

## **CHAPTER 176**

### **SLIPS, TRIPS AND FALLS PREVENTION POLICY AND PROCEDURES**

**[HISTORY: Adopted by the Board of Selectmen of the Town of Pembroke June 20, 2016]**

#### **§ 176-1 Purpose.**

The purpose of this policy is to reduce and/or eliminate the incidence of employee and citizen slip, trip, and fall related events and injuries.

#### **§ 176-2 Discussion.**

Slips, Trips and falls are among the leading causes of injury and lost work time to employees, and to members of the public visiting municipal 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 Town of Pembroke 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 Town of Pembroke that its employees will be required to monitor, report, and wherever reasonably possible, correct conditions that have, or are likely to cause a slip, trip, and fall related event if corrective action is not taken.

#### **§ 176-3 Procedures**

- A. A slip, trip, and fall log shall be maintained at every public facility.
- B. Unsafe conditions shall be reported to the appropriate contact for that location immediately for corrective action. If the conditions present an immediate threat to the safety of employees or the public the employee will take reasonable steps to prevent injuries until the appropriate personnel arrive.
- C. Employees shall wear footwear appropriate for the conditions and their department.

D. Employees operating in inclement weather conditions (i.e, ice and snow) shall wear appropriate footwear that has the proper traction to eliminate slips. The Town of Pembroke at their discretion may require employees to wear special slip on devices such as Yak Trax that will be provided by the Town.

E. 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 build up, or other conditions that could contribute to a slip, trip or fall exist.

F. 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.

#### **§ 176-4 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 and the Joint Loss Management Committee. 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.