



The leading cause of reported claims amongst HISIG members the past few months has been injuries due to tripping hazards.

Often times injuries due to trips, slips and falls can be avoided by some preventive maintenance.

It is important not only for management to implement a safe working environment, but also to create a culture where all of your employees strive to assist in eliminating potentially dangerous situations.

- Your HISIG Loss Control Team  
hisigLC@sgbinsurance.com

## PREVENTING SLIPS & TRIPS

Helpful tips for keeping you on your feet

Wet floors, spills and excess clutter can mean disaster for employees in all kinds of different work settings, causing many every year to suffer lost pay and serious pain. Injuries caused by slips, trips and falls range from sprained or strained muscles and joints, to broken bones and head injury. There are several precautions you should take to ensure your safety and the safety of your co-workers.

### Floors

- Keep floors clean and dry at all times. Wet floors present a slip hazard and can promote the growth of infection-causing microbes like mold, fungi and bacteria.
- Remove all objects and clutter from aisles, exits and passageways.
- In the event that grease or oil spills on the kitchen floor, clean the mess immediately and alert your co-workers of the problem before they accidentally fall.
- Use floor or ceiling electrical plugs for power to avoid running a cord down a long hallway.
- Display warning signs to alert others of a wet floor.
- Use floor mats while surfaces are drying after cleaning to provide traction.
- Clean up spills immediately.
- In areas prone to slipping (toilet and shower areas), use a no-skid wax product to clean.
- While washing the floor, wear protective footwear to prevent falling.
- Keep an eye out for uneven floors, and fix them or notify someone who can immediately.

### Always Stay Alert!

Adopt a see it, sort it mentality. If you notice any situation that you think could present a slipping, tripping or falling hazard for you or a co-worker, act immediately to remedy it or notify your supervisor. You could be saving an unsuspecting victim lost pay and serious pain.

### Other Recommendations

- Use strong ladders to reach as opposed to standing on small stools or boxes.
- Stretch out bulging carpets to prevent trips and falls.
- Use handrails while walking down stairs to prevent slipping when walking too fast.
- Repair broken light fixtures and replace bulbs for adequate visibility.



*Slips, trips and falls are very common in the workplace. The Occupational Safety and Health Administration (OSHA) reports that the majority of workplace injuries are related to slips, trips and falls. However, many of the accidents that cause these injuries are preventable.*

# SAFE LIFTING TECHNIQUES

## Your Employee Safety is Important

Lifting is a common activity in the workplace, and it is often forgotten that there are proper techniques that need to be followed to avoid injury. In fact, lower back injuries are the most common work-related injury cited by the Occupational Safety and Health Administration (OSHA).

### Safe Lifting Basics

Safe lifting plays an important role in keeping your back healthy and you safe. There are safe lifting techniques that take strain off the low back area. They include:

- Look over the load. Decide if you can handle it alone or if you need assistance. When in doubt, ask for help. Moving an object that is too heavy or bulky can cause severe injury.
- Clear away any potential obstacles before beginning to carry the object.
- Support and propel the object while carrying it; your grip should be firm. Carrying objects will change your balance. To keep this change of balance to a minimum, keep the load close to your body and to your normal center of gravity, between the legs and shoulders.
- Use good foot positioning. Your feet should be shoulder width apart, with one foot beside and the other foot behind the object that you are going to lift. This allows you to use the full power of your leg muscles. Leg muscles are stronger and more powerful than back muscles, so let your legs do the work.
- Bend your knees. Bending over at the waist to reach for the object you want to lift puts strain on your back, shoulder and neck muscles.
- Keep your arms and elbows as close to your body as you can while lifting. If you have to stretch your arms out completely away from your body, ask for assistance with the lift.
- Use your feet to change direction. Don't twist your body. Twisting your body adds to the stress of the lift and affects your balance.
- To lower the object, bend your knees as you did to pick it up. To place the load on a bench or shelf, set it on the edge and slide it into position. Make sure your hands and feet are clear when lowering the load.



Back strains are common injuries that can be prevented by practicing safe lifting techniques

Safe lifting of heavy objects requires training and practice. And when equipment is available, it should be used to lift and carry heavy objects. Loaders, forklifts and hoists are designed for this purpose.

### Team Lifting

When others are helping you lift, teamwork is very important. If you're going to be carrying the load to another location, both of you should coordinate this prior to lifting the object. Check the route and clearance. One worker needs to be in a position to observe and direct the other. Lifting and lowering should be done in unison. Don't let the load drop suddenly without warning your partner.

### Your Safety is Important

Proper lifting methods protect against injury and makes continued work much easier. It is important to think about what you are going to do before lifting an object – over time, these safe lifting techniques will become habit. Contact your supervisor if you have any questions or concerns regarding safe lifting techniques.

## Dealing with Heavy Loads

1. Always lift with your legs and carry loads close to the body between shoulder and knuckle height.
2. Make sure your footing is firm and that your path is clear.
3. Use the same safe techniques when you set the load down.

*THIS FLYER IS FOR GENERAL INFORMATIONAL PURPOSES ONLY, AND IS NOT INTENDED AS MEDICAL OR LEGAL ADVICE.*