



# Safe Park-ing

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State of Nevada, Division of State Parks

## Quarterly Safety Topic: Slips, Trips, and Falls

If you were to ask your coworkers if anyone has slipped, tripped, or fallen at work, you'd most likely get a "yes" from almost everyone. That's because these kinds of accidents are the leading cause of injuries, not only in general but in the Division of State Parks. Thankfully most of our injuries in this category are fairly minor in nature, but the truth is that slips, trips, and falls run the gamut from insignificant to death.



Many of these incidents happen when people are distracted (walking and using their cellphone), or have obstructed vision (carrying objects that prevent them from seeing what's going on around them), or are using the wrong equipment for the job (need a ladder, but use a swivel chair with castors, placed on a desk, to reach something hung from the ceiling). I've even heard of someone standing on a swivel chair to hang something from the ceiling and subsequently falling onto 2 coworkers when the chair moved. That means 3 worker's comp claims were submitted that day.

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## Reporting a Workplace Injury

No matter how careful you are, accidents are always a possibility. When an injury happens at work, it's important that certain steps are taken to ensure all the needed information is documented and available in the event it becomes a worker's compensation claim.

**Step 1:** An employee reports that he or she was injured on the job.

- ⇒ The supervisor completes the AIR ([Accident Investigation Report](#)) - This is important, because it collects all of the information pertaining to the injury. If this is done right away the information is fresh and easier to document.
- ⇒ The injured employee completes the C-1 ([Notice of Injury Form](#)) - If the employee's injury is such that he or she is unable to complete the form or just needs assistance, the supervisor can help the employee in completing the form.

If the injury did not warrant a 9-1-1 call and the employee does not want to seek medical treatment, then we simply keep a copy of these forms and have them ready should the employee decide to seek medical treatment at a later date.

**Step 2:** The employees injury was severe enough to call 9-1-1 or the employee later decides to seek medical treatment.

The supervisor completes the C-3 ([The Employers Report of Industrial Injury or Occupational Disease](#)) as soon as possible. It is preferred that this form is filled out within 24 hours of the injury, but it must be done within 6 days of receiving the C-4 Form (a form the physician completes and provides to the employee).

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It's easy to say that the people who do these things are stupid, but honestly, stupid people couldn't perform in the capacity that these people do. It's more likely that these people didn't plan ahead, take the time to get the proper equipment, or look at their environment and understand the risks present.

Slips often happen when the walking surface is not clean and dry or proper footwear is not worn. In the park environment, the staff is constantly transitioning from indoors to outdoors and subject to all kinds of weather conditions. This makes it imperative that appropriate footwear with good traction is worn to help avoid slipping and falling. Placing carpets down can be especially helpful at entranceways, where workers are likely to be coming in with shoes wet from rain or snow. It also makes it important to regularly check the floor for debris and puddles.

Trips usually happen because the walking surface changes and people are unaware, or something new is introduced to the walkway, and the person walking is not paying attention. Whenever possible, limit the number of boxes, files, or other items from around your desk or in walkways, and use caution when entering an area that is cluttered. Be careful when carrying things. Don't load your arms up so much that you cannot see where you're going. Make sure you don't string power cords across walkways. Be vigilant. Pay attention to where you are walking and be alert to changes in elevation on sidewalks and in parking lots.

Falls are often the most severe of these injuries. Standing on chairs – particularly rolling office chairs – is a significant fall hazard. If you need to reach something at an elevated height, use a stepladder or ladder and use it properly (put it on a level surface, avoid standing on the top step, refrain from setting it up in front of a door that opens out, etc.). If you need to work on an elevated platform, stay back from the leading edge unless tethered to an anchor point. Avoid accessing elevated work surfaces inclement weather.

In the end, being attentive, maintaining a clear line of vision, and using the right tool for the job can help you avoid slips, trips, and falls.



(Reporting a Workplace Injury—continued)

- ⇒ The supervisor provide's a Worker's Compensation Packet (Physical Assessment Form, **[Employee's Responsibility Form](#)**, **[Worker's Comp. Leave Choice Option Form \(LCOF\)](#)**, Job Description) to the employee and reviews each form with him or her. *The employee's signature must be obtained on the forms identified in BOLD and a copy must be provided to the employee.*
- ⇒ Employee goes for treatment and has the medical provider fill out Physical Assessment Form and C-4 . Employee then needs to return the Physical Assessment Form and C-4 to his or her supervisor.

#### Step 4:

- ⇒ The park supervisor will forward the C-1, AIR, LCOF, C3, C4, and Physical Assessment Form to Vanessa Mason in Risk Management [vanessalmason@parks.nv.gov](mailto:vanessalmason@parks.nv.gov).
- ⇒ Vanessa will collect the D8 and pay information from Anke, our Personnel Analyst, and forward all forms to CCMSI.

If you have any additional questions or need resources, please check out the State of Nevada, Risk Management website, specifically the information on [Worker's Compensation](#).

"Safety has to be everyone's responsibility... everyone needs to know that they are empowered to speak up if there's an issue. – Captain Scott Kelly