

CHECKLIST | SLIP AND TRIP HAZARD PREVENTION

Presented by Marshall & Sterling Check Cashers Insurance Program

Date:

Review conducted by:

Use this checklist to help identify common slip and trip hazards in your workplace and actions you can take to resolve them. Make sure you customize this checklist to fit the specific needs of your business, because each workplace will have different risks.

OUTDOOR AREAS	YES	NO	SAMPLE ACTIONS TO TAKE IF YES:
Is there anything on paths, steps and fire escapes that could cause slips and trips (e.g., buildup of leaves, wet grass, moss and mud)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Set a regular work schedule for clearing paths (work on busiest areas first). Make sure plants and trees do not overlap paths.
Are paths prone to ice buildup during winter months?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Monitor weather conditions and put winter procedures in place, such as gritting. Consider use of safe alternative routes.
Are there any uneven levels on the paths?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Highlight the hazards by improving the lighting, applying contrasting colors to the slope or creating clearly marked signs.
Are there holes or potholes in the paving on footpaths?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Block off the areas as a temporary solution. Ensure that barriers cannot be easily moved. Conduct proper maintenance—fill in holes, re-lay paving and replace broken paving stones.
Are fire escapes slippery when wet?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Improve the grip with slip resistant coating/strips.

DOORWAYS AND ENTRANCES	YES	NO	SAMPLE ACTIONS TO TAKE IF YES:
Are there any potential slip and trip issues with the threshold and entrance matting, such as when wet?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Consider extending the mats, applying slip-resistant coating, or changing to a more slip-resistant material.

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<p>Is there water on the floor from rain or melting ice?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Construct canopies over entrances, improve external drainage and keep doors closed. Consider using alternative routes. • Prevent water from spreading by fitting large and absorbent entrance mats so people can dry their shoes. • Remove any water quickly. Review cleaning procedures and introduce dry mopping. Consider introducing underfloor heating to speed up drying.
<p>Are there trip hazards in the area, such as cables, deliveries, curled up mats or other objects?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Conduct proper housekeeping. Put away cables, provide a safe delivery area, clear away boxes and equipment, and fix down mat edges or replace if necessary.

CORRIDORS AND OFFICES	YES	NO	SAMPLE ACTIONS TO TAKE IF YES:
<p>Are there any subtle changes in floor level, such as slopes, small steps and abrupt changes from one flooring material to another?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Highlight the hazards by improving the lighting, applying contrasting colors to the slope or creating clearly marked signs.
<p>Are floors smooth in areas where contamination, such as liquids, food or condensation, can be found on the floor?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Stop contamination from getting onto the floor by providing waste bins, fixing leaks, fitting lids for containers and closing doors leading from working areas. • Prevent contamination from spreading by placing drip trays beneath plants, machines and water coolers. • Remove any contamination quickly. Review cleaning procedures and spot clean spills.
<p>Are there trip hazards in the area, such as cables, deliveries, curled up mats or other objects?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Conduct proper housekeeping. Keep walkways clear, tidy away or use cable covers, provide additional storage and clear away boxes and equipment.

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Are tiles or flooring becoming unstuck or curling at the edges? Are there any holes?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Conduct proper repairs and maintenance by fixing down tile and carpet edges. Replace if necessary.
Is the anti-slip flooring wearing down or damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Replace damaged or worn flooring.
Are light levels too low to clearly see the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Improve lighting with new bulbs and additional lights.
Is light reflecting on smooth flooring to create a glare?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Re-angle the lights or install blinds or anti-glare grills or glazing films. Consider removing the floor surface shine.

STAIRS AND RAMPS	YES	NO	SAMPLE ACTIONS TO TAKE IF YES:
Are the edges of steps hard to see, rounded, damaged or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Make sure lighting is sufficient to see step edges clearly. • Highlight the edges of steps with something that has high visibility, a square edge and non-slip finish.
Are handrails available? Are they easy to reach and useable?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Provide a handrail on at least one side of the stairs if the stairs are wider than 22 inches. Provide handrails on both sides and a third, middle handrail if the stairs are 6.5 feet or wider. • Handrail heights should be at least 38 inches above the stairs and be parallel to the pitch line (slope) of the flight of stairs. • Use applicable standards and regulations to determine handrail shape, diameter and distance from the wall.
Are the stair treads slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Conduct regular maintenance and regularly clean to remove contaminants. • Replace stair coverings with one that has better slip resistance.
Are there any ramps or slopes in and around the workplace that are difficult to see?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Check and improve lighting levels and consider slip-resistant flooring.

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WORK AREAS	YES	NO	SAMPLE ACTIONS TO TAKE IF YES:
<p>As part of the work process, is contamination (e.g., fluids, solids, dust and debris) getting onto the floor? Issues with work processes can include human error, machinery leaks and spills, and process leaks and spills.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Stop contamination from getting onto the floor by changing the system of work, improving the work area layout, providing bins or dust extraction and fixing leaking machinery. • Prevent contamination from spreading by using drip trays, screens, floor drainage and high-lipped sinks. • Remove all contamination quickly. Spot clean spills, dry mop spills, and vacuum/brush up dry materials.
<p>Is condensation forming on the floor or from overhead pipework and dripping?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Improve ventilation in the area and insulate overhead pipework. Consider adding slip-resistant flooring or providing slip-resistant footwear.
<p>Is poor drainage causing a pooling of liquids on the floor?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Inspect, maintain and repair floor drainage systems.
<p>For cold storage, is there any ice buildup on the floor?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Remove any ice buildup and consider providing slip-resistant footwear. • Conduct door maintenance. Check that the door closes and seals properly. If necessary, replace any seals and fix door and frame. • Prevent humidity by fitting automatic doors, curtains and other humidity controls.
<p>Are designated walkways partially or fully blocked?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Create a clear and even walkway through the workplace. • Conduct proper and regular housekeeping by tidying away cables, providing extra storage and clearing away clutter, boxes and equipment.

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Are there any other trip hazards, such as uneven walkways, raised edges, holes, raised or curling carpet or tiles?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Repair and maintain flooring in good condition. Replace if necessary. • Block off any area that may be an issue.
Are lighting levels too low to see clearly? Is light reflecting off flooring to create glare?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Improve lighting with new bulbs and additional lights, and install antiglare grills.

TOILETS, BATHS AND SHOWER ROOMS	YES	NO	SAMPLE ACTIONS TO TAKE IF YES:
Is the floor slippery? Is water getting onto the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Stop water from getting onto the floor by improving shower curtains/screens and positioning hand dryers close to sinks. • Monitor and remove water quickly. Spot clean and dry mop wet areas. • Improve floor drainage where possible and consider slip-resistant flooring.
Are taps or pipes leaking?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Fix leaks and taps and perform regular maintenance. Provide drip trays as a temporary solution.

CLEANING	YES	NO	SAMPLE ACTIONS TO TAKE IF YES:
Are spills left on the floor for some time before they are cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Ensure spill-cleaning equipment is made readily available for use. • Review/improve cleaning procedures and increase cleaning schedules.
Are small spills wet mopped?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Institute a culture of cleaning up spills in the workplace through proper employee training and ready availability of spill-cleaning equipment. • Spot clean small spills with absorbent cloth or paper towels.

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Are people allowed to walk through areas during wet mopping or when floors are still wet?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">• Keep people off smooth, wet floors with barriers.• Reduce drying time by dry mopping floors.
Are warning signs used for wet floors or areas?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">• Use cones and signs to warn people that the floor is wet. Remove as soon as cleaning is completed and the floor is dry.
Does the floor look dirty even after having just been cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">• Check that the manufacturers' cleaning instructions are being followed.• Review floor cleaning method and adjust to floor type.
Are people still slipping on the floor even after it has been cleaned and dried?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">• Make sure to thoroughly remove any buildup of polish or grease.• Review and alter floor cleaning method.
Is cleaning equipment creating a walking hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">• Coil unused equipment cables. Change power sources to nearest source. Consider using battery-powered equipment.

For more risk management guidance, contact us today. 800-454-0800

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