

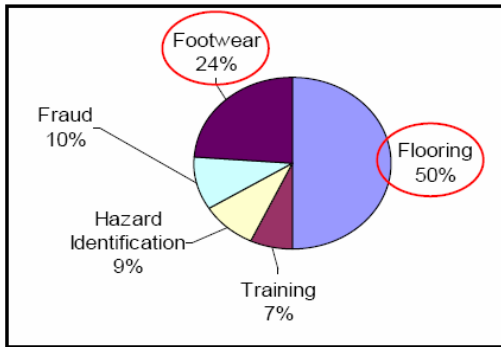
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# Loss Control and YOU

## Causes of Slip and Fall Accidents



Source: National Floor Safety Institute

## Slips, Trips, and Falls

### Preventing a Leading Cause of Workplace Injuries

Did you know that falls on the same level are the second leading cause of all workplace injuries? On average those injured employees who slip and fall miss eight days of work with thirty percent missing more than twenty-one. Flooring and footwear are the two main causes of these accidents. Therefore preventing these common types of injuries can be as easy as enforcing proper footwear and assessing walking surfaces both inside and outside of the workplace.

Winter is quickly approaching, leading to another cause of slips and falls. Applying salt and / or an aggregate material on exterior stairs and walkways and using proper floor mats may reduce the potential for weather related slips and falls. It is important that floor mats are the appropriate size and do not cause an additional trip hazard. For additional information, click [HERE](#).

## Current News

### **New Forklift eTool Unveiled**

Employers who use forklifts in the workplace have a new resource to help keep their employees safe on the job: the Powered Industrial Trucks (Forklift) eTool, the latest Web-based training tool unveiled by Fed-OSHA.

The eTool, which focuses on forklifts commonly used in general industry, provides a review of potential hazards and a summary of key OSHA requirements and industry-recommended practices for forklift operations. It includes four modules examining the types of forklifts, safe operating practices, workplace conditions affecting operation and operator training.

<http://www.osha.gov/dcsp/products/etools/pit/index.html>

### **New Web Page on Fall Prevention in Construction**

Preventing Fatal Falls in Construction is a new resource on OSHA's Web site for employers and employees in the construction industry. This new web page is a central repository of resources targeting ways employers and employees can prevent construction-related falls.

<http://www.osha.gov/doc/falls/preventingfalls.html>

### **Reminder: Posting Injury/Illness Summaries**

Every employer who is subject to OSHA and has 11 or more employees is required to maintain records relating to employee injuries and illness unless they fall into an exempt group. A summary of the total number of job-related injuries and illnesses that occurred during calendar year 2008 must be posted. Employers are only required to post the Summary (OSHA Form 300A) -- not the OSHA 300 Log -- from February 1 to April 30, 2009. Additional information and copies of OSHA Forms 300, 300A and 301 are available on the OSHA website.

<http://www.osha.gov/recordkeeping/index.html>

**Did you know** FirstComp\* offers a variety of loss control services? Many of these services are available to policyholders for free! Each quarter, we will highlight a FirstComp loss control service and how it can help your clients reduce their claims.

Sample safety programs are an easy and convenient way for policyholders to develop a custom safety plan for their business. FirstComp has sample programs available free of charge for a variety of industries. Check with the Loss Control department to see if we have a program that fits your business. If not, we will work with you to develop an appropriate plan.





When deciding how to decorate your office for the holiday season, be mindful of potential safety hazards. The same safety considerations that apply to seasonal decorations at home also apply in the workplace.

### Fire Safety Considerations For Holiday Décor

Be mindful of potential fire hazards when selecting holiday decorations and determining where to place them. Make wise choices about the types of holiday lights you use. Do not use any type of decoration in your office that has an open flame. If you use a metallic tree, do not place any type of lights on it.

Make sure that you use holiday lights properly. Never place staples or nails through strings of lights, power cords, or extension cords. Do not connect too many strands of lights together. If you decorate the outside of your office, verify that any lights you use are rated for exterior use.

Turn off all illuminated items when the office is closed to reduce the risk of a fire breaking out when the building is

unattended. Put one person in charge of this task, to eliminate confusion regarding whether or not the lights need to be checked at the end of each workday.

If candles are used, follow these tips for safe use:

- Keep candles at least one foot away from other materials and drafts.
- Never leave a burning candle when unattended.
- Place candles only in receptacles that are stable, nonflammable and heat-resistant.

Before starting the process of decorating your office for the holidays, verify that all of your fire safety equipment is in proper working order. Fire alarm systems including smoke detectors should be operational, and fire extinguishers fully charged and easily accessible.

### OSHA Compliance and Holiday Decorations

Keep all relevant OSHA regulations in mind when deciding how to decorate your workplace for the holidays. Without proper planning, holiday decorations can result in dangerous tripping hazards. Think carefully before using extension cords to connect lights or other types of decorations. Avoid placing trees, gifts, or freestanding decorations in heavily trafficked areas where people might run into or trip over them.

Make sure that your holiday décor does not compromise the ability of workers and visitors to exit the workplace in the event of an emergency. Do not place decorative items in exit corridors, in front of exit signage, or on fire safety equipment including sprinkler heads.

### Holiday Celebration Safety Considerations

If you'll be holding an office holiday party where alcohol will be served it's essential to make transportation arrangements for employees and guests who should not drive.

This is true whether the party is held at your place of business, in someone's home, at a restaurant, or any other location. This is essential to keep coworkers and other guests protected from drinking and driving, and to mitigate potential legal liability.

### Keep Your Workplace Safe During the Holidays

By following a few simple safety tips, it's easy to enjoy festive holiday decorations and events at work without having to deal with injuries or damage to property. When preparing to enjoy the holiday season, simply incorporate proper workplace safety precautions into the planning process.

You'll be on your way to a holiday season that will be remembered as one that is both enjoyable and safe.

## FOCUS CLASS CODE:



FirstComp services and writes a wide variety of Main Street small businesses. Every quarter, this space will focus on a common class code and the unique loss exposures it reflects. This issue we're focusing on hotels and motels.

Numerous services may be provided for the pleasure and convenience of guests in hotels / motels in addition to lodging and meals, these include: automobile parking facilities, gift shops, lounges, newsstands, fitness areas and laundries. Additionally they may rent out banquet rooms and provide catering for social and civic activities.

Hotel / motel employees are exposed to a wide range of injuries from heavy and frequent lifting, exposure to harsh cleaning chemicals, falls from ladders, slips and falls, vehicular accidents, burns, cuts and lacerations.

Resources that may be helpful for hotels and motels trying to minimize their claims exposure are highlighted below.

- [Bloodborne Pathogens – Requirements in Hospitality Laundry](#)
- [Ergonomic Tips – Preventing Injuries to Front Desk Agents](#)
- [Ergonomics Tips – Preventing Injuries to Room Attendants](#)
- [Ergonomics Tips – Preventing Injuries When Handling Luggage](#)
- [Hotel Housekeeping Safety](#)
- [Housekeepers: Working Safer and Easier](#)
- [Laundry Safety](#)
- [Model Plans and Programs for the OSHA Bloodborne Pathogens and Hazard Communications Standards](#)
- [Preventing Injuries from Slips, Trips, and Falls](#)
- [Risk Assessment Tool for Housekeepers](#)

## OVERLOAD



### Safety Observances

December 2008 – [3D Month: National Drunk and Drugged Driving Prevention Month](#)

January 2009 – [National Radon Action Month](#)

February 2009 – [Save Your Vision Month](#)

For information about any of FirstComp's Loss Control services, please call (888) 500-3344 or email [losscontrol@firstcomp.com](mailto:losscontrol@firstcomp.com).