) Store heavy items on shelves that are between knee and shoulder level. Secure shelving units to wall to prevent tipping over.
4) Do not exceed maximum safe load limits of floors.
5) Do not exceed maximum safe load limits of shelving.
6) Keep aisles clear and in good repair, free of tripping hazards to allow free and safe movement of material handling equipment and employees. Permanent aisles and passageways shall be appropriately marked.

7) To survey the travel areas prior to the lift to ensure it is free of obstacles
8) Ensure the aisle way offers sufficient clearance when using mechanical aids. This will minimize the chance of employees from being pinned between the equipment and fixtures in the workplace.
9) Use ramps (if available) when a difference in work levels exists.
10) Store material at least six feet away from floor openings.
11) Separate non-compatible materials.
12) Band boxed materials or secure them with crossties or shrink plastic wrap.
13) Block the bottom tiers of drums and barrels to keep them from rolling or shifting in either direction.
14) Stack and bag materials by stepping back the layers and cross keying the bags at least every ten bags high.
15) Inspect loads to verify they are stable and secure (to prevent displacement during handling operations).
16) Keep storage areas free from accumulations of materials that could cause tripping, fires, explosion, or could harbor pests.
17) Follow these requirements when manually handling materials:

    a) Do not lift awkward or heavy materials by yourself. Get a fellow employee to help you.
    b) Use power and mechanical lifting equipment in place of manual lifting when available.
    c) Plan the lift when two or more persons are handling an object. Only one person should give instructions. Decide the route you plan to take before carrying the object and discuss all possible problems prior to moving the object. Work as a team!
    d) Inspect the object you are going to move or lift for sharp edges, nails, splinters, and other problems that may cause injury prior to lifting.
    e) Do not stack carried objects so they block your view of your path of travel.

18) Follow these steps when manually lifting material, (see Exhibit A):

    a) Keep feet apart; with one foot alongside the object being lifted and one foot behind it.
    b) Keep your back straight (nearly vertical).
    c) Tuck your chin to your chest. This will help you keep head, neck, and spine in proper alignment.
    d) Grip the object with the whole hand and use a firm grip. Do not lift your fingers only gripping the object.
    e) Tuck your elbows and arms in close to your sides. This will add to your leverage and help keep your body weight centered.
    f) Keep your body weight centered over your feet.
    g) Start the lift with a thrust of the rear foot, and allow your legs to perform the work. Do not twist during a lift. This is one of the most common causes of back injury. By simply

turning the forward foot out and pointing it in the direction of the eventual movement, the greatest danger of twisting is avoided.

h) Keep your body weight centered over your feet.

i) Start the lift with a thrust of the rear foot and allow your legs to perform the work. Do not twist during a lift. This is one of the most common causes of back injury. By simply turning the forward foot out and pointing it in the direction of the eventual movement, the greatest danger of twisting is avoided.

j) Keep the object close to your body.

k) Turn your feet and face the direction in which you will unload the object. Avoid lifting and twisting motions, turn your feet!

l) When unloading the object, keep the object close, and maintain same body positions as described above.

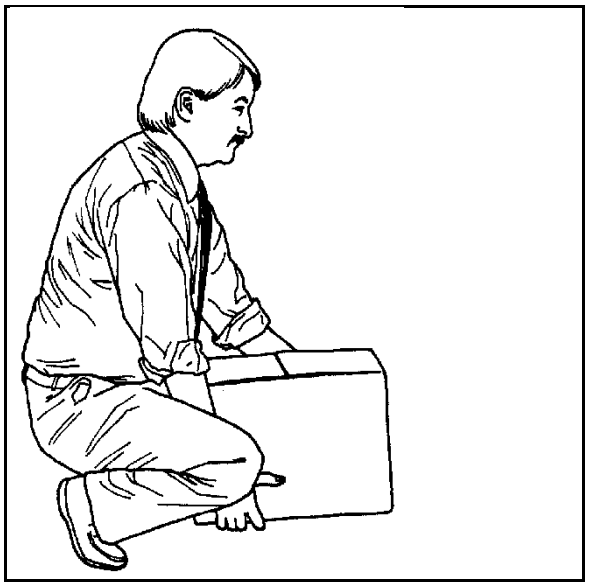
m) See your supervisor if you have any questions on the proper way to lift.

n) Ensure that all mechanical lifting equipment is in proper working order before using.

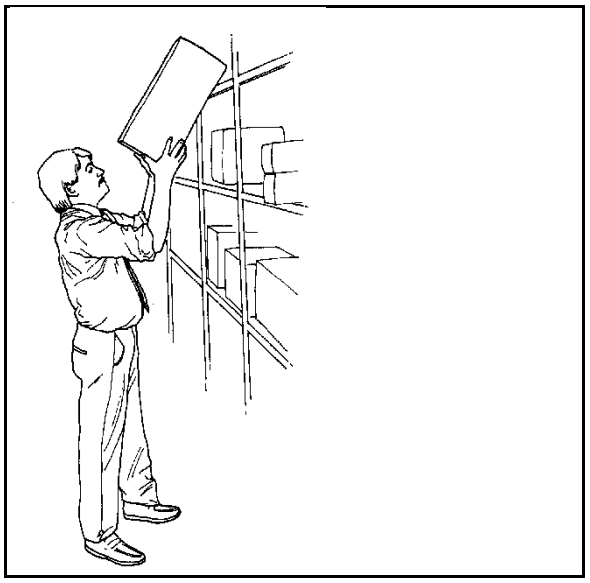
o) Do not overload or exceed the rated capacity of the mechanical aid.

p) Let the weight, size and shape of the material being lifted dictate the type of equipment used.

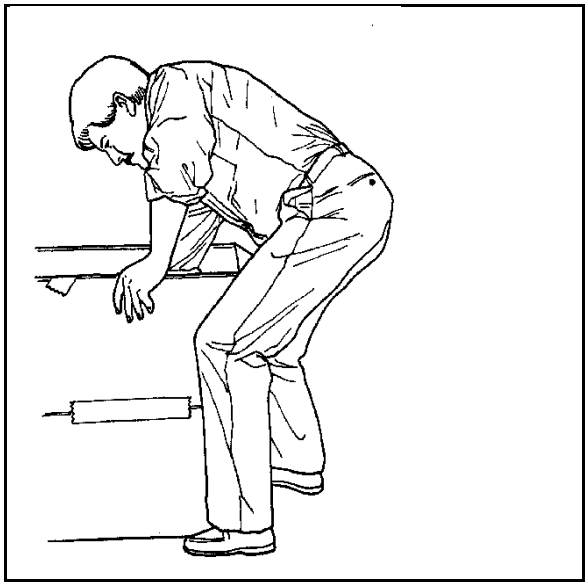
EXHIBIT A - Proper Lifting Technique



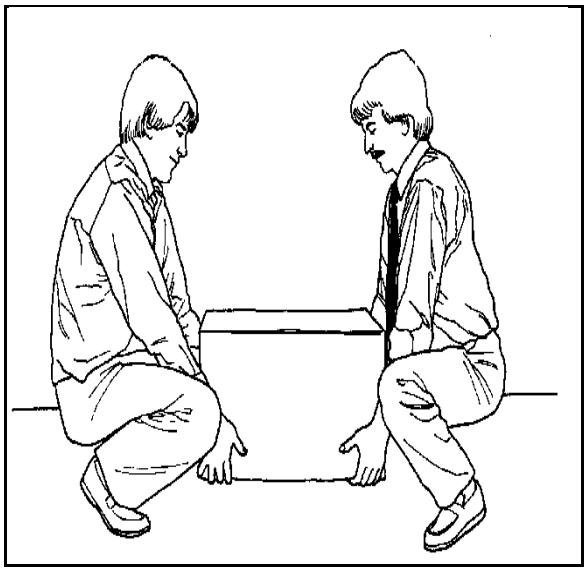
1. Lifting a boxed object from the floor



2. Lifting from overhead



3. Lifting a small, light-weight object from a basket or bin



4. Two-handed, two person lift