FALL PREVENTION FOR OFFICE WORKERS
## *Avoiding Slips and Falls At The Office*

It may come as a surprise that falls are the most common type of office injury. Yet almost all falls can be prevented by using common safety sense and learning how to recognize and correct typical fall hazards in the office environment.

Understanding Balance

A fall occurs when you lose your balance and your footing. In short, your center of gravity is displaced and there's nowhere to go but down. You may be thrown off balance by a slip (on a wet floor, for example) or a trip (over an obstacle in your path), but once you lose your footing and support, a fall is inevitable.

Common Fall Hazards

One of the most common causes of office falls is tripping over an open desk or file drawer. Bending while seated in an unstable chair and tripping over electrical cords or wires are other common hazards. Office falls are frequently caused by using makeshift "ladders" (such as a chair, or a stack of boxes) and by slipping on wet floors (by the water cooler or coffee machine, for example). Loose carpeting, objects stored in halls or walkways, and inadequate lighting are other hazards that invite accidental falls. Fortunately, all of these fall hazards are preventable. The following checklist can help you stop a fall before it happens.
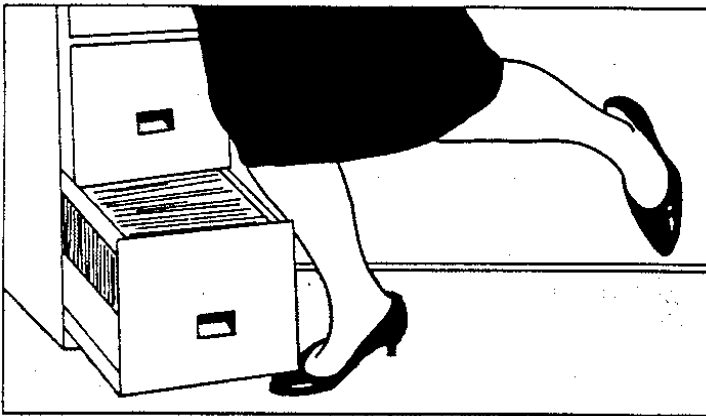
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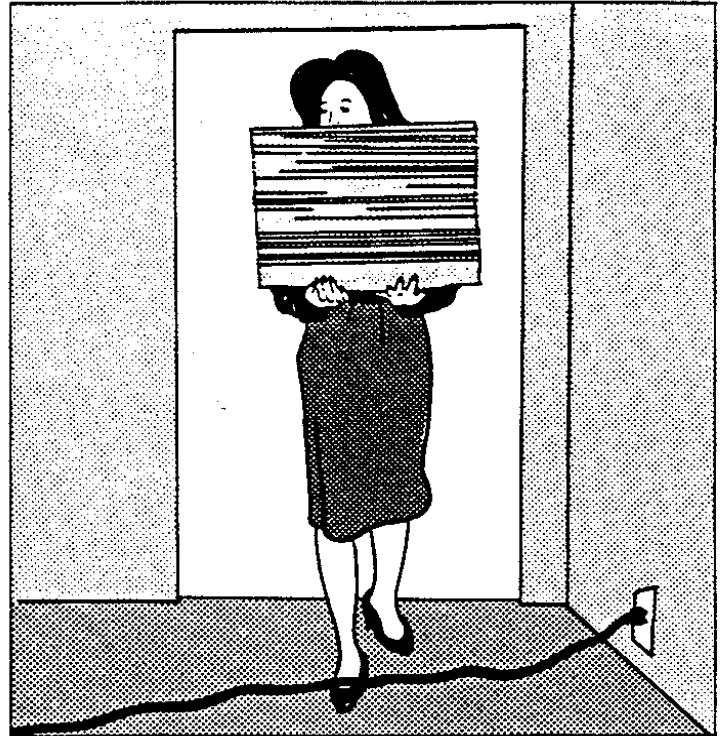
Look before you walk—make sure your pathway is clear.

Fall Prevention Checklist

☐ Look before you walk—make sure your pathway is clear.
☐ Close drawers after every use.
☐ Avoid bending, twisting, and leaning backwards while seated.
☐ Secure electrical cords and wires away from walkways.
☐ Always use an appropriate stepladder for overhead reaching.
☐ Clean up spills immediately.
☐ If you see anything on the floor—a pen, a paper clip, etc.—pick it up.
☐ Report loose carpeting or damaged flooring to appropriate manager.
☐ Make sure walkways are well-lighted.
☐ Walk, don't run!