



SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

San Diego Community College OSHA Standards

Slip, Trip and Fall Prevention Program Revision 2 - 11/10/2015

Original: 10/27/15

Rev 1: 11/05/15

Rev 2: 11/10/15

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PURPOSE

The slip, trip, and fall (STF) program has been implemented to protect employees, students, and visitors from potential accidents. The program also serves to assess threats on San Diego Community College District's facilities and provide corrective action. STF is also a section of the Injury and Illness Prevention Program. According to the United States Department of Labor, STF account for 15% of all general industry accidental deaths and 25% of the reported injury claims each year, with injuries resulting in an average of 11 days away from work. STF accidents can cause severe complications such as death, incapacitation, bone fractures, and various long-term medical conditions. Whether the incident occurs indoors or outdoors, on a level surface, stairway or ramp, there are opportunities to reduce this exposure. The selected design and texture are critical factors; however, even a slip resistant design can become a hazard if lighting, maintenance practices, or general employee safe work practices are inadequate.

AUTHORITY CITATIONS

CCR, Title 8, § [3203](#) & [3273](#)

CCR, Title 8, § [3317](#)

CFR, Title 29, § [1910.22](#)

DIVISION OF RESPONSIBILITIES

Risk Management Office

The Risk Management Office is responsible for the implementation and maintenance of this program as described above including the following.

- Conduct annual survey, draft reports, and provide findings to each campus regarding slip, trip, and fall related hazards
- Develop and facilitate employee training, including biannual employee awareness
- Conduct investigations of all slip, trip, and fall-related injuries, including the completion of a "Slip, Trip, and Fall Accident Investigation Report"
- Ensure the implementation of corrective actions resulting from injury investigations

Facilities Services

The Facilities Services department (respective to the site) is responsible for complying with the provisions of this program which include the following.

- Perform slip, trip, and fall repairs, in accordance with manufacturer recommendations and/or industry standards in a timely manner
- Address reported slip, trip, and fall hazards promptly. Corrective actions related to the occurrence of the accident should be resolved within 14 days
- Request recommendations from Risk Management, if necessary to reach resolution

Employees

Employees are responsible for complying with the provisions of this program which include the following.

- Always follow slip, trip, and fall safe work practices
- Report any slip, trip, and fall concerns to supervisors or campus Facilities Services department

* Employees may contact the Risk Management Office at any time to report a safety concern. Additionally, an anonymous notification can be sent through inter-district mail to the Risk Management office.

SLIP, TRIP, AND FALL HAZARDS

Floor contaminants

- Water, grease, oil, bodily fluids (blood and vomit), and food are common floor contaminants that can lead to STF accidents.

Poor drainage

- Water pipes and rains that have been damaged or aligned improperly can cause liquids to disperse over a walking surface. Clogged drains can also cause water to back up onto a walking surface and cause a potential STF.

Surface Irregularities

- Indoor walking surfaces that have been damaged, warped, or have uneven flooring can cause STF accidents.
- Outdoor walking surfaces that are improperly maintained have uneven ground, holes, debris, or protruding structures that are not visible can cause individuals to slip, trip, or fall.

Lighting

- Inadequate lighting can diminish vision and the ability to pinpoint unsafe conditions and hazards. The following table provides minimum regulations for proper lighting in certain sites including working areas, stairways, aisles, passageways, work benches, and machines.

Minimum Levels of Illumination for Safety				
Hazards that require visual detection	Slight		High	
	Low	High	Low	High
Normal Activity Level				
Areas	Storage Yards, Offices, Locker Rooms	Loading Areas, Warehouses, Corridors, Washrooms, Spray Booths	Elevators, Stairways, Assembly Areas, Layout Areas	Engine Rooms, Processing Area, Machine Shop, Sheet Metal Works, Woodworking Shops
Footcandles	0.5	1.0	2.0	5.0

Stairs and Handrails

- Improper construction and maintenance of stairs and handrails/guardrails can increase STF hazards. Stairs that are uneven and handrails that are not the appropriate size/height can cause trips and falls. The lack of markings or anti-skid surfaces also presents hazardous situations.

Stepstools and Ladders

- Inappropriate selection of stepstools and ladders can be hazardous if not used properly, or if the individual does not have proper training.

Trip Hazards

- Trips hazards include loose cords, hoses, wires, and tubing. Clutter that has been cleaned up or maintained can lead up to a potential STF accident.

Floor Mats and Runners

- Mats that are improperly used and maintained can cause harm instead of their intended use of preventing STFs. Poorly placed mats and runners can also contribute to STFs at work.
- Worn or curled edge mats should be removed and replaced to prevent STF injuries.

Work practices

- Failure to clearly identify slip/trip conditions (wet floor signs), improper workspace storage practice, attempts to carry way too much, and carrying items that obstruct the individual's sight can all lead to STF.

Personal Protective Equipment

- Improper selection of slip-resistant footwear can potentially cause an STF. The level of slip-resistance, treads, and support/comfort should be accounted for in order to reduce STF hazards.

* To see more details on fall protection/prevention, refer to the Fall Protection Program within the Risk Management Office.

PREVENTION METHODS

SDCCD utilizes a systematic and comprehensive approach to prevent STF injuries by practicing the following.

- Employees will review Safe Work Practices found in [Appendix B](#) to provide preventive measures for STF accidents.
- Employees will review Injury and Illness Prevention Program [{hyperlink}](#).
- Campuses follow maintenance and facilities prevention practices in accordance with the best management practices identified in [Appendix C](#).
- An annual survey is performed by the District Risk Management Office to evaluate any potential STF hazards. The survey is conducted district-wide and the findings are forwarded to campus Facilities Services departments for corrective action.
- Keenan and Associates performs a comprehensive safety audit on an annual basis. The audit includes an overview of the STF program and a general evaluation of on-site STF conditions.
- The Risk Management Office investigates all STF accidents occurring on SDCCD sites. Corrective actions are determined and recommended to the campus Facilities Services department for implementation. [Appendix D](#) contains a copy of the "STF Accident Investigation Report" to be used in investigations.

TRAINING AND RECORDKEEPING

Any SDCCD employee that works in a higher risk area than normal working conditions will be extensively trained to recognize potential hazards and using control measures to prevent STF accidents. Supervisors and

the Risk Management Office will keep records of STF training and will maintain a database of all STF accidents.

APPENDIX A: DEFINITIONS

Slip: A slip occurs when there is little friction/traction between the foot and the surface walked on.

Trip: A trip occurs when the foot strikes/hits an object that results in a loss of balance that can cause the body to fall forward or backward.

Fall: A fall occurs as a result of either a slip or trip. A fall can also occur when an individual steps down to a lower surface and misjudges or misses the step to cause a stumble.

APPENDIX B: SAFE WORK PRACTICES – STF PREVENTION

Housekeeping Guidelines

- Slips, trips and falls are often related to poor housekeeping practices. By following the housekeeping procedures below, you can greatly reduce the possibility of an accident.
- All spills should be cleaned up immediately. If the spill is located on a slippery floor surface (i.e. tile, concrete, etc.) a “wet floor” sign should be posted to notify others of the hazard.
- All desk and cabinet drawers should be closed when unattended.
- Floors should be kept clear of clutter and debris at all times.
- Ensure that all mats, rugs, and runners are not torn or curled up.
- Ensure that all litter is placed in a designated trash receptacle.
- Ensure that cords and wires do not pose a trip hazard. Cords should never run across an aisle way or open floor area.

General Slip, Trip, and Fall Guidelines

- **Walk safely at all times.** DO NOT RUN! A few seconds that you may gain is not worth the risk of injury.
- **Use proper work equipment.** Do not use chairs, boxes, desks, tables, or any other unstable objects in place of a ladder or step stool.
- **Do not lean back in chairs.** Leaning back in chairs can result in the chair flipping over and the occupant falling helplessly backward.
- **Do not lift or carry anything that you cannot comfortably handle.** Never lift any objects that may cause you to lose your balance or that restricts your vision when carrying. You can always ask a colleague or contact Facilities Services for assistance.
- **Use handrails when ascending or descending stairs.** When traveling up and down stairs, be sure to always use the handrails and travel one step at a time.
- **Inspect and report flooring hazards.** Torn or separated seams in carpet or flooring is a leading cause of trip accidents. Be sure to notify your supervisor if you notice a possible hazard.
- **Consider footwear.** Always take consideration of your footwear in the workplace. Do not attempt to do a task with inappropriate footwear (e.g. heavy lifting with high heels).
- **Always be alert of floor or ground conditions when walking.** Always pay attention when walking. Even if you walk the same path every day, it only takes one small tear in the carpet or object on the floor to send you tumbling.

Safety Controls

- **Hazard elimination.** Remove any potential STF hazards
- **Isolation.** Limit access to high risk areas
- **Administrative efforts.** Implement good housekeeping practices and use signage and barricades to notify and prevent other individuals from potential STF accidents
- **Personal Protective Equipment.** Wear appropriate footwear and other PPE that does not obstruct movement

APPENDIX C: STF BEST MANAGEMENT PRACTICES FOR FACILITIES MANAGEMENT

Design

- Identify changes in elevation with contrasting colored paint.
- Avoid slippery flooring, such as terrazzo tile. Review literature of flooring products to ensure adequate friction for walking.
- Follow applicable requirements of local building codes and ADA requirements when installing or modifying walkways, stairs, ramps, etc.
- Install sprinkler systems to minimize water run-off into walkways.
- Use natural barriers such as trees, shrubs benches, trashcans, etc, to direct and restrict pedestrian traffic.
- Avoid planting trees with aggressive root systems, such as a Ficus, adjacent to walkways or buildings.
- Anticipate lighting needs in the design phase.
- Strategically place electrical outlets to minimize use of extension cords and running electrical power cords across aisle ways.
- Install traction enhancing floor treatments (etching, non-skid coatings) in slippery areas.
- Speed bumps, tire stops and accessibility ramps in parking areas should be painted with contrasting colors.
- Ensure stairways are equipped with:
 - Handrails
 - Non-slip treatment on treads
 - Adequate lighting (2.0 footcandles).
- Install floor striping to help keep walkways or designated work areas clear.

Administrative

- Be proactive. Correct STF hazards before an incident. Consider STF exposures while performing regular business operations.
- Train staff to identify and report STF hazards. The Facilities Services team is on the campus grounds daily and can identify potential issues before they become a hazard
- Clean up spills immediately using the spill procedures appropriate for the material.
- Train janitorial staff in necessary precautions when mopping walkways. (cones – warnings – mop half of walkway at a time)
- Ensure adequate protection (signs, barricades, and tape) is provided around construction or repair activities that pose a STF hazard.
- Place lighting systems on timers or sensory activation devices. Ensure activation schedules are adjusted promptly during daylight savings time changes.
- Control landscape watering times to those periods where excess runoff will dry before normal business hours begin.
- For areas that are consistently wet or slippery, provide rubber mats. The mats should have beveled edges and be thick enough (3/8”) so as not to curl or slide easily.
- Where spills are frequent, ensure that spill control materials (absorbent) are nearby and easily accessible.
- Use floor waxes that enhance traction by increasing friction.
- Install drip pans under leaks until they can be repaired.
- Minimize the use of oil-based cleaning products on dust mops.
- During rainy periods, evaluate drainage capacity and ensure drains are kept free of obstruction to prevent water build-up.

APPENDIX D: STF ACCIDENT INVESTIGATION REPORT

CAMPUS:	LOCATION:
DATE:	INVESTIGATED BY:

The Risk Management department has identified the following contributing cause(s) as resulting in a Slip, Trip, and Fall (STF) accident at your campus. As part of the District’s STF Prevention Program, corrective actions should be taken within 14 days in order to avoid increased liability.

Corrective actions are subject to campus discretion. However, Risk Management has provided a recommended corrective action for this incident. This recommendation is reflective of the investigators professional opinion based on limited knowledge of campus planning considerations.

Contributing Cause(s):					
Picture Attached? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Recommended Corrective Action(s):					
Sent to: City <input type="checkbox"/> Mesa <input type="checkbox"/> Miramar <input type="checkbox"/> DSC <input type="checkbox"/> Date:					

CAMPUS: Briefly describe the corrective actions taken and return a copy of this completed form to the Risk Management Office.

Corrective Action(s) Taken:	
Completed By:	Date:

CC: Facilities Management, Risk Management, Vice Chancellor–Administration Services

APPENDIX E: STF SELF-INSPECTION CHECKLIST

Prevention of slips, trips and falls requires a multi-faceted approach involving training, maintenance, design and inspections. Slips, trips and falls represent a considerable exposure to the San Diego Community College District employees, students and visitors. The self-inspection checklist is designed to identify and correct safety exposures before an accident occurs. Observations and recommendations are critical to maintaining a safe environment at all San Diego Community College District campuses. Be on the lookout for the hazards mentioned below, all of which are considered key contributors to slip, trip and fall accidents.

<p>Floor Surface</p> <ul style="list-style-type: none"> <input type="checkbox"/> Uneven/Rough <input type="checkbox"/> Water/Other Liquid <input type="checkbox"/> Grease/Oil <input type="checkbox"/> Debris/Clutter <input type="checkbox"/> Slippery (wax) <input type="checkbox"/> Slippery (inherent) <input type="checkbox"/> Holes/Depressions <input type="checkbox"/> Uncovered Openings <input type="checkbox"/> Loose Boards/Tiles <input type="checkbox"/> Broken Tiles <input type="checkbox"/> Nails, Bolts Protruding <input type="checkbox"/> Electric Receptacle <p>Carpeting/Mats</p> <ul style="list-style-type: none"> <input type="checkbox"/> Torn/Loose <input type="checkbox"/> Curled/Uneven <p>Misc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lighting Inadequate <input type="checkbox"/> Glare from Sun/Lights <input type="checkbox"/> Extension Cords/Wiring Across Aisles <input type="checkbox"/> Materials Stored in Walkways <input type="checkbox"/> File Cabinet/Desk Drawers Open <p>Ramps</p> <ul style="list-style-type: none"> <input type="checkbox"/> No Handrail <input type="checkbox"/> Severe Slope <input type="checkbox"/> Obstructions/Clutter <input type="checkbox"/> Uneven Surface <input type="checkbox"/> Not Secured/Not Strong Enough <p>Handrails</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate <input type="checkbox"/> Loose 	<p>Tread Surface</p> <ul style="list-style-type: none"> <input type="checkbox"/> Uneven Spacing <input type="checkbox"/> Non-slip Surface <input type="checkbox"/> Grease/Oil <input type="checkbox"/> Water/Other Liquid <input type="checkbox"/> Debris/Clutter <input type="checkbox"/> Inadequate Lighting <p>Ladders</p> <ul style="list-style-type: none"> <input type="checkbox"/> Steps/Rungs Broken <input type="checkbox"/> No Safety Feet <input type="checkbox"/> Steps/Rungs Slippery <input type="checkbox"/> Not on Level Surface <input type="checkbox"/> Not Secured <p>Footwear</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improper Soles <input type="checkbox"/> Improper Heels <input type="checkbox"/> Foreign Object on Sole/Heel <input type="checkbox"/> Loose Shoelaces <input type="checkbox"/> Not Securely Fastened <p>General Conditions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Poor Housekeeping <input type="checkbox"/> Lighting Inadequate <input type="checkbox"/> Inadequate Trash Receptacles <input type="checkbox"/> Trash Receptacles in Walkways <input type="checkbox"/> Electric Floor Receptacles in Walkway <input type="checkbox"/> Electric/Computer Cables in Walkway <p>Elevator</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does Not Level <input type="checkbox"/> Floor Surface Poor <input type="checkbox"/> Lighting Inadequate 	<ul style="list-style-type: none"> <input type="checkbox"/> Sun Glare <input type="checkbox"/> Distractions (Mirrors, Paintings, etc.) <input type="checkbox"/> Automatic Doors Operate Improperly <input type="checkbox"/> Door Saddles Loose <p>Employee Actions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not Using Handrails <input type="checkbox"/> Running/Walking Too Fast <input type="checkbox"/> Jumping Off Object <input type="checkbox"/> Jumping Over Barriers <input type="checkbox"/> Climbing Over Obstacles <input type="checkbox"/> Using Makeshift Ladders <input type="checkbox"/> Standing on Top of Boxes/Drums <input type="checkbox"/> Standing on Chair <input type="checkbox"/> Standing on Top Step of Ladder <input type="checkbox"/> Ladder Improperly Placed <input type="checkbox"/> Ladder at Improper Angle <input type="checkbox"/> Not Having Firm Grip on Ladder <input type="checkbox"/> Tilting Back in Chair <input type="checkbox"/> Pushing/Pulling Toward <input type="checkbox"/> Pace/Steps Not Altered to Fit Surface Condition <p>Parking Lots</p> <ul style="list-style-type: none"> <input type="checkbox"/> Speed Bumps Painted Contrasting Color <input type="checkbox"/> Free of Potholes, Fissures, Obstructions or Other Impediments <input type="checkbox"/> Curbs and Steps Adequately Visible/In Safe Condition <input type="checkbox"/> Are thresholds low enough to avoid tripping? <input type="checkbox"/> Changes in elevation (ramps-curbs) painted contrasting color
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APPENDIX F: CURRENT MEDICAL CONTRACTOR

Sharp Rees-Stealy Occupational Health Services Facility

Inform the receptionist if you have had an exposure to blood or other potentially infectious materials and need an appointment immediately.

Work-Related Injury Treatment Authorization

For treatment authorization and worker's compensation referrals, contact the Risk Management office at 619-388-6953.

In the event of a

WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Rees-Stealy Occupational Health Services Facility:**



CHULA VISTA

525 Third Ave.
Chula Vista, CA 91910
(619) 585-4050
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



LA MESA

Grossmont Medical Plaza,
Ste. 601
5525 Grossmont Center Dr.
La Mesa, CA 91942
(619) 644-6600
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



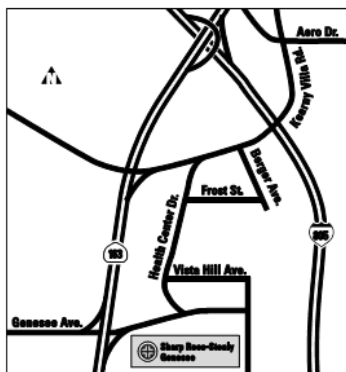
DOWNTOWN

300 Fir St.
San Diego, CA 92101
(619) 446-1524
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 10 p.m., daily (except
certain holidays)



RANCHO BERNARDO

16950 Via Tazon
San Diego, CA 92127
(858) 521-2350
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



GENESEEE

2020 Genesee Ave.
San Diego, CA 92123
(858) 616-8400
Occupational Health Services
7 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
No urgent care at this location



SORRENTO MESA

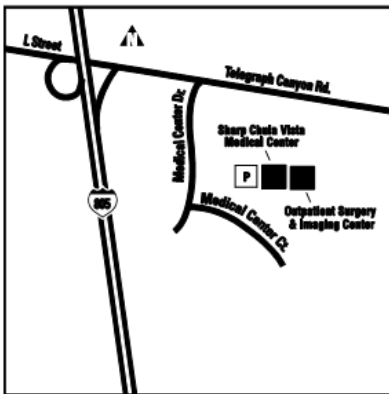
10243 Genetic Center Dr.
San Diego, CA 92121
(858) 526-6150
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



AFTER-HOURS CARE

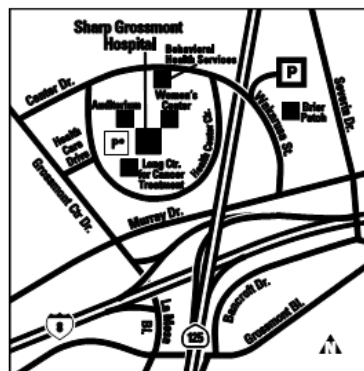
For a WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Hospital Emergency Department**



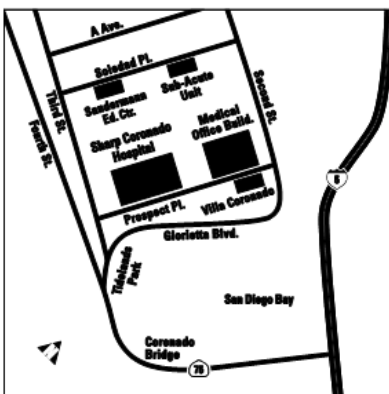
Sharp Chula Vista Medical Center

751 Medical Center Ct.
Chula Vista, CA 91911
(619) 502-5800



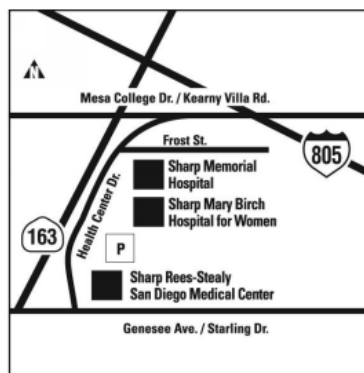
Sharp Grossmont Hospital

5555 Grossmont Center Dr.
La Mesa, CA 91942
(619) 740-6000



Sharp Coronado Hospital

250 Prospect Pl.
Coronado, CA 92118
(619) 522-3600



Sharp Memorial Hospital

7901 Frost St.
San Diego, CA 92123
(858) 939-3400



APPENDIX G: SAFETY PROGRAM APPROVAL

San Diego City College Safety Program

Slip, Trip and Fall Prevention Program – 11/05/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
City College Vice President, Administrative Services

Date: _____

Approved by: _____
City College President

Date: _____

San Diego Mesa College Safety Program

Slip, Trip and Fall Prevention Program – 11/05/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Mesa College Vice President, Administrative Services

Date: _____

Approved by: _____
Mesa College President

Date: _____

San Diego Miramar College Safety Program

Slip, Trip and Fall Prevention Program – 11/05/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Miramar College Vice President, Administrative Services

Date: _____

Approved by: _____
Miramar College President

Date: _____

San Diego Continuing Education Safety Program

Slip, Trip and Fall Prevention Program – 11/05/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Continuing Education Vice President, Administrative Services

Date: _____

Approved by: _____
Continuing Education President

Date: _____

District Service Center Safety Program

Slip, Trip and Fall Prevention Program – 11/05/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Director, Facilities Services

Date: _____

Approved by: _____
Vice Chancellor, Facilities Management

Date: _____