1.0 Purpose, Applicability, and Scope

1.1 Purpose- Establish a program and procedures for preventing slips, trips and fall that occur on the same walking surface.

1.2 Applicability – This shall apply to all University of Tennessee students, staff, faculty and visitors.

1.3 Scope

This standard has been developed to address falls that occur on the same walking surface, (both interior and exterior) at the University of Tennessee, Knoxville (UTK). This standard shall also apply to leased spaces under the control of the University of Tennessee, Knoxville.

Excluded from this standard slip, trip and fall hazards associated with ladders, scaffolding, or other elevated walking surfaces.

2.0 Abbreviations, Acronyms, and Definitions

2.1 Abbreviations/Acronyms

ANSI – American National Standards Institute

EHS – Environmental Health and Safety

OSHA- Occupational Safety and Health Act

SGA – Student Government Association

UTK- University of Tennessee, Knoxville

2.2 Definitions

None
3.0 Roles and Responsibilities

Employees shall:

1. Wear proper footwear based on the work environment
2. Use prescribed exterior walkways and not take short cuts (e.g. down banks)
3. Report any slip, trip or fall hazards to their immediate supervisor or EHS.
4. Eliminate slip, trip and fall hazard where feasible. Examples include, moving a power cords that crosses a walkway, cleaning up spills, removing clutter, etc.

EHS shall:

1. Inspection facilities to identify fall hazards inside the building on an annual basis. Note that the exterior walking surfaces immediately adjacent to the building are also inspected during the annual tour. Other exterior walking surfaces such as parking lots and sidewalks that are remote from the building are inspected annually by the SGA as part of the Safety Walk and by EHS on a triennial basis.
2. Noted slip, trip and fall hazards identified during the annual inspection will be communicated to the appropriate individual or department for correction or repair
3. Eliminate or mark fall hazards where feasible
4. Provide technical assistance to departments regarding slip, trip and fall hazards
5. Investigate complaints involving slips, trip and fall hazards
6. Investigate accidents that involve a fall and where there may have been a contributing environmental factor such as missing handrail or slippery walking surface. Note that the Fall Hazard Investigation form (Appendix A) may be used to guide and document a fall investigation
7. Conduct accident data analysis to identify trends or locations where falls periodically occur

Department heads shall:

1. Establish footwear policies where necessary to prevent slip, trip and fall hazards for individuals under their control
2. Eliminate slip, trip and fall hazards that fall under their control and have been reported
4.0 Procedures

All employees shall use appropriate footwear and keep their work area free of slip, trip and fall hazards.

Hazards shall be eliminated immediately if possible. If a hazard can’t be removed promptly, alternate measures shall be taken and include

a. Mark the hazard (sign, cone, safety tape
b. Verbally warn others
c. Use a barrier to cover the hazard
d. Restrict access to the hazards
e. Other measures appropriate for the situation.

Accidents or near misses associated with slip, trip and fall hazards shall be reported the appropriate individual, which may be a supervisor, building representative, department head or EHS.

5.0 Training

None specifically required for this slip, trip and fall prevention

6.0 Recordkeeping

EHS shall maintain the following record related to falls shall be maintained in accordance with the UTK Records Retention for Safety Health and Environmental Protection procedure (GS-43). The following retention periods shall be used.

1. Accident reports and investigations (minimum five years) based on OSHA requirements
2. Inspection reports, which include information on slip, trip and fall hazards shall be kept by EHS for at least ten years
3. Information related to complaints that are investigated by EHS involving fall hazards shall be kept for at least ten years.
7.0 Additional References and Standards

ANSI - various

OSHA 29 CFR 1910 (General Industry) – Various sections

OSHA 29 CFR 1926 (Construction) – Various sections

UTK Records Retention for Safety, Health & Env. Protection (GS 43 in Safety Manual)

UTK Reporting Safety Hazards (GS 100 in Safety Manual)

UTK Accident Investigations (GS 35 in Safety Manual)

8.0 Forms

Fall Investigation Forms (Appendix A)
Appendix A

Fall Hazard Investigation Form

This guide may be used to investigate falls that occur on the same walking surface including stairs on University of Tennessee, Knoxville property. It shall not be used to investigate falls from elevated surfaces.

**Walking Surface (check one that best describes the surface)**

<table>
<thead>
<tr>
<th></th>
<th>Carpet</th>
<th>Concrete</th>
<th>Metal</th>
<th>Wood</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Asphalt</td>
<td>Brick</td>
<td>Synthetic</td>
<td>Tile (ceramic)</td>
</tr>
<tr>
<td></td>
<td>Sheet Vinyl</td>
<td>Tile (Vinyl)</td>
<td>Other (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

**Illumination (check all that apply)**

<table>
<thead>
<tr>
<th></th>
<th>Adequate</th>
<th>Natural</th>
<th>Artificial</th>
<th>Foot-candles (if measured)</th>
</tr>
</thead>
</table>

**Slip and Trip Hazards (check all that apply)**

<table>
<thead>
<tr>
<th></th>
<th>Oil</th>
<th>Water</th>
<th>Lubricants</th>
<th>Cords</th>
<th>Projections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Storage</td>
<td>Elevator landing</td>
<td>Other (Specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Stairs and Handrail Dimensions if fall involved stairs**

<table>
<thead>
<tr>
<th></th>
<th>Tread depth (in)</th>
<th>Riser height (in)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Handrail height (in)</th>
<th>Nosing depth (in)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Factors**

Did the person have a medical condition that contributed to the fall?

Was the person wearing corrective lenses?

Was the view obstructed or where they distracted?

Footwear sole material and heel height?

Ramp or inclined walking surface?

Walk-off mats?