

## Raymond School District Policy – EBAA

### SLIPS, TRIPS, AND FALLS PREVENTION

Slips, trips, and falls are among the leading causes of injury and lost work time to employees, and to members of the public visiting school district property. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events. Therefore, the Raymond School District and its employees will take a proactive approach to managing the risks associated with slip, trip, and fall related conditions.

It is the policy of the Raymond School District that its employees will be required to monitor, report, and whenever reasonably possible, correct conditions which have, or are likely to cause, a slip, trip, and fall related event if corrective action is not taken.

#### A. PROCEDURES

1. A *Slip, Trip, and Fall Log* shall be maintained at every public facility.
2. Unsafe conditions shall be reported to the appropriate contact for that location immediately for corrective action. If the conditions present an immediate threat to safety, the employee will take reasonable steps to prevent injuries until the appropriate personnel arrive.
3. Employees shall wear footwear appropriate for the conditions.
4. Custodial staff shall wear footwear that has been approved by the Facilities Director.
5. Sidewalks, parking lots, stairs, and other areas that employees and the public utilize shall be properly maintained to ensure that no tripping points, ice and snow buildup, or other conditions that could contribute to a slip, trip, or fall exist.
6. Interior hallways, stairs, floors, and other areas of foot travel shall be clear of obstructions such as boxes, power cords, frayed carpeting, or weathered matting. Proper signage shall be used to signal wet floors or hazardous conditions which could contribute to a slip, trip, or fall.

#### B. EVALUATION AND REPORTING

All slip, trip, and fall related incidents/injuries will be documented in the *Slip, Trip and Fall Log*. Each incident and the log itself will be reviewed by the appropriate supervisor. *Slip, Trip and Fall Logs* shall be kept in a centralized file or spreadsheet to monitor results, identify emerging trends, and to maintain documentation for potential claims.

Related Policy – EBAA-R

Adopted: February 3, 2016