



Bulletin Date: Friday, April 13, 2018

Bulletin Number: 1

Originator: Executive Director, Physical Plant

Reference: Incident Prevention

Summary of Incident(s)

Slips Trips and Falls:

An employee, changing overhead lamps, setup a 6 foot step ladder on uneven carpet (designer pattern has as much as ½” elevation change). The unstable ladder slipped out from under the employee, causing the employee to jump-off, resulting in an injured head and hurt ankle.

Root Cause: Ladder improperly placed on uneven surface.

Safety Moment: Never set up a stepladder on uneven surfaces. Each of the ladder's four feet must make firm contact with the ground or floor. Make sure you select the correct ladder and inspect it before use. When in-doubt, get a coworker to help you by steadying the ladder.

An employee entered a room where floor tile was being removed. The employee had wet feet and lost footing on the slippery tiles, fell, and injured hand/arm.

Root Cause: Broken tiles created a slippery surface.

Safety Moment: Housekeeping is important; maintain a clean work area. Clean-as-you go and be especially mindful when trades overlap

An employee was backing down the stairs while vacuuming them. The worker missed a step and injured their ankle.

Root Cause: Working while moving backwards caused loss of awareness in surroundings.

Safety Moment: When possible, perform tasks in a manner that allows you to see where you are going. In this case ~ When vacuuming, always vacuuming UP the stairs so you do not miss a step that you can't see. If you have to back-up, survey path of travel before proceeding with activity.

An employee was working at night, exited the work vehicle and slipped on the ice and injured a shoulder.

Root Cause: Slippery surface.

Safety Moment: Don't let your enthusiasm allow you to move more quickly than conditions permit; hold onto the vehicle long enough to ensure you have solid footing; and "walk like a penguin." Make sure you have selected equipment that can prevent mishaps. *Directors Note: We are looking into traction aids that are compatible with driving a vehicle.*

Struck by | Walking into | Falling Objects:

An employee was dust mopping in a hallway, bent down, and hit a shelf when standing back up; resulted in a head injury.

Root Cause: Congested or inaccessible work area

Safety Moment: Survey path of travel before proceeding with activity. Is the area congested? Are there impediments to safe passage? Make adjustments to mitigate activity hazards Report unsafe conditions to your supervisor who can notify the building manager to remedy them.