

THE COMPLETE SLIP, TRIP AND FALL PREVENTION AUDIT

Find your hazards.
Mitigate your risk.



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Business Name _____

Date _____

Parking Lots and Sidewalks

What to look for: Potholes and parking curbs are common hazards. Leaking vehicle fluids can create slippery conditions, so look for puddles or oily sheen on the blacktop. Uneven sidewalks varying by more than 1/4" can contribute to a slip, trip or fall. Also consider how seasonal weather conditions affect these areas. Ask if plans are in place for managing rain, snow and ice.



	Y	N	CORRECTIVE ACTION
Is the parking lot free of deep cracks and potholes?			
Are parking curbs, speed bumps and other variances clearly marked?			
Are sidewalks free of cracks, holes and uneven edges?			
Do you have adequate lighting from parking lot to entrance?			
Do you have a plan and adequate tools to remove snow, ice, dirt and debris?			
Do you immediately clean up vehicle fluid leaks and spills?			

Entrances

What to look for: Scraper mats should be positioned outside entrances to remove debris and dirt from peoples’ shoes. They should be in good condition and laying flat. Entrance mats inside the door should be large enough to provide at least six steps of walk-off and should be laying flat with no ripples or turned-up corners. Look for shorter mats laid side-by-side or end-to-end to create coverage — they become slip and trip hazards as they shift out of position in traffic. Lobbies should be free of clutter or other tripping hazards. Ask if plans are in place for managing rain, snow and other conditions that could make the floor slippery.



	Y	N	CORRECTIVE ACTION
Are there scraper mats outside all entrances to remove snow and/or debris from shoes?			
Are floor mats with adequate walk-off inside all entrances?			
Are floor mats laying flat and in position with no bunching or curled corners?			
Are lobbies clean and clear of obstacles?			
Are floors clean and dry?			
Are trash cans available and visible?			
Is there an area for storing wet umbrellas?			
Do you have a wet weather plan to keep floors from becoming slippery?			
Do you keep salt or snow melt at entrances during the winter?			
Do you have a plan to remove melting snow that is tracked into the building?			

Notes

Walkways

What to look for: Walkways should be level, dry and clutter-free. Polished surfaces such as stone, tile, marble and vinyl are especially slippery when wet. Drips, spills and tracking from other areas can create slip hazards. Transition areas where one floor surface changes to another, such as carpet to tile, wood to concrete or stone to vinyl, etc., can be slip or trip hazards. Mats and signs can reduce the danger posed by these changes.



	Y	N	CORRECTIVE ACTION
Are walkways free of holes, cracks and missing or loose tiles?			
Are walkways clean, dry and clear of obstacles?			
Do walkways have adequate lighting?			
Are mats positioned in transition areas between different walking surfaces?			
Are mats and/or carpeting secured, with no frays, bunching or curled corners?			
Are surfaces that vary by more than 1/4" identified by a contrasting color?			
Are warning signs posted where surfaces vary by more than 1/4"?			
Are trash cans and recycling bins available and visible?			

Notes

Aisles

What to look for: Whether they're in work or storage areas, warehouses or retail space, aisles should be level, dry, clutter-free and clearly marked. Proper lighting is essential, especially in aisles between high racks.



	Y	N	CORRECTIVE ACTION
Are all aisles appropriately marked and clear of obstacles?			
Are objects stored neatly in racks without protruding?			
Do all aisles have adequate lighting?			
Are cords and cables secured and out of the way?			
Are signs posted to identify hazards?			
Are guardrails provided where necessary?			
Are trash cans and recycling bins available and visible?			

Notes

Stairways and Ramps

What to look for: Stairs and ramps should be consistent, level and slip-resistant. Look for adequate treads and nosing on all steps. Check for steps that are too short or too long. Make sure handrails are in place and lighting is adequate. On concrete steps and ramps, make sure the surface provides adequate traction and is free of cracks and holes.



	Y	N	CORRECTIVE ACTION
Are steps consistent in height and depth?			
Are warning signs posted near irregular steps?			
Do all steps have slip-resistant treads and nosing?			
Are handrails provided for all stairs with four or more risers?			
Are handrails secure?			
Do stairs and ramps provide adequate traction even when wet?			
Are stairs and ramps free of clutter and debris?			
Do stairs and ramps have adequate lighting?			
Do ramps have guardrails in place where necessary?			

Notes

Work Areas

What to look for: Work areas should provide space for efficient workflow. Look for clean work surfaces and orderly materials, parts and tools. Check for clutter, boxes, tools and electrical cords obstructing walkways and aisles. Make sure floors are clean, dry and free of trash or debris. Look for spills. Check for spill cleanup supplies.



	Y	N	CORRECTIVE ACTION
Are work areas clean, orderly and sanitary?			
Are floors free of holes, cracks and missing or loose tiles?			
Are floors clean and dry?			
Are walking surfaces slip-resistant where necessary?			
Are slip-resistant shoes available or required?			
Do mats provide adequate traction in wet or slippery areas?			
Do all work areas have adequate lighting?			
Are trash cans and recycling bins available and visible?			
Do employees have adequate spill supplies and know proper cleanup procedures?			

Notes

Restrooms

What to look for: Floors should be level, dry and clutter-free. Polished surfaces such as quarry tile, marble and vinyl are especially slippery when wet. Look for drips around sinks and towel dispensers and under hand dryers. Check for leaks under sinks and around toilets and urinals. Make sure trash cans are adequate for the level of use and strategically placed.



	Y	N	CORRECTIVE ACTION
Are floors clean, dry and free of debris?			
Are floors level and free from holes, cracks and loose tiles?			
Are toilets and urinals functioning properly and not leaking?			
Are sinks and soap dispensers functioning properly and not leaking?			
Are paper towels well-stocked so people can dry their hands and not drip water?			
Are trash cans large enough to prevent debris from accumulating on floors?			
Is there a schedule posted specifying when the restroom is to be cleaned and restocked?			

Notes

Cafeterias and Break Rooms

What to look for: Floors should be clean, dry and clutter-free. Tables and chairs should be positioned away from main walkways to allow for easy traffic flow. Check for mats in front of the sink, beverage station and water cooler. Make sure trash cans are adequate and objects like pizza boxes and food containers are not stacked on the floor. Look for supplies to clean up accidental spills.



	Y	N	CORRECTIVE ACTION
Are floors clean, dry and free of debris?			
Are floors level and free from holes, cracks and loose tiles?			
Are mats positioned in front of sinks, beverage stations and water coolers to absorb drips?			
Are spill cleanup supplies available and easy to reach?			
Are trash cans and recycling bins available and visible?			
Are tables, chairs and benches arranged to allow for ease of movement?			
Are these areas maintained regularly to keep them clean and orderly?			

Notes

Floor cleaning

What to look for: Regular floor cleaning will remove dirt, grime and oily residues to increase traction, but the cleaning crew may create a slippery floor problem by using too much cleaner, the wrong cleaner or the wrong cleaning method. Make sure they're using the best chemicals and methods to keep maximum traction on every type of floor surface.



	Y	N	CORRECTIVE ACTION
Do you follow a written floor cleaning plan/schedule?			
Is your floor cleaning plan adequate to maintain slip-resistant walking surfaces?			
Do you use cleaning products that are appropriate for the types of walking surfaces being cleaned?			
Are your employees informed about proper spill cleanup procedures?			
Do your employees or maintenance contractor follow proper cleaning procedures, including the correct water temperatures and volumes of chemical needed?			
Are wet floor signs, cones and/or barricades available to use during cleaning and spill cleanup?			
Is a plan in place to remove wet floor signs, cones and/or barricades when the floor is dry?			

Notes

Storage and Warehouse Areas

What to look for: Storage and warehouse areas should be clean and well-organized. Make sure floors are level, dry and clutter-free. Walkways and aisles should be clearly marked and well-lit. Look for boxes, electrical cords or other obstructions that can cause trips. Check for leaks, spills or other wet spots that can cause slips. Make sure spill cleanup supplies or spill kits are available in areas where they might be needed. Check battery storage and charging areas. Inspect loading docks to see if they're clear, dry and orderly.



	Y	N	CORRECTIVE ACTION
Are storage areas clean, orderly, sanitary and properly labeled?			
Are floors free of holes, cracks and missing or loose tiles?			
Are floors clean, dry and clear of obstacles?			
Do all areas have adequate lighting?			
Are materials neatly stored on racks without protruding into walkways and aisles?			
Are pallets stacked neatly and safely?			
Are shrink wrap, bindings and other loose packing materials kept off floors?			
Are overhead pipes and obstructions at risk of being hit by material handling equipment?			
Are spill supplies for leaking or damaged containers available and visible?			
Are spill kits or other absorbent materials available and visible where needed?			
If floor drains are present, are drain covers available and visible in the event of a spill?			

Checklist continued on next page

Storage and Warehouse Areas (cont.)

	Y	N	CORRECTIVE ACTION
Are battery charging areas for powered industrial trucks orderly?			
Are loading docks kept clear of product, clutter and debris?			
Are rain and snow prevented from entering dock doors?			
Are floor mats with adequate walk-off positioned inside entrances?			
Are mats laying flat and in position with no bunching or curled corners?			

Notes

Liquid Dispensing Areas

What to look for: Depending on the facility, bulk liquids may be hazardous or benign, and come in containers ranging from 5-gallon buckets to 550-gallon totes. Even though many liquids are subject to environmental regulations, all liquids need to be managed to keep them off the floor. Look at how bulk liquids are being stored. Buckets and drums may be positioned horizontally on racks and equipped with faucets or standing upright and using pumps. Check the floor. Faucets and hoses may be dripping, creating puddles and slippery spots. Employees may be tracking these leaks and drips into other parts of the facility.



	Y	N	CORRECTIVE ACTION
Is the liquid dispensing area clean and orderly?			
Are absorbents or pans being used to catch drips from hoses and faucets?			
Are spill kits or other appropriate absorbents available to clean up leaks and drips?			
Are floors clean, dry and free of debris?			
Are floors level and free from holes, cracks and loose tiles?			
Are mats in place to prevent employees from tracking liquid into other areas?			
Do all areas have adequate lighting?			

Notes

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