



2020 SLIPS, TRIPS & FALLS PREVENTION PROGRAM

Objective	Provide comprehensive and compliant TBCC Slips, Trips & Falls Prevention Program
Intended Audience	Bay Club Leaders
Required Documents	<ol style="list-style-type: none"> 1. Slips, Trips & Falls Prevention Training Guidelines 2. Slips, Trips & Falls Prevention Training Participation Form 3. Attendance Log

PROGRAM GOALS:

- Reduce to eliminate injuries caused by Slips, Trips and Falls from same level (walking) or higher level (stairs, ladder).
- Increase awareness in everyday activities, tasks and situations that can cause slips, trips and falls and modify tasks, work positions or protocols accordingly to protect Associates. Remind everyone to refrain from texting when walking!!!
- Increase morale, productivity and quality
- Comply with [California Code of Regulations, Title 8 section 3273](#), Working Areas

BAY CLUB LEADERSHIP RESPONSIBILITIES:

1. Read this program entirely before training or allowing someone to train front-line Associates. Trainers must use any and all material in Additional Resources to secure good knowledge of this program.
2. Implement the requirements of this program
3. Document Training: new associates upon hire - existing associates, yearly and as needed. Use “ST&FPP Training Guidelines” for training and where to store documents.
4. Communicate with associates effectively so that they are more aware of hazards. Encourage them to follow safety rules.
 - a. Use disciplinary actions (written warnings) when TBCC associates do not comply. Report failure to comply immediately
 - b. Club Level: Report to Club General Manager and/or HR as necessary regarding any safety concerns
 - c. Company Level: Report to HR any issues related to training OR implementation of this Program, including disciplinary and corrective actions

INTRODUCTION – *The need for a Slips, Trips and Falls Prevention Program*

The *average* person takes in excess of 10,000 steps every day. Some of these steps must be taken seriously. There are over 13 million slip, trip and fall injuries every year that can result in lost workdays, broken bones, “bad backs” even permanent disability and death. By understanding how slips, trips and falls happen, you can prevent painful injuries both on and off the job. The Bay Club Company has established this program to prevent injuries caused by slips, trips and resulting falls. Managers and Trainers must use this program as a tool to recognize and control hazards as well as encouraging Associates to compliance, involvement and participation. This program requires identification and resolution of reported hazards and will do so by providing training, medical management, and evaluation on an on-going basis.

OVERVIEW

Slips and falls are a leading cause of workplace injuries. At The Bay Club, for example, water spilled by drinking fountains or tracked in from a pool or rainy weather can create a major hazard. What do experts recommend as the single most important step to take in preventing slips and falls? Simple - keep floors clean, dry, and free of obstruction (as possible and as required in [CCR Title 8 section 3273](#)):

- When you walk around, look for spills that could cause someone to slip (water, ice cube, oil, grease), or objects on the floor that can cause someone to trip. Do something about it right away. Remove/Clean-up the hazard or, if needed, place hazard cones to warn of the danger (if you cannot remove the hazard and need to leave). An unexpected shift from a dry to slick surface or tripping over an unexpected object can result in a serious bodily injury or fatality.
- Look for changes in walking/working surfaces. Changes in lighting or floor color can conceal a potentially hazardous change in friction or angle between adjacent surfaces. Wherever possible, waxes and polishes should cover an entire area, extending to natural breaks in flooring. Choose footwear according to floor surface.
- Some simple things you can do to minimize your chances of a slip and fall is to wear appropriate footwear, watch where you are going, take slow, short steps where slip potential is high, and use hand holds where possible.



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SLIPS occur whenever there is too little friction between your feet and the surface you work or walk on. Walking itself requires considerable balance, since your heel must keep you balanced until the rest of your foot lands on the floor. The most common causes of slips are constantly wet surfaces, occasional spills and weather hazards. Slips are more likely when you hurry and are inattentive or distracted. Everyone at TBCC must work together and learn to recognize slip hazards and remove them BEFORE they cause injuries. Some tasks, such as pushing loads, may require special attention to slip-resistant floor surfaces or carefully selected sole material and treads. In some instances, better lighting or a stable brace may be helpful. Carefully placed and mounted hand rails, poles or hip bars may help operators brace themselves. This reduces reliance on foot/floor friction, which thereby reduces the potential for slips and falls.

A. Identifying Hazards

In jobs such as food or beverage processing, where cleanliness and sanitation are critical, the work surface may be constantly wet. Taking long steps quickly, turning sharp corners and not paying attention to the surface you are working on may cause you to slip. Rushing on wet surfaces and wearing street shoes at work are common causes of slip injuries.

In most work situations, whether a hospital, gas station, industrial plant, or office building, the work surface can occasionally become wet. Whether at home or on the job, leaving a spill behind, even a minor coffee or water spill, can cause you, a coworker or a Member to slip and fall. Walking with your hands in your pockets and rushing can also increase the chances of a slip injury.

SLIPPING HAZARDS – be vigilant. Whether left behind or by creating it, a slipping hazard can cause serious injuries.

<p>General</p> <ul style="list-style-type: none"> • Wet floor • Running / Rushing • Turning sharp corners • Walkways / Lobby • Loose footing • Shortcuts • Showers / Bathrooms • Shoes with slippery / old soles • Throw rugs • Lighting • Cluttered spaces • Floor condition • Uneven floor / carpet / surface • Transitional floor area • Stairs / Steps 	<p>Courts</p> <ul style="list-style-type: none"> • Equipment • Balls / Tennis Ball fuzz • Rackets • Bags • Clothes • Net • Floor / Ground conditions <p>Fitness Floors</p> <ul style="list-style-type: none"> • Clothes on floor • Bags • Equipment • Sweat on wood floor • “Allegro” carriage left unhooked <p>Kitchen / Café / Bar</p> <ul style="list-style-type: none"> • Greasy / Slippery floor • Tiled Floors • Dishwasher area • Spilled drink 	<p>Pools / Whirlpools</p> <ul style="list-style-type: none"> • Pool deck • Slippery tiles • Bags • Equipment • Toys • Balls <p>Childcare</p> <ul style="list-style-type: none"> • Child • Bags (Gym / Diaper) • Clothes • Toys / Legos / Balls • Baby dolls • Loose sand on floor • Small chairs / tables • Furniture • Shoelaces • Play structure / Legs on swings
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B. Preventing Slips and Falls Injuries

Slow down when a floor surface is wet or slippery. Slip resistant footwear is available for Associates working in high risk areas.



SIGNS



MATS



Slip-Resistant Shoes / Boots



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TRIPS can occur whenever your foot strikes an object and you are moving with sufficient momentum to be thrown off balance. Trips most often occur when you try to take a short cut, lighting is inadequate, the work area is cluttered, and/or when an area has loose footing.

A. Identifying Hazards

- Short Cuts – When we are busy, it is tempting to take short cuts in order to squeeze everything in. You might take a short cut off a walkway and across the lawn. You might carry a load too big to see over, obstructing your view of your feet. The more short cuts you take and the more you rush, the greater the chance for a trip injury.
- Lighting and Clutter Hazards – Adequate lighting is necessary in order to maintain your balance and identify possible hazards ahead. Lights left off or burned out bulbs can interfere with your ability to see clearly. Clutter in your work area is another common hazard. Tools, broken boards, wood or cardboard boxes, hoses, toolboxes, pipes, rope and lunchboxes, if left lying loose in your work area can cause a trip injury.
- Loose Footing – Loose footing on stairs, steps and floors is a common cause of trip injuries. Loose carpeting, buckling stair treads and damaged floorboards are also trip hazards. Throw rugs can bunch or slide. Cluttered areas can create a treacherous path. Even pets and children are potential trip hazards.

TRIPPING HAZARDS – be vigilant. Whether left behind or by creating it, a tripping hazard can cause serious injuries.

<p>General</p> <ul style="list-style-type: none"> • Anything in your way • Loose carpet • Throw rugs • Carpet runners • Mats • Distraction / Phone / Text • Loose footing • Shortcuts • Lighting • Cluttered spaces • Floor condition • Extension / Vacuum cords • Uneven floor / carpet / surface • Transitional floor area • Stairs / Steps • Boxes in walkways • Rushing 	<p>Courts</p> <ul style="list-style-type: none"> • Equipment • Balls • Rackets • Bags • Clothes • Net • Floor / Ground conditions <p>Fitness Floors</p> <ul style="list-style-type: none"> • Weights • Bags • Equipment - not in its place or not spaced properly • Towels • People • Bottles 	<p>Pools / Whirlpools</p> <ul style="list-style-type: none"> • Chairs • Bags • People • Boards • Equipment • Toys • Balls <p>Childcare</p> <ul style="list-style-type: none"> • Child • Bags (Gym / Diaper) • Clothes • Toys / Legos / Balls • Baby dolls • Cables • Small chairs / tables • Furniture • Shoelaces • Play structure / Legs on swings
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B. Preventing Trips and Falls Injuries

Never compromise safety for speed. Maintain good housekeeping to avoid trip hazards. Always watch your steps and watch for loose rugs or carpet.

FALLS occur whenever you move too far off your center of balance. Slips and trips often push you off your center of balance far enough to cause a fall, but there are many ways to fall. Makeshift or misuses of ladders, or inadequate equipment for a job are the most common causes of falls.

A. Identifying Hazards

- Same Level Fall – Fall onto the current walking or working surface, or fall into or against objects above the current surface.
- Lower Level Fall – Fall to a level below the current walking or working surface.
- Makeshift Ladders – In the interest of time or resources, it can be tempting at times to use something that you think will work in place of the proper equipment. Standing on top of a trash can to reach something, or making a short ladder taller



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by elevating the legs on a box or blocks, are common fall hazards. Makeshift ladders are never quite right for the job so they often cause even more of a hazard, forcing you to overreach beyond your center of balance and possibly causing a fall.

- Incorrect Use of Ladders – Using equipment incorrectly, even the right equipment for the job, is a common fall hazard. A ladder may be set too close or too far from the wall that supports it. Using a tall ladder by yourself (without a spotter at the base) or on loose or uneven ground are other hazards. Standing on top of a stepladder or using an extension ladder that is too short can also pose a risk.

B. Preventing Falls Injuries

Always watch your step to prevent a trip and fall. Use ladders and other equipment properly, as they were designed, and only for their intended purposes. When using a ladder, always face your work and maintain three points of contact when climbing or descending. Never stand on the upper most rung/step of a ladder. Never approach an unprotected edge overlooking a lower level of 4 feet or more without fall protection (harness, rail).

ADDITIONAL RESOURCES FOR MANAGERS AND TRAINERS:

The material and links below must be used as additional assistance for Managers and Trainers to raise their awareness about slips, trips and falls and how they can use the material to best communicate with their teams.

Source	Material / Link	Audience
CalOSHA	1. Regulations: California Code of Regulations, Title 8 section 3273 – Working Area 2. Booklet (53Pages) - CalOSHA Guide to Restaurant Safety 3. Booklet (86Pages) – Working Safer and Easier for Janitors, Custodians and Housekeepers 4. Poster – Working Safer and Easier	
FedOSHA	5. Regulations: Walking / Working Surfaces 1910.22 6. Webpage (interactive): Young Workers Safety in Restaurants – Slips, Trips and Falls 7. Quiz: Online interactive with feedback and certificate – pdf (20 pages)	
CDC / NIOSH	8. Poster: Slip-Resistant Shoes reduce Food Services Slip Injuries – SPANISH 9. Booklet (4pages): Preventing ST&F in Wholesale and Retail Trade Establishments	
* Other Training Material / Videos	10. Animation: English only - Montana State Fund – Slips, Trips and Falls (2:51) 11. Animation: English only – Montana State Fund – Fall Protection (3:03) 12. Animation: English only – Montana State Fund – Ladder Safety (4:33) 13. Animation: English only – Slips, Trips and Falls (5:28) 14. Video** Slip, Trip and Falls Prevention (14:28) – SPANISH (15:14) 15. Video** 4.5 Slips, Trips and Falls (8:40) – SPANISH (8:29) 16. Video** Same Level Slips, Trips and Falls (4:08) 17. Video** Slips, Trips, & Falls (0:46) – English with Spanish Subtitles 18. Video** What causes injuries from ST&F (1:34) – English with Spanish Subtitles 19. Video** Simple tips to stay safe from ST&F (0:51) - English with Spanish Subtitles	
TBCC Safety Tips	20. Mopping / Slip-Resistant Shoes / Cleaning Showers / Pushing & Pulling These are created by TBCC. Post for ongoing training and compliance.	

* Mandatory for Trainers and Managers must watch to reinforce understanding and knowledge (may need to skip ads)

** Mandatory for Trainers and Managers – Sharing all or segments with Associates is acceptable and encouraged as time allows

RECORDS: Records from each Club associated with this program are maintained by Club Managers and are available to HR for review and audit at any time. HR maintains records it receives or collects from each club in The Bay Club Company digital folders and files.

Please contact Human Resources with any questions | 888.830.7160 | hr@bayclubs.com