



# Prevent Accidents and Injuries by Recognizing Potential Hazards

To assist our colleges in preventing accidents and injuries to students, employees, and visitors, we need to create an organizational culture where every employee is on the **lookout** for potential hazardous conditions or practices that may lead to accidents.

It is important that you notice these hazards and report and/or correct the conditions or practices. Please take a moment to look at the most frequent conditions or practices that cause the majority of accidents and injuries on our campuses.

### Slips and falls

Slips and falls are one of the leading causes of employee injuries. Locations where water is on the front entrance floor, in the hallway near the water fountains, in the restroom, or on the floor in the cafeteria, are great examples of where slips and falls occur.



Watch for liquid on the floor. Clean up spills; report hazardous conditions.

### Tripping

Trips and falls on same-level surfaces as well as uneven surfaces result in many injuries. Trips (tripping over objects or people) occur when:

- extension cords are left in the walkway.
- sidewalks have cracks or elevation changes (curbing).
- people carry something from one place to another.



Watch for uneven surfaces and elevation changes between sidewalks and parking lots (roadways).

- obstacles, such as desks, chairs, boxes, backpacks, musical cases, and even other students or teachers, are in your path.

### Falls from Standing on Chairs or Desks

Falls from standing on chairs or desks are common hazards that often result in serious injuries. Use a ladder to get to any out-of-reach objects.



Use a ladder to reach.

### Lifting—Excessive Bending

Improper lifting or lowering of items by bending over at the waist instead of squatting and using the leg muscles can oftentimes lead to a back injury. Lifting/lowering boxes or school supplies, moving computers/equipment, carrying objects/lowering objects, or bending over while sitting at the desk to pick up something from the floor can result in serious back injuries.



Use proper lifting techniques. Get help!

### Lifting—Twisting

Twisting while lifting or lowering an object can lead to back injuries. Merely twisting at the waist can lead to a back injury. Often this injury can be prevented simply by moving your feet and stepping toward the path of travel.



Get out of the chair and squat down to pick up object.

