

**SAMPLE CHECKLIST**

A good, detailed walking hazard checklist can help identify hazards and then translate them into work orders that can have the hazards quickly corrected. The following sample is offered to help illustrate how a checklist might look and be used to minimize slip-and-fall incidents; the actual checklist you use should be tailored to your particular facility. Follow the checklist routinely, perhaps weekly. Any “NO” answer should have an entry in the “Action/Comment” column.

<b>Flooring and Stairs</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION/COMMENT</b>
Are flooring surfaces inspected regularly?				
Are flawed flooring surfaces promptly repaired or replaced?				
Are caution signs posted for all wet floors? (Are signs selected with large open bottoms to cover hazards, or are cones used to mark off hazardous areas?)				
Are the floor signs used above knee height, visible from 360 degrees, and located near areas that are subject to wetness?				
Is loose debris swept up?				
Are tracked-in water and spilled liquids mopped up?				
Is electrical wiring that runs across the floor secured with tape?				
Are all physical hazards, including inclines and drop-offs, marked using yellow safety paint?				
Are aisles clear?				
Are staircases, ramps, and landings wellilluminated?				
Is the carpet plain, not “busy”?				
Is low pile interwoven industrial grade carpet used?				
Are all cover plates flush with the surrounding flooring?				
Are restroom floors made of non-skid material?				
Are paper towel and soap dispensers installed close to sinks so that people don’t drip water from their hands on the way to the dispenser?				
<b>Cleaning Chemicals and Floor Finishes</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION/COMMENT</b>
Are “high-risk” areas maintained using slip-resistant cleaners?				
Is non-skid floor wax used and applied in a thin coating?				
Is non-skid flooring and deck paint used where appropriate?				
Are maintenance employees trained to apply floor-finishing products correctly?				
<b>Matting</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION/COMMENT</b>
Are absorbent walk-off mats used at all doorways that lead to the outside?				
Are the mats changed frequently during inclement weather?				
Are mats in good condition?				
Do all the mats lie flat?				
Are thick mats constructed with beveled yellow edges to minimize tripping?				
Are mats used with a nonslip backing?				
Are additional mats stored on site so that worn and wet mats can be replaced?				
<b>Parking Lots and Sidewalks</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION/COMMENT</b>
Are safe access routes well-marked?				
Are these areas free of ice, snow, and grease?				
Are these areas well-lit?				
Are receiving areas, ramps, stairs, walkways clear of snow and ice?				
Are parking lot dividers, curbs, and speed bumps well-marked?				
Are walking surfaces subject to wet or icy conditions coated with a rough, textured finish?				
Are automatic lawn sprinkler heads oriented so excess water doesn’t puddle on walkways?				
Are speed bumps painted using non-skid paints that contrast with the driving surfaces?				
Are wheel stops situated so they do not permit vehicles to extend into walkways?				
Are parking lots regularly checked for potholes, cracks, and depressions, and are they patched on a regular basis?				
Are islands identified with signs?				
Are parking lot lights checked nightly to identify bulbs that need replacing?				
Is snow removal done before employees report to work?				
Are curbs painted with contrasting colors?				
Does maintenance staff regularly remove leaves and debris?				
Have slippery spots caused by oil or grease been treated with absorbent materials and cleaned up?				
<b>Housekeeping Procedures</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION/COMMENT</b>
Are all passageways, storerooms, restrooms, and patient/visitor areas kept clean, sanitary, orderly, dry, and free of protrusions (such as nails or splinters)?				
Is a rigid cleaning and mopping schedule in place to keep floors clean and dry?				
Are “Use Caution: Wet Floor” signs used when floors are being mopped?				
Does someone keep a log of all cleanings/repairs? (A log should record products used, when and by whom tasks are performed, surfaces cleaned/repared, and cleaning/repair procedures used.)				
<b>Employee Training</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION/COMMENT</b>
Are employees trained about safety procedures and offered ongoing training and education as necessary?				
Are written slip/fall-prevention and accident-handling policies posted on employee bulletin boards?				
Are employees trained to provide customers or employees who do trip/fall with prompt attention, which may include securing or directing them to proper medical treatment?				
<b>Miscellaneous</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTION/COMMENT</b>
Are awnings or blinds used to block the sun’s rays in areas where sun glare inhibits a person’s ability to see walking surfaces or obstacles?				
Are file drawers closed when not in use?				
Are there enough electrical outlets to eliminate the use of extension cords?				
Are electrical outlets installed where they do not pose a tripping hazard?				