



Protecting Our Global Community of Customers

Slips, Trips and Falls Sample Self Inspection Checklist

Date of Inspection: _____

Inspector Name: _____

Area Inspected: _____

Any self-inspection program should include a review of Management Policies and Procedures to assure that proper written procedures are in place as well as current procedures are kept up to and reviewed on a regular basis.

Management Policy	Yes	No	N/A	Action(s) Taken
Is there a written slip, trip and fall prevention policy supported by management?				
Employee orientation and refresher training includes slip, trip and fall prevention				
Staff trained on proper application, rinsing and disposal of floor cleaner and floor treatment				
Formal inspection and floor cleaning program with a log system to document completed work?				
Does the inspection and cleaning program adequately address volume of customer traffic during the course of a business day, i.e. more customers, more frequent inspections and cleaning?				
Are Floor Check Logs required and completed as scheduled?				
Are ALL employees instructed to clean up spills immediately?				
Are portable signs available and used to indicate wet floors or temporary hazards and are they left in place until the floor is dry or the hazard corrected?				

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Interior Conditions	Yes	No	N/A	Action(s) Taken
Good housekeeping maintained: aisles clear, storage room(s) orderly, floor free of debris?				
All walkway clear of displays, temporary storage or power cords?				
Quarry-tile floors contain abrasive grit or are etched for better traction and periodically steam cleaned to remove accumulations of grease and detergent?				
Present floor cleaner is effective in removing detergent and grease residue				
Traction enhancing floor treatment applied where appropriate?				
Stair treads of adequate width with consistent riser height?				
Stair treads equipped with abrasive strips or other non-skid surface?				
Steps equipped with handrails, 30-34 inches above the stair tread and with a minimum of 3 inch clearance from the wall or mounting surface?				
Steps accent lighted, and if carpeted, a contrasting color from floor carpeting?				
Carpet stretched tight with no rips or tears?				
Flat edge metal or wood boundary strips used to transition carpet to tile or wood floors.				
Weather mats provide at entrance doors during inclement weather, in good condition, and replace on a regular basis?				
If mats are used, are they of sufficient length to dry footwear bottoms?				
Changes in interior elevation properly illuminated?				
Emergency lighting provided, functional and testing documented?				
Are floor grates level with surrounding surface with opening designed so that foot traffic will not be affected by the grates spacing, i.e. Won't catch shoe heels				

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Meeting/lounge/restaurant areas	Yes	No	N/A	
Stage/assembly/dance floor secure with level surface?				
AV and sound electrical cords out of walkways?				
Chairs and tables sturdy and in good condition?				
Floor covering in good condition?				
Adequate lighting throughout?				
Adequate emergency lighting with documented testing throughout?				
Restrooms/Locker Rooms	Yes	No	N/A	
Restroom floors clean and dry				
Wet floor signs placed inside and outside restroom when being cleaned and remain there until floor is dry?				
Towel dispensers located at sink, away from traffic areas?				
Plumbing/fixtures not leaking				
Handicap grab bars secure?				
Proper illumination provided?				
Restrooms checked and documented, with frequency determined by traffic volume?				
Elevators	Yes	No	N/A	
Car(s) level within ½" of landing?				
Car(s) provided with car-door leading edge protection?				
Car lighting adequate?				
Car interior free of wall opening and tripping hazard?				
Car handholds in secure and good condition?				
Exercise Rooms	Yes	No	N/A	
Exercise equipment in good condition, seats secure, documented inspections?				
Tread belt on tread mills in good condition?				
Carpet and flooring in good condition?				
Traction enhancing floor treatment applied where appropriate?				
Adequate lighting provided?				
Exercise equipment cords out of pathways?				

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Exterior Conditions	Yes	No	N/A	
Outdoor walkways checked frequently for tripping hazards with repairs made promptly?				
Exterior paths and parking lot well illuminated?				
Exterior steps, ramps, grounds, parking lot in good repair, free from holes or obstructions?				
Snow/ice removed promptly from parking lot and walking surfaces when necessary?				
Ice melt or sand used when freezing temperatures anticipated during periods of precipitation or thawing?				
Car stops not in designated walkways?				
Pedestrian traffic patterns separated from vehicular traffic?				
Water runoff/drainage away from walkways and parking areas, no misdirected down spouts?				
Exterior drain grates level with the surrounding surface and properly spaced to prevent catching bicycle tires, foot traffic, etc?				
Parking structure adequately illuminated?				
Parking structure exists adequately marked and identified?				
Parking structure clearance heights conspicuously posted and illuminated?				
Planters and other landscaping adequately maintained?				
Elevators at parking structure adequately marked and illuminated?				

This checklist is intended only as a reminder and is offered solely as a guide to assist management in its responsibility to provide a safe environment. This checklist is not intended to cover all possible hazardous conditions or unsafe acts that may exist.



A service of the Tokio Marine America Loss Control Department.

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