

BUSINESS AUDIT CHECKLIST

Use the following checklist to reduce the risk of STF injuries in a work environment. This is a basic framework that you can modify to serve the specific needs of your business. Prepare a written action plan for reducing STF risks in each areas of your workplace.

1. Split the business environment into manageable areas. This could be by geographic location, like a single floor or by functional area of responsibility, like shipping, finance, or engineering. Fit the responsibility to what will work best for your business.
2. Assign responsibility for STF prevention for each area to one person, the STF manager. This person will be responsible for monitoring the area and maintaining an STF-free workspace.
3. Next you and the STF manager need to review each area. Start at the entryway to the work area. Position yourself where you can see the entire area. In large work areas you may have to reposition yourself several times to review the entire area. Make a list of all of the pathways that people will take when walking through this area.
4. Rank each path that you've identified for volume of traffic: 1 for high traffic, 2 for medium, and 3 for paths used infrequently by only one or two people. This ranking will help you prioritize which paths are the most important for STF prevention.

5. Walk each of the paths you've listed, make notes of each STF hazard you identify. Fix the problems as you identify them. Track the most frequently occurring problems.
6. Develop a training program to keep STF hazards from re-occurring. This training program should be incorporated into your employee handbook. Putting this program into your handbook reminds everyone how important STF prevention is and will emphasize how important employee safety is to your organization.
7. Develop a program to log all falls into a database. Not all falls with an injury but all falls. What might be a fall without an injury for one person might result in a very serious injury for someone else. This might be difficult as people will be reluctant to report a fall if they think that it will be embarrassing or received negatively. Remember the key to our success is to prevent all falls, not just fall injuries.
8. Set up a scheduled communication program to remind everyone about the importance of fall prevention. This communication plan should include a regular memo about STF successes and failures. List the safest work areas, maybe even tracking of the number of days without a fall for each of your designated areas. You can discuss different fall incidents (without naming names) and what could have been done to prevent that fall the next time.
9. Create a culture of awareness about STF injuries and the problems the cause for society. In a highly visible area, post factoids about fall injuries and the impact they can have on the people in your company. Remember fall injuries that happen outside of work and that happen to loved ones of employees will result in lost work time too. The factoids that are discussed at the beginning of each section of this book are recreated in color and available for you to print and post around your office. You can download them at stoptheslip.com/book/factoids.

Each of the environments discussed in Chapter 21, "Types of Work Environments," has different risk factors. Review the unique challenges for each environment as you write up your safety plan for each area.