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| **Safety Meeting Record Form** |
| Company Name |  | Meeting Number |  |
| Regulation Ref # |  | Topic | Slips, Trips & Falls |
| **Slips, Trips, and Falls – Major Causes of Slips and Trips** |
| * Dirty floors are a major cause of slips. Floors with water, grease, or other slippery substances are dangerous. Dust, powders, plastics, and other dry contamination may also cause a slipping hazard. Floor transitions, such as from carpet to marble, also commonly causes slips. Outdoors gravel and other loose surfaces can cause slips, as well as rain, ice, and snow.
* Discuss the potential slip hazards in the work area.
* General clutter is a common cause of trips in the workplace. Power cords stretched across walkways causes a lot of trips. Open file cabinets and drawers are also a hazard. Uneven surfaces in doorways, wrinkles in carpet, and missing or uneven floor tiles should also be looked out for.
* Discuss the potential causes of trips in the work area.
* Employee health and condition are a factor in slips and trips. Fatigue can cause an employee to be susceptible to trips and falls. Disorienting effects from drugs and alcohol can be another factor.
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| **Additional Notes** | **Meeting Documentation** |
| *List any special requirements for this work group or any additional topics discussed.* | Meeting Date / Time |  |
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| Work Area |  |
| Attendees |
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| **Additional Information** |
| SDS Reviewed |  | Accident Report Reviewed |  |
| Procedure Reviewed |  | Policy Reviewed |  |