Many people attribute falls to being clumsy or not paying attention, but many risk factors exist.

**Reduce your risk of slips, trips and falls:**

- Keep floors and surfaces clean and clear of clutter
- Maintain good lighting both indoors and on outdoor walkways
- Secure electrical and phone cords out of traffic areas
- Install handrails on all stairways
- Clean up spills immediately
- Wear sensible and proper footwear
- Never stand on a chair, table or surface with wheels
- Create open pathways to walk through by arranging furniture properly
- Check the condition of outdoor steps and walkways and repair as necessary
- Remove fallen leaves, snow and debris from outdoor walkways
- Be aware that alcohol or drugs, including prescription and over-the-counter medicine, can affect your balance and increase your risk of falling

**Watch your step**

Employees are 2.5 times more likely to suffer a disabling fall in an office setting than anywhere else, according to the National Safety Council. The Council offers the following tips on avoiding fall hazards in the office:

- Walk – don’t run
- Wear footwear that reduces the risk of slips, trips and falls
- Stay to the right in hallways – same as you would in vehicular traffic
- Remove obstructions such as wastebaskets and cords from walkways
- Always be sure to close file cabinets and desk drawers so they do not create a tripping hazard
- Be certain stairwells are well-lit and equipped with anti-skid strips and handrails