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Slips, Trips & Same-Level Falls

INSTRUCTOR + PRINT PACKET

AUDIENCE	EST. TIME	REFERENCE
All employees	20-30 min	29 CFR 1910.22

IMPORTANT USE NOTE

General awareness training. The employer must maintain walking-working surfaces and address hazards specific to the workplace.

What is inside this packet

- Instructor quick-start and site-specific preparation checklist
- Slide-by-slide trainer guide with discussion prompts
- Employee handout / key takeaways
- Printable 10-question knowledge check
- Separate answer key and coaching notes
- Attendance record
- Practical / workplace evaluation checklist
- Certificate wording and completion record
- Primary regulatory/source reference

Run a strong session without overcomplicating it.

1. PREPARE	Review the deck and packet. Insert your procedures, equipment, routes, photos, emergency contacts and site rules.
2. PRESENT	Use the PowerPoint/PDF on a screen. Pause for discussion rather than reading every bullet.
3. CHECK	Give the knowledge check. Review missed items and coach to the expected decision.
4. VERIFY	Complete required hands-on or workplace-specific practice/evaluation with an appropriate trainer/evaluator.
5. DOCUMENT	Use the attendance record, evaluation and certificate only after required training elements are complete.

BEFORE EMPLOYEES WORK

General awareness training. The employer must maintain walking-working surfaces and address hazards specific to the workplace.

Learning objectives

- Recognize common slip, trip and same-level fall hazards
- Apply housekeeping and walking-surface controls
- Use safe stair, ladder-transition and carrying practices
- Report, guard and correct hazardous conditions promptly

1. The ordinary hazards

- Spills, leaks, cords, packaging, uneven transitions, loose mats and poor lighting cause routine injuries.
- Risk rises when people carry loads, rush or are distracted.

DISCUSSION PROMPT

Where could this fail here?

2. Surface condition

- Keep work areas, passageways and surfaces clean, orderly and sanitary.
- Maintain floors dry to the extent feasible and provide drainage/dry standing places for wet processes.

DISCUSSION PROMPT

What control do we use?

3. Housekeeping that works

- Assign ownership for spills and debris.
- Route cords/hoses and store materials outside walk paths.
- Use visible temporary controls when immediate repair is not possible.

DISCUSSION PROMPT

What would make you stop?

4. Stairs and transitions

- Use handrails, maintain clear view of steps and keep stairs free of storage.
- Watch elevation changes, thresholds and dock/curb transitions.

DISCUSSION PROMPT

Where could this fail here?

5. Walking behavior

- Use footwear appropriate to the environment.
- Do not carry loads that block vision; get help or use carts.
- Slow down on wet, icy, oily or changing surfaces.

DISCUSSION PROMPT

What control do we use?

6. Report and correct

- Inspect surfaces regularly and as needed.
- Correct hazards before use when possible; if not, guard the area.
- Escalate recurring leaks/defects to eliminate the source.

DISCUSSION PROMPT

What would make you stop?

Stop-work / red-flag conditions

- Spill/leak with no owner or barricade
- Extension cord routed across a main aisle
- Broken stair tread/loose mat/uneven transition
- Employee carries a load that completely blocks forward view

SCENARIO

A recurring leak is mopped several times per shift but continues to create a wet walkway. What is the better control?

RECOMMENDED RESPONSE

Control/repair the leak source and guard the area until corrected; repeated mopping alone does not eliminate the recurring hazard.

Make it site-specific

- Identify known wet areas, transitions and seasonal hazards
- Show spill response and barricade expectations
- Review stair/aisle/cord rules
- Explain defect reporting and maintenance escalation

Slips, Trips & Same-Level Falls

KEEP THIS PAGE

Key decisions to remember

The ordinary hazards: Spills, leaks, cords, packaging, uneven transitions, loose mats and poor lighting cause routine injuries.

Surface condition: Keep work areas, passageways and surfaces clean, orderly and sanitary.

Housekeeping that works: Assign ownership for spills and debris.

Stairs and transitions: Use handrails, maintain clear view of steps and keep stairs free of storage.

Walking behavior: Use footwear appropriate to the environment.

Report and correct: Inspect surfaces regularly and as needed.

Stop and get help when...

- Spill/leak with no owner or barricade
- Extension cord routed across a main aisle
- Broken stair tread/loose mat/uneven transition
- Employee carries a load that completely blocks forward view

Our site-specific information

- ☐ Identify known wet areas, transitions and seasonal hazards
- ☐ Show spill response and barricade expectations
- ☐ Review stair/aisle/cord rules
- ☐ Explain defect reporting and maintenance escalation

Employee notes:

Slips, Trips & Same-Level Falls - Knowledge Check

Employee: _____ Date: _____

1. Walking-working surfaces should be kept:

- ☐ A. Clean, orderly and sanitary
- ☐ B. As cluttered as production requires
- ☐ C. Wet for traction
- ☐ D. Uninspected

2. Floors should be maintained:

- ☐ A. Clean and, to the extent feasible, dry
- ☐ B. Wet whenever possible
- ☐ C. Covered with loose cardboard
- ☐ D. Only inspected annually

3. If a hazard cannot be repaired immediately, it should be:

- ☐ A. Guarded to prevent use until corrected
- ☐ B. Ignored if marked on a list
- ☐ C. Covered with paper
- ☐ D. Left for the next shift

4. A recurring leak is best controlled by:

- ☐ A. Fixing the source and guarding until corrected
- ☐ B. Mopping forever
- ☐ C. Adding warning signs only
- ☐ D. Asking workers to step over it

5. Cords and hoses should be:

- ☐ A. Routed/managed to avoid trip hazards
- ☐ B. Run across doorways
- ☐ C. Hidden under loose mats
- ☐ D. Placed on stairs

Score: _____ / 10 Passing requirement / retraining criteria:

6. When carrying a load, workers should:

- ☐ A. Maintain a clear view or use help/equipment
- ☐ B. Block their forward view
- ☐ C. Run to reduce exposure time
- ☐ D. Walk backward in all cases

7. Stairs should:

- ☐ A. Remain clear and be used with available handrails
- ☐ B. Be used for temporary storage
- ☐ C. Have loose mats
- ☐ D. Be climbed while texting

8. Footwear should:

- ☐ A. Match the environment and task
- ☐ B. Be selected only for appearance
- ☐ C. Replace housekeeping
- ☐ D. Eliminate all slip risk

9. Surface inspections should occur:

- ☐ A. Regularly and as necessary
- ☐ B. Only after an injury
- ☐ C. Once at startup only
- ☐ D. Only by OSHA

10. Same-level fall prevention depends on both workplace condition and behavior.

- ☐ A. True
- ☐ B. False

Employee signature: _____

Answer key + coaching notes

1. **A - Clean, orderly and sanitary** | Walking-working surfaces should be kept:
2. **A - Clean and, to the extent feasible, dry** | Floors should be maintained:
3. **A - Guarded to prevent use until corrected** | If a hazard cannot be repaired immediately, it should be:
4. **A - Fixing the source and guarding until corrected** | A recurring leak is best controlled by:
5. **A - Routed/managed to avoid trip hazards** | Cords and hoses should be:
6. **A - Maintain a clear view or use help/equipment** | When carrying a load, workers should:
7. **A - Remain clear and be used with available handrails** | Stairs should:
8. **A - Match the environment and task** | Footwear should:
9. **A - Regularly and as necessary** | Surface inspections should occur:
10. **A - True** | Same-level fall prevention depends on both workplace condition and behavior.

COACHING RULE

Do not treat a passing written score as proof of hands-on competency. Retrain missed critical concepts and complete workplace-specific verification where required.

Attendance + completion record

Course: Slips, Trips & Same-Level Falls

Date: _____ Instructor: _____ Department / Location: _____

Employee Printed Name	Employee Signature	Job / Department	Date

Site-specific topics / notes:

Can the employee apply it?

Employee: _____ Evaluator: _____ Date: _____

Evaluation Item	Meets	Coach	N/A
Identifies common walking-surface hazards	☐	☐	☐
Uses spill/barricade procedure	☐	☐	☐
Keeps aisle/exit clear	☐	☐	☐
Uses handrail/stair practices	☐	☐	☐
Maintains clear line of sight when carrying	☐	☐	☐
Reports recurring hazard source	☐	☐	☐

Comments / coaching:

Result: ☐ Competent for evaluated task (subject to employer authorization) ☐ More training/practice needed

Evaluator signature: _____ Employee signature: _____

CERTIFICATE OF TRAINING

This certifies that

completed the formal / awareness training portion of
Slips, Trips & Same-Level Falls

Date: _____ Instructor: _____
Employer / Location: _____

General awareness training. The employer must maintain walking-working surfaces and address hazards specific to the workplace.

Regulatory / source reference

Primary reference: 29 CFR 1910.22

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.22>

Before delivery

- Confirm current OSHA and applicable state-plan requirements
- Confirm manufacturer instructions and employer procedures
- Insert workplace-specific hazards, controls, emergency contacts and rules
- Use competent/qualified trainers or evaluators where required
- Complete practical/workplace training and authorization requirements where applicable
- Retain training records according to employer and regulatory requirements

FINAL REMINDER

General awareness training. The employer must maintain walking-working surfaces and address hazards specific to the workplace.