



# SLIP, TRIP AND FALL PREVENTION CHECKLIST

## INTERIORS

Use the checklist below to determine if there are slip, trip and/or fall hazards in your workplace. If you answer "yes" to any of the questions below there may be a slip, trip or fall hazard requiring immediate action.

<b>BUILDING ENTRANCES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION</b>
Entranceway floors are slip resistant (High-Traction)				
Carpet tile/walk-off tile is used in lieu of hard surface flooring in vestibules				
Appropriately sized carpet matting (runners) is used on hard surface entrance floors				
Carpet mats are not curled, buckled, or rippled along their edges				
Carpet mats are inspected frequently to ensure proper placement and that they are lying flat				
Mat backings are NFSI Certified as High-Traction				
Entryway mats are used during rain or snow conditions and should be removed from service when saturated				
<b>INDOOR WALKWAYS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION</b>
Walkways are inspected frequently by trained personnel to identify hazards				
Walkway's shall be periodically tested per the NFSI B101.1 and/or B101.3 standards wet Coefficient of Friction (COF). Immediate attention should be paid to correct Low Traction walkways				
Walkways are maintained using an NFSI Certified High-Traction cleaner, finish, or treatment				
Employees wear slip resistant (High Traction) footwear				
Walkways are maintained in dry condition				
Aisles and walkways are clean and free of clutter				
Walkways are even and in good repair				
Walkways are free of slippery contaminants, food spillage, silverware, broken glass, loose carpets, mats, tiles, floorboards, etc.				
Walkways shall be properly sloped (drained) to eliminate pooling of water				
Walkways are free of any trip hazards such as holes, loose gratings, cables, open drawers, protruding objects and other obstacles				



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Mats, gratings, or other similar flooring are used wherever water or spills are likely. Consider using low-profile self-gripping type absorbent mats in high trip risk areas				
Floor drain screens are cleaned regularly				
Emergency exit routes are accessible				
<b>STEPS AND STAIRS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION</b>
Steps are of uniform height and do not vary by more than 3/8” between each step				
Stair treads are of adequate width and depth				
Handrails are provided on at least one side of the stairway				
Handrails are properly secured to the sidewall, stable, clean, and easy to grip				
Handrails are installed in accordance with ADA requirements				
Stair landings, steps, and step nosing’s shall have a slip resistant (High-Traction) surface				
Stairways and landings are well lighted				
Step nosing’s are of a contrasting color to that of the tread				
Doors do not open over stairways, steps, or single steps				
Stairs are dry, clean, and free of clutter				
Employees should avoid carrying items on the stairs (loads that may affect their balance or view, or prevent them from holding the handrail)				
<b>ESCALATORS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION</b>
Handrail is clean and easy to grip				
Escalator safety procedures are posted at every escalator				
Step nosing’s marked in bright yellow				
Under-step lighting at top and bottom landings to provide visual indicator of start and end of escalator ride				
Sidewalls made of low-friction material so that shoes will not stick on them. Steps and comb plate are in good repair				



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Emergency shutoff buttons are located at top and bottom of every escalator. Prevent use by barricading when not in service				
Side clearance between step and sidewall is no more than 3/16"				
Sensory devices are installed that detect foreign objects and shut off the escalator automatically. Never use an in-operative escalator				
<b>RAMPS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION</b>
Ramps have a slip resistant (High-Traction) surface				
Ramp slope shall not exceed 1:12 (5%)				
Painted ramps contain an appropriate aggregate additive or texture to enhance traction when wet				
Ramps are equipped with handrails and/or guardrails				
Ramps are properly color coded				
Doors do not open over ramps				
Handrails and/or guardrails are properly secured to the sidewall, stable, clean, and easy to grip				
Handrails are installed in accordance with ADA requirements				
<b>RESTROOMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION</b>
Signage is provided identifying restroom locations				
Walkways have a slip resistant (High-Traction surface)				
Walkways are maintained in a dry condition				
Walkways are maintained using an NFSI Certified floor cleaner and/or treatment				
Paper towel dispenser is located over sinks to prevent dripping of water				
Locate trash receptacle near paper towel dispenser				
Single entrance restrooms are closed or barricaded during mopping				
Buckets, mops, brooms, etc., should not be located in pedestrian pathways				

<b>FLOOR CLEANING/SPILL CONTROL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION</b>
Once identified, employees stay with the spill until it can be removed				
Small, contained spills are removed by using paper towels and not a mop and bucket as to not expand the wet hazard area				
Floors are not to be mopped during high traffic periods				
A documented, functioning housekeeping program is in place				
A cleaning log is maintained noting products used, surfaces cleaned, when and by whom tasks were performed, and cleaning procedures are followed				
End of day cleaning of walkways requires the proper use of an NFSI Certified floor cleaner or treatment				
Ensure that cleaning product label instructions are followed, as directed				
Workers are trained on proper cleaning procedures and consistent level of product usage				
Caution signs and spill control kits are available for quick application				
Workers are trained to post a caution sign at the hazard location, quickly clean up spills, dry the floor and remove signage once area is dry				
Slip, trip, or fall incidents are reported, documented, and reviewed to determine how to prevent recurrence				
Cleaning materials are stored or disposed of properly				
Workers are trained on slip, trip and fall prevention				
Products are stored properly in appropriate areas				
Sink drains are clear and free flowing				
Garbage or debris is removed quickly and stored safely				
<b>MATS AND GRATES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION</b>
Mats, grates, or carpet walk-off tile are utilized to control migration of soil and liquids at all building entrances or other high slip risk locations				
Regular inspection of mats for buckling, rippling, curling, or other defects. Remove mats that are damaged or defective				
Entrance Mats comply with the NFSI B101.6 standard				
Floor Mats are High Traction as tested per NFSI 101C test method				
Entry mats are cleaned regularly. Flooring beneath mats must remain dry at all times. Do not lay mats over a wet surface				

A supply of spare mats and/or runners are on hand so that when a mat requires replacement, there is no delay				
Mats have slip-resistant (High Traction) backing or are otherwise secured to prevent sliding/migration				
Grate openings are small enough so that a shoe heel will not catch				
<b>CONTRAST / VISIBILITY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION</b>
Light fixtures are clean to improve visibility				
Contrasting colors are used between walls and flooring to warn of physical hazards and mark obstructions				
Transitions between surfaces are clearly marked				
Mirrors are used to improve sightlines in blind corners				
Carpet design that is installed in walkways is of a simple, non-geometric pattern, reducing the chance of distraction				
Emergency or backup lighting systems are in good repair				
Burned out light bulbs are replaced quickly				
<b>WARNINGS AND BARRICADES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION</b>
Wet Floor or Caution signs are posted at all areas which lead to and in advance of a wet floor hazard				
Caution signs are at least 28" tall and visible from 360 degrees				
Caution signs are immediately removed when floor is dry. Caution signs are not posted when floors are dry				
Mark all physical hazards (ie: cracks, holes, drop offs, etc.), including inclines, drop-offs, and temporary walkways using yellow slip resistant tape or paint until damage can be repaired or replaced				
Walkway elevations measuring ¼" or greater need to be identified by way of a contrasting-colored marking. Elevations equal to or greater than ½" need to be beveled				

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_