



**DATE:** Thursday, December 7, 2012

**TO:** Capitol Complex Agency Heads

**FROM:** Todd Christenson, Safety and Loss Control Manager  
Risk Management Division

Joe Dinnebier, Grounds Support Services Manager  
Plant Management Division

**SUBJECT:** Winter Weather and Slip, Trip, Fall Prevention

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The unseasonably warm weather of the last couple weeks may make it easy to forget, but winter is just around the corner. Perhaps you recall that it was about two years ago next week that we set Twin Cities records for snowfall, receiving 20 inches in one day. Whether there's one inch or 20, the return of snow and ice puts us all at risk of experiencing slip and fall injuries. Slip, trip and fall accidents are the second leading cause of workplace injuries for state employees, but you can play your part to ensure your agency and its workers have a safe and productive winter, free of any such accidents.

Admin's Plant Management Division (PMD) will do its part this winter to ensure that Capitol Complex buildings are accessible and employees can move about safely. Following any snow event, PMD crews will promptly clear surface lots for arriving employees, establish one or two primary routes of entry to buildings, and clear the supporting sidewalks between buildings. This alone is not enough to prevent all slips and falls, however. As occupants of the Capitol Complex, we all have responsibilities in the prevention effort. You can play your part in the following ways:

- Use designated walkways. When possible choose to walk on cleared paths, even when it requires you to travel a greater distance (e.g. cross a street at a designated crosswalk where snow has been removed rather than stepping over snow banks).
  - Wear footwear that is designed for snow, ice, and water conditions when outdoors. Get in the habit of either leaving your dress shoes at work or carrying them with you to and from work.
  - Actively look where you are placing each step when walking. Choose to avoid distractions such as reading, texting, or talking on cell phones.
  - Use salt barrels to treat icy areas that you notice on designated walkways. If a salt barrel is not present, report the icy location to PMD's Service Line at 651-201-2300. Grounds staff are on site seven days a week.
  - When entering and exiting vehicles, be sure to maintain a minimum three point contact. That is keeping both hands in contact with the vehicle (e.g. steering wheel, door, or car roof) in addition to your feet directly below you to steady yourself should ice be present under your feet.
  - When arriving in your parking area, please park where snow removal has already been conducted.
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- Walk like a penguin where your path of travel has not yet been cleared or there is a new snow accumulation.
- Maintain three point contact when taking the stairs both inside and outside buildings. This means one hand on the handrail. Stairways inside buildings can still be slippery due to snow melt from shoes.
- Practice the “Minnesota Stomp” when entering buildings. Stomp your feet three times to shake off the excess snow to reduce the amount of snowmelt carried into the building.

It is our sincere hope that by adopting the responsibilities listed above, you will experience a slip and injury free winter! Again, to report slippery conditions or if you have any questions, please contact the PMD Service Line at 651-201-2300.



**Eliminating  
Workplace  
Injuries**