

Slips, Trips and Falls Inspection Form

Surface Conditions	Yes	No	N/A
Floors are kept clean and dry (except where wet processes are necessary).			
Floors are not slippery. Floors that are or may become wet are covered with non-slip material.			
Where wet floors or processes are necessary, proper drainage is provided and raised surfaces, mats or other dry standing places are provided.			
Floors are free from protruding nails, loose boards, cracked tiles and other walking hazards.			
Holes are repaired or covered.			
Surfaces in poor condition are repaired or guarded by visible barricades.			
Mats and carpeting lie flat and are securely fixed.			
Entryways have absorbent mats for preventing slips due to wet conditions.			
Changes in direction or elevation are clearly marked.			
Adequate headroom is provided for the entire length of all walkways.			

Housekeeping Hazards	Yes	No	N/A
Work areas, aisles and walkways are kept free of debris or clutter.			
Walkways are free of cords and wiring.			
Exits and entrances are unobstructed at all times.			
Landings and stairways are free of debris.			
Containers are readily available for the disposal of trash.			
Equipment and materials are not left lying on floor.			
All spilled materials are cleaned up immediately.			
Materials and equipment are stored in a way that does not present a hazard.			
Employees know where housekeeping materials are located and how to use them.			
There are adequate supplies for cleaning up, barricading and posting wet floor signs.			
Employees are trained to clean up any spills promptly and to notify others of the spill.			

Actions needed:

Stairs, Ramps and Guardrails	Yes	No	N/A
Changes in elevation are clearly identified.			
For elevation changes greater than 19 inches, either ramps or stairs are used.			
Walking surfaces of ramps contrast visually and materially from the surrounding floor.			
Ramps and stairs have slip-resistant surfaces.			
Stair riser height and tread depth are uniform.			
Handrails are present if stairs have two or more risers.			
On stairways that are less than 44 inches wide that are enclosed on both sides, at least one handrail is present.			
On stairways that are less than 44 inches wide that are open on one side, a rail or guard is on the open side.			
On stairways that are wider than 44 inches, handrails are present on both sides.			
Handrails on stairs run entire length of stairway and extend past the top and bottom steps.			
Handrails are tight and at the proper level.			
Adequate lighting is provided in stairwells and landings.			
Guardrails are provided wherever walking surfaces are elevated more than 30 inches off the floor.			

Administrative Controls and Inspections	Yes	No	N/A
A program is in place for ice and snow removal in outdoor areas.			
A program is in place for leaf control and removal in outdoor areas.			
An anti-slip shoe policy is enforced for employees.			
An effective preventative maintenance program is in place.			
A walk-through inspection process is in place.			
Controls for machinery and other areas where spills and leaks frequently occur are in place.			
Parking lots and sidewalks are free of broken pavement, potholes, gaps and cracks.			
Carpets and mats are regularly inspected for uneven wear, buckling and curling.			
Friction testing is performed on surfaces to determine if controls are needed.			
A floor cleaning and housekeeping schedule is in place and includes proper waste disposal.			
A building inspection is performed to ensure all work areas are well-lit.			
Actions needed:			

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