



POLICY AND PROCEDURE MEMO

NO. 4.003
DATE: 10-29-09
Approved JS
8-1-13 Approved

SUBJECT: TRIP, SLIP AND FALL RELATED EVENTS AND
INJURIES

D. W. Fritzel
CITY MANAGER

I. STATEMENT

Slips, trips, and falls are among the leading causes of injury and lost work time to employees, and to members of the public visiting municipal property. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events. Therefore, the City of Rochester and its employees will take a proactive approach to managing the risks associated with slip, trip, and fall related conditions.

It is the policy of the City of Rochester that its employees will be required to monitor, report, and whenever reasonably possible, correct conditions that have, or are likely to cause a slip, trip, and fall related event if corrective action is not taken.

II. PURPOSE

The purpose of this policy is to reduce and/or eliminate the incidence of employee and citizen slip, trip, and fall related events and injuries.

III. PROCEDURE

- a. A Slip, Trip and Fall Log for the City of Rochester shall be maintained by the Human Resources Department.
- b. Unsafe conditions shall be immediately reported to the Public Buildings Secretary at x7563 or x4096 for corrective action. If the conditions present an immediate threat to safety of employees or the public, the employee will take reasonable steps to prevent injuries until the appropriate personnel arrive.
- c. Employees witnessing a slip trip or fall event shall help to stabilize the potentially injured person and contact emergency personnel if necessary. Then they will notify their immediate supervisor of the incident. The supervisor shall follow the procedures for recording the slip trip and fall and, if the potentially injured person is a city employee, the workers comp procedure if appropriate.



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- d. Employees shall wear footwear appropriate for the conditions.
- e. Sidewalks, parking lots, stairs, and other areas that employees and the public utilize shall be properly maintained to ensure that no tripping points, ice and snow building up, or other conditions that could contribute to a slip, trip, or fall exist.
- f. Interior hallways, stairs, floors, and other areas of foot travel shall be clear of obstructions such as boxes, power cords, frayed carpeting, or weathered matting. Proper signage shall be used to signal wet floors or hazardous conditions which could contribute to a slip, trip, or fall.

IV. EVALUATION AND REPORTING

All slip, trip, and fall related incidents/injuries will be documented in the Slip, Trip, and Fall Log. The log will be reviewed annually for overall tracking of incidents and verification of any workers comp filings by the Joint Loss Management Committee and the City of Rochester's insurance carrier. Additional reviews of the Log will be conducted as needed during the winter months. Slip, Trip, and Fall Logs shall be kept in a centralized file or spreadsheet to monitor results, identify emerging trends, and to maintain documentation for potential claims.

-END OF PROCEDURE -

