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SAFETYMATTERS

safety and loss control resource



RIVCO REPLAY- Fractures and Sprains/ Ergonomics/ Workplace Housekeeping/ Slips, Trips, and Falls/ Sharps and Needle Safety

Fractures & Sprains

Know the difference, Prevent the injury, Protect yourself and your team.

1 WHAT ARE THEY?

FRACTURES

Fractures are cracks or breaks in bones. They can range from small hairline fractures to complete breaks that may protrude through the skin (compound fractures).

Common signs include:

- **Sharp pain**
- **Swelling and bruising**
- **Deformity or bone protrusion**
- **Inability to move or bear weight**
- **A snapping or cracking sound**



REMEMBER: Pain is your body's warning signal. Never ignore it. Report all injuries right away.

SPRAINS

Sprains involve ligaments—the tough bands of tissue that connect bones in a joint. They are usually caused by twisting, stretching, or tearing.

Common signs include:

- **Pain and tenderness**
- **Swelling**
- **Bruising**
- **Difficulty moving the joint**
- **A popping or tearing sensation**



2 CAUSES AND RISK FACTORS

Slips, Trips & Falls

Wet or uneven floors, clutter, loose cords, and poor lighting can lead to falls that cause fractures or sprains.

Handling Heavy or Awkward Loads

Improper lifting, carrying or moving techniques increase the risk of falls and joint injuries.

Twisting or Overstretching

Sudden movements, reaching too far, or stepping awkwardly can strain ligaments or cause sprains.

Repetitive Motions

Overuse and fatigue can weaken muscles and ligaments, increasing injury risk.

Poor Physical Condition

Limited flexibility, weak muscles, and bone conditions (such as osteoporosis) increase the chance of serious injury.

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Topic Continued

3 PREVENTION STRATEGIES

Smart habits and a safe work environment can prevent most fractures and sprains.

Take these steps every day:

Use Proper Body Mechanics & Lifting

- Plan your lift. Know the load and path.
- Bend at your knees and hips—not your back.
- Keep the load close to your body and avoid twisting.
- Push rather than pull when you can. Use mechanical aids such as dollies, carts or lift-heavy items.

Keep Work Areas Safe and Organized

- Keep floors clean, dry and free of clutter.
- Report spills and hazards immediately.
- Ensure walkways are well-lit and easy to navigate.
- Use slip-resistant mats and flooring where needed.

Ergonomics & Rest Breaks

- Adjust your workstation and tools to fit you.
- Take regular breaks. Stretch and change your posture.
- Stay hydrated and maintain good nutrition to support strong muscles and bones.

Wear Proper Footwear & PPE

- Wear supportive footwear with good traction.
- Use appropriate personal protective equipment (PPE) and maintain it properly.

Training & Awareness

- Know the signs of fractures and sprains.
- Participate in safety trainings and refresher courses.
- Speak up—report hazards and suggest improvements.

4 WHAT TO DO IF INJURED

1 Stop and Assess
Stop work and assess the injury. Do not try to "walk it off."

2 Get Help
Notify your supervisor and seek medical attention immediately.

3 Stabilize the Injury
Do not move the injured area. If possible, stabilize it using splints, wraps, or supports.

4 Reduce Pain and Swelling
Use the R.I.C.E. method: Rest – Ice – Compression – Elevation (as appropriate).

5 Report the Injury
Report all injuries, no matter how minor, to your supervisor right away. Timely reporting helps your safety team and keeps everyone safe.

Safe choices today prevent injuries tomorrow. Work smart. Look out for each other.

GO HOME SAFE EVERY DAY.

RIVCO Replay
Reinforcing Emergency Practices, Learning Aid Year-round

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SAFETY LOSS CONTROL

SLIPS, TRIPS, FALLS

Slips, Trips, & Falls (STFs) are without a doubt, a major safety concern in the workplace. OSHA estimates roughly 12 or 15 percent of workers compensation costs annually are related to slips, trips & falls. Falls alone account for over eight million hospital emergency room visits annually and account for about 15% of accidental deaths in the United States. STFs cause nearly 700 fatalities per year and accounted for 27% of non-fatal injuries in the workplace. Approximately $70 billion in costs annually in the United States are associated with medical and worker's compensation costs due to occupational falls.

How Are They Defined?

SLIP: **Loss of traction between your shoe and the floor (caused by wet/dry spills or smooth surfaces). Causes you to fall backward.**

TRIP: **Your foot hits an object or uneven surface while your body keeps moving. Causes you to fall forward.**

FALL: **A rapid, uncontrolled downward movement to a lower level (often resulting from a slip or trip).**



PREVENTING SLIPS, TRIPS, FALLS

- Recognize an STF hazard and remove the hazard before an injury occurs
- Conduct regular inspections
- Train employees on recognizing and reporting any STF hazards
- Keep floors clean and dry
- Use proper cleaning procedures for floors and appropriate signage
- Wear slip-resistant shoes
- Prevent entry to wet areas
- Use proper work tools - such as step stool or ladder as opposed to a chair to reach overhead storage
- Improve lighting
- Reduce or eliminate trip hazards over 1/4" high in all areas of pedestrian travel
- Ensure handrails are present on stairs and in good working order

Driving Ergonomics

Many of us spend significant time behind the wheel and poor driving posture can contribute to fatigue, back pain, reduced reaction time, and long-term musculoskeletal issues. The good news: a few quick ergonomic adjustments can make a major difference in comfort and safety.

8 steps to setting up your drivers seat

1. Seat Height	Raise the seat as high as comfortable to improve your vision of the road.
2. Pedals	Move the seat forward until you can easily and fully depress the brake & accelerator pedal. Fine tune the seat height again If required.
3. Back Support	Adjust the lumbar support to give even and comfortable pressure along the length of the backrest.
4. Head rest	Adjust the head rest to ensure the risk of injury is reduced in the event of a car accident.
5. Seat Base	Adjust base tilt angle so that the thighs are supported along the length of the cushion (avoid pressure behind the knee).
6. Seat Backrest	Adjust the backrest so it provides continuous support along the length of the back and is in contact up to shoulder height.
7. Steering Wheel	Position the steering wheel 10-12 inches from your chest for easy reach and ensure clearance on knees/ thighs. *Do not block the display panel with the steering wheel.*
8. Mirrors	Adjust the rear view and side mirrors to ensure they can be used without straining the neck or upper body.

NOTE: NOT ALL VEHICLES WILL HAVE ALL OF THESE ADJUSTABLE FEATURES. PLEASE ADJUST IN THE ORDER RECOMMENDED HERE FOR THOSE FEATURES AVAILABLE IN YOUR VEHICLE.

If conducting documentation in the vehicle, consider using a removable steering wheel mount.

Best Practices when exiting

Be mindful of getting your body into an awkward posture when entering and exiting the vehicle.

When exiting, try to turn the legs and trunk at the same time to avoid twisting through the spine



Sharps and Needle Safety

Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV). Prevention, mitigation, and proper response is important to protect yourself and others.

Recordkeeping

- Annual Bloodborne Pathogen Training
- Exposure Control Plan , Post-Exposure Prophylaxis Procedures
- Hepatitis B Vaccine offering

Sharps Injury Log

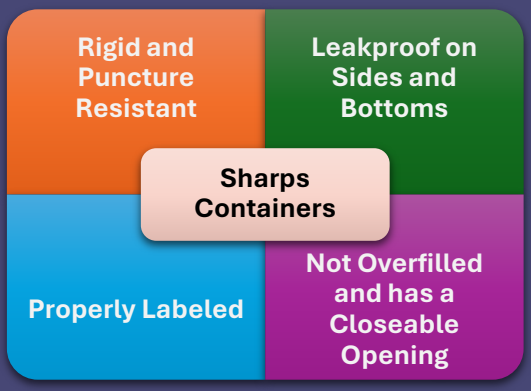
Maintain record of every incident within 14 days of exposure:

- Job classification of the exposed employee;
- Department or work area where the exposure incident occurred;
- The procedure that the exposed employee was performing at the time of the incident
- How the incident occurred;
- The body part involved in the exposure incident;
- If the sharp had engineered sharps injury protection, whether the protective mechanism was activated, and whether the injury occurred before the protective mechanism was activated, during activation of the mechanism or after activation of the mechanism, if applicable;
- If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury; and
- The employee's opinion about whether any engineering, administrative or work practice control could have prevented the injury.
- Do not include employee identifying information

Controls

- Use needleless systems when possible
- Use engineered sharps injury prevention
- Wear gloves





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WORKPLACE HOUSEKEEPING

Keep it clean. Keep it clear. Keep it safe.

Good housekeeping is everyone's responsibility.

It's one of the simplest ways to prevent slips, trips and falls. A few minutes a day keeps your workspace safer, more efficient and more professional for everyone.

5 HABITS OF A SAFE WORKSPACE

01 — CLEAR WALKWAYS
Keep aisles, hallways, exits and fire equipment unblocked.

02 — CLEAN SPILLS
Wipe them up right away. Mark wet floors and report what you can't fix safely.

03 — STORE ITEMS SAFELY
Tools, boxes and supplies go in their place. Never stack items unstably.

04 — MANAGE WASTE
Use the right trash and recycling bins. Keep food areas clean.

05 — CONTROL CORDS & EQUIPMENT
Route cords away from walkways. Park carts clear of doors and exits.

WHY CLUTTER MATTERS

Visual clutter → Mental clutter → Lack of focus → Reduced productivity

QUICK CHECK

LOOK DOWN
Spills, cords and clutter on the floor.

LOOK AROUND
Exits, aisles, shelves and storage.

FIX OR REPORT
Correct it if it's safe. Report it if it isn't.

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DAILY HOUSEKEEPING CHECK

A few minutes of prevention can stop injuries and keep operations running smoothly.

Walk your area at the start or end of each shift and check off each item.

DAILY CHECKLIST

- ☐ Floors are dry and free of debris.
- ☐ Walkways, stairways and exits are clear.
- ☐ Supplies and equipment are stored securely.
- ☐ Trash is removed and containers are not overflowing.
- ☐ Cords, hoses and cables are secured.
- ☐ Cleaning products are labeled and stored properly.
- ☐ Defective equipment or unsafe conditions are reported.

WHEN YOU FIND A HAZARD

1 STOP
Stop and protect others from exposure.

→

2 CORRECT
Fix it only if it's safe and within your training.

→

3 NOTIFY
Tell your supervisor and follow reporting procedures.

NEVER BLOCK

- Fire extinguishers
- Fire alarm pull stations
- Electrical panels
- Emergency exits

TAKEAWAY: Leave each work area safer than you found it.

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