

# Smart Steps

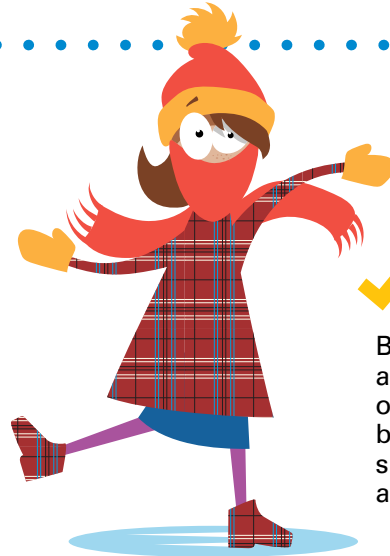
to Prevent Slips, Trips and Falls

- 1 See it 2 Avoid it 3 Report it



✓ **Look ahead**

Stay alert for uneven walking surfaces — even a quarter-inch change in elevation can cause trips. Warning markings should be used until repairs can be made.



✓ **Watch out**

Be aware of icy walkways and report them to the school office so sand or ice melt can be put down. Parking lots and sidewalks should be monitored and cleared throughout the day.



## ✓ Wipe up

Keep floors dry and wipe up spills. Place water-absorbing mats at entrances and in areas prone to spills. Inspect and clean mats on a regular basis.



## ✓ Step up

Instead of a chair, use a step stool or the right ladder. Have step stools with a top rail for balance assistance readily available for all employees.

## ✓ Cover it

Cover cords or avoid running them across walkways. Be sure to use high-visibility cord covers and tie up any hanging cords that could catch feet.



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