

# MCPS Safety and Health Bulletin

Systemwide Safety Programs, Office of Systemwide Safety and Emergency Management 240-740-7752

January 2025

## Slips, Trips, and Falls

Slips, trips, and falls are the leading cause of lost workdays (days away from work for injured employees) for MCPS. They cause thousands of lost workdays each year. See slip, trip, and fall prevention information below.



### Housekeeping

- Clean up spills promptly - keep floors, stairs, and other walkways clean and dry.
- Keep floors, stairs, and other walkways clear of obstacles and slip/trip hazards.
- Clear ice and snow from walkways and don't pile snow in front of doorways.
- Don't run electrical cords across walkways, doorways, or stairs.
- Don't store items in walkways and stairwells (this can also create a fire hazard).
- Avoid walking on steep hills and ground with ruts and holes, if possible.

### Shoes

- Wear shoes with slip-resistant soles.
- Wear shoes with soles with deep, multidirectional tread on wet, muddy, snowy, and icy walkways.

### Training

- Complete the [SafeSchools](#) online *Slips, Trips, and Falls* course.
- Only authorized operations, building service, and security staff may go on roofs. They should complete the [SafeSchools](#) online *Fall Protection* course.
- Employees using ladders should complete the [SafeSchools](#) online *Ladder Safety* course.

### Ladders, Lifts

- Don't stand on objects like desks, chairs, tables, counters, boxes, and buckets to reach high areas.
- Don't use a ladder or aerial lift unless authorized and trained by MCPS. All lifts must be inspected annually by an MCPS-approved vendor.

### Floor Maintenance (Building Services)

- Use wet floor signs when waxing, stripping, and mopping.
- Alert building occupants about wet floors.
- Wear floor stripping shoes for better traction when waxing, stripping, and mopping floors.
- Promptly request maintenance repairs for uneven or damaged sidewalks, floors, and other walkways.

## AEDs

All MCPS schools, and some non-school facilities, are equipped with Automated External Defibrillators (AEDs) for use when a person is suspected of experiencing sudden cardiac arrest. See MCPS AED information below.



- Ensure staff are aware of AED locations (halls by main office and main gym at schools).
- Inspect all AEDs monthly. Athletics and security should inspect AEDs at secondary schools. Principals and facility administrators at elementary schools and non-school facilities with AEDs should assign employees to inspect AEDs. Inspection instructions and log forms are available at the [MCPS AED Program webpage](#).
- Contact Peter Park, systemwide safety team leader (mobile: 301-370-2141; [Peter\\_Park@mcpsmd.org](mailto:Peter_Park@mcpsmd.org)), as soon as possible if:
  - An AED is used or AED chest pads are applied to anyone for any reason.
  - There is a suspected cardiac arrest at the facility (even if an AED is not used).
  - An AED is missing, damaged, or appears to require service.
  - Any information is needed about the MCPS AED Program.



MCPS AED Webpage



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