



Safe Park-ing

OFFICE EDITION

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State of Nevada, Division of State Parks

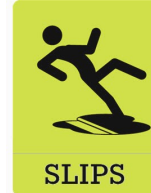
Quarterly Safety Topic: Slips, Trips, and Falls

Slips, Trips, and Falls are one of the most common causes of injuries in the workplace. It's easy to suppose those types of injuries only happen in outdoor environments, and while they are one of the top 4 causes of injuries at the parks, they are just as likely in the office environment. It only takes a moment of being distracted to sustain a severe injury by slipping on a wet floor, tripping on an extension cord stretched across the walkway or falling down a step.

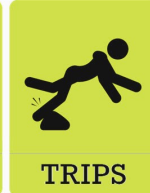
The U.S. Department of Labor reports that injuries due to slips, trips, and falls are the second-highest cause of days away from work. To put it into a financial perspective, an estimated 25 percent of reported injury claims are filed after an employee trips, slips, or falls. However, there are ways we can make the work environment a safer place.

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IMPACT OF SLIPS, TRIPS & FALLS



SLIPS



TRIPS



FALLS

Monthly Safety Inspections

As the designated safety coordinator, I have been tasked with conducting monthly safety inspections for our department. This means I will be walking through our office once a month and look for safety issues in our workplace. Safety concerns include, but are not limited to:

- ◇ Floor and aisles are free of litter and spilled liquids tripping hazards
- ◇ Desks or file drawers are closed when not in use and only one drawer is used at a time
- ◇ All office equipment is being used correctly
- ◇ All extension cords are in good condition, not frayed and not used as permanent wiring
- ◇ Doors are labeled as exits
- ◇ Exit signs are installed and lit from an internal or external source
- ◇ Doors are not locked to prevent exit from the building
- ◇ Fire doors are not propped open
- ◇ An evacuation plan is posted
- ◇ Fire extinguishers and pull stations are in the locations noted on the evacuation plan, identified with signs and not blocked
- ◇ Fire extinguishers appear to be in good condition and have been inspected
- ◇ All areas are well lit and lights are functioning properly
- ◇ Office equipment is kept at least 18 inches from electrical cabinets
- ◇ Flooring is in good condition and the carpets are not ripped and tiles are not broken or uneven
- ◇ Employees are refraining from unsafe behaviors (standing on chairs, etc.)
- ◇ Warning signs are posted near hazards (wet floors, repair work, etc.)

"Prepare and prevent, don't repair and repent." – Author Unknown

