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**DATE:** February 24, 2014

**TO:** Capitol Complex Employees

**FROM:** Department of Administration Safety Committee

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

Even though this winter season is over halfway done (hopefully), we still need to be careful in order to prevent weather related slip and fall injuries. Below are a few slip, trip and fall prevention tips that were distributed by Risk Management last winter, along with some additional prevention information.

- 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).
- Report icy locations to PMD's Service Line at 651-201-2300. Grounds staff are on site seven days a week.
- Walk like a penguin where your path of travel has not yet been cleared or there is a new snow accumulation
- Use the Capitol Complex Tunnel System when possible to reduce the amount of time walking on ice and snow.

Please use the information above to keep yourself upright and to keep the rest of your winter safe and injury free!