

# Kansas Association of School Boards

April

## Avoiding Trips and Falls

The school building is not an automatically safe working environment; common work place hazards can be extra dangerous when you ignore them. Many school accidents are caused by poor housekeeping practices. Although it seems rather simplistic, by keeping the floor both neat and clean, you can eliminate most slipping, tripping, and falling hazards. Other good housekeeping practices include the following:



1. Ensure that lighting is adequate and available. Call to have burned out light bulbs replaced.
2. Ensure that electrical cords and phone cords do not cross walkways or otherwise pose a tripping hazard. If you cannot move a cord, have a new outlet installed or secure the cord to the floor with cord covering strips. Do not tape cords down or run them underneath carpet.
3. Report tripping hazards such as defective floor tiles, boards or carpet immediately.
4. Clean spills and pick up fallen debris immediately. Even a loose pencil or paper clip could cause a serious falling injury.
5. Keep equipment, facilities and machines in good condition.
6. Store items in an approved storage space. Take care to not stack boxes too high or too tight.
7. Ensure that boxes are clearly labeled with their contents.
8. Arrange office furnishings in a manner that provides unobstructed paths for movement.
9. Keep stairs, steps, flooring and carpeting well maintained and clear of objects.
10. Clearly mark any difference in floor level that could cause an accident.
11. Secure throw rugs and mats to prevent slipping hazards.
12. Do not place wastebaskets or other objects in walkways.



The easiest way to avoid slips and falls is to pay attention to your surroundings and to avoid running or rushing. Always plan adequate time to do the job correctly and safely.

