

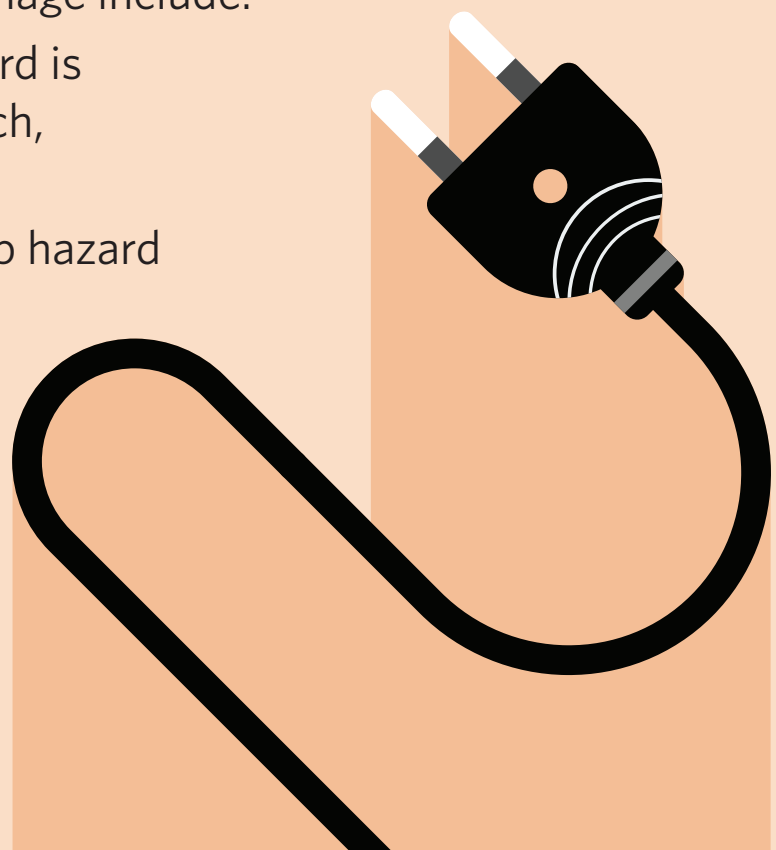


What can I do to prevent slips, trips, and falls?

If you know there is a problem or hazard in your work area or if you notice something wrong that could hurt someone else, please report it to your supervisor so the situation can be corrected.

Cords

- Do not allow electrical cords or other objects to extend across a walkway — never hide them under rugs or other similar floor coverings.
- Make sure wires and cords are not being crushed, stretched, or kinked because all of these problems can create shock and fire hazards.
- Maintain cords in a safe condition. Remove cords from service when damage is apparent. Signs of cord damage include:
 - Cracked insulation, visible wires, cord is loose in the outlet or hot to the touch, or ground prong missing.
- Secure any cords that might post a trip hazard and consider the following:
 - Control excess cords under and around computer workstations.
 - Mitigate trip hazards by hanging or securing cords to equipment.
 - Conduct routine rounds to identify trip and fall hazards.



Immediately report all injuries to your supervisor. By reporting the injury in a timely manner, you can receive the care that you need. In addition, you give your employer the opportunity to address any safety concerns that may have contributed to the incident. This can help prevent future injuries.