

SLIP, TRIP AND FALL HAZARDS ASSESSMENT CHECKLIST

Location: _____ Date: _____ Completed by: _____

	Yes	No	N/A	Comments
Work Areas and Housekeeping				
Have you conducted an assessment to identify potential slip, trip and fall hazards?				
Are there clear expectations concerning housekeeping standards?				
Does administration provide staff with positive feedback for maintaining tidy work areas?				
Are your walkways kept clear of stored materials or other obstructions?				
Are all exits and exit pathways kept clear at all times?				
Is your immediate work area clear of trip hazards (hoses, tools, boxes, etc.)? If not, can these items be stored off the floor or in a low traffic area?				
Are floors maintained in good condition (no torn carpeting, missing tiles)?				
Are there walk-off mats at all building entrances? Are they in good condition with the edges lying flat, and are they prevented from sliding on the floor?				
Are lighting levels adequate in pedestrian areas?				
Are cabinet drawers closed when not in use?				
Are student backpacks and book bags stored on the floor?				
Walking and Slip Hazards				
Are procedures in place to immediately clean up spills and notify others of the spill until it is cleaned up?				
Is floor care equipment, such as mops/ buckets readily available and accessible?				
Are wet floor signs available and used?				
Are wet floor signs removed when the floor is dry?				
Is the routine cleaning (for example, mopping) of areas scheduled at a time to minimize the risk to staff and students?				
Are there areas in your school where surface contamination (such as water, oil, sawdust, etc.) regularly contacts the floor? If so, have you taken steps to reduce or eliminate this contamination from reaching the floor?				
Are changes in elevation highlighted by a color change or hazard tape?				
Cords				
Are walkways free from cords wherever possible?				
In places where cords must cross a walkway, are the cords covered and secured?				
Are hoses and cords rolled up when not in use?				
Are there computer cords hanging into walkways that need to be tied up?				
Are any cords damaged or missing ground plugs? If so, repair or replace.				

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Stairs				
Has staff been trained to use the handrails and to carry materials safely on stairs?				
Do stairs have handrails and are they used?				
Are the handrails clean and secure?				
Are the steps and stair nosings in good repair?				
Do the stairway steps have slip-resistant surfaces?				
Have you considering painting the edges of the steps to increase visibility?				
Is the lightening adequate in the stairways?				
Ladders				
Does staff use a ladder when necessary instead of a chair, desk, or other item?				
Do you have the appropriate ladders available for the given job?				
Is staff trained on how to use and inspect ladders?				
Are ladders well maintained?				
Parking Lot and Grounds				
Have you inspected your grounds and parking lot for slip, trip, and fall hazards? Look for potholes, broken pavement, cracks, gaps or areas raised because of tree roots or other damage.				
Are edges of curbs and tire-stops highly visible?				
Is drainage from your downspouts directed away from pedestrian traffic areas?				
Are your parking lots well lit?				
Do you have an inclement weather plan?				
Are inclement weather supplies readily available during winter weather?				
Staff				
Has your district trained employees on the importance of wearing proper footwear as a way to reduce risk of slip, trip, and fall injuries?				
Has staff received training on slip, trip and fall prevention such as provided by ESD 112 Insurance Programs Safety Talks or the SafeSchools on-line training course?				
Have affected staff received training on ladder safety?				
Does your safety committee investigate slip, trip and fall incidents? Does it offer suggestions to prevent future incidents?				
Is there a system in place such as a work order request, to correct slip, trip and fall hazards?				