

# THE COMPLETE FACILITY RISK ZONE AUDIT

Find your hazards.  
Eliminate your risks.



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For years, businesses have viewed payouts from slip, trip and fall claims as an inevitable cost of doing business. The 2018 Liberty Mutual Workplace Safety Index bears this out, reporting that falls from the same level ranked second in their top ten list of hazards — racking up \$11.2 billion in direct costs in a single year.

## It doesn't have to be this way.

With the right products and procedures, slips, trips and falls are 100% preventable. And it all starts with an audit to identify your **Risk Zones**.

## What is a Risk Zone?

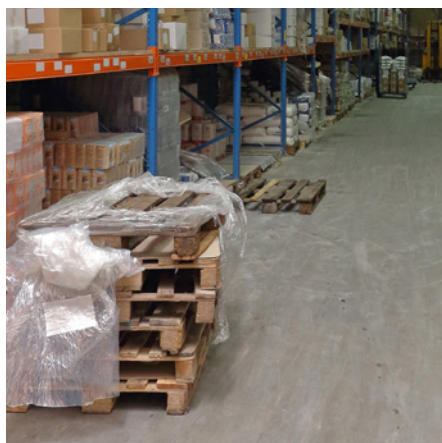
A **Risk Zone** is any area where slips, trips and falls happen because of the following factors:

- Type of floor: concrete, wood, tile, etc.
- Condition of the floor or walking surface
- Transition from one surface to another
- Inadequate lighting

- Causes of slipperiness: weather, leaks and spills, floor finishes, etc.
- Trip hazards: loose floorboards, uneven surfaces, wrinkled floor coverings, curled entrance mats, obstructions in aisles or walkways

This 75-point audit will help you pinpoint hazards in nine common Risk Zones. Each section includes the information you need to assess the area, plus a checklist to record your findings and the corrective measures needed to solve any problems you may encounter. We also suggest snapping a photo of each Risk Zone so it's easier to recall specific situations later. And be sure to talk to employees who frequent the Zone to identify problems that may not be obvious during your walk-through.

Once you've identified your Risk Zones, the next step is to eliminate slippery conditions, increase traction and remedy trip hazards. Finally, you need to follow best practices such as inspecting, repairing and maintaining walking surfaces to keep them clean, dry and safe.



Clutter in aisles or walkways create trip hazards.

**RESULT: RISK ZONE**



Multiple mats shift out of position producing gaps and wrinkles that cause slips and trips.

**RESULT: RISK ZONE**



Cracked and crumbling sidewalks make walking dangerous for employees and visitors.

**RESULT: RISK ZONE**

## Risk Zone 1: 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 and review plans 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?			

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## Risk Zone 2: Entrances

**What to look for:** Scraper mats should be positioned outside entrances to remove debris and dirt from 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. Review plans 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 there floor mats with adequate walk-off placed 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?			

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### Risk Zone 3: 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?			

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### Risk Zone 4: 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?			

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### Risk Zone 5: 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?			

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### Risk Zone 6: Work Areas

**What to look for:** Work areas should provide space for efficient workflow. Look for clean 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?			

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### Risk Zone 7: 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?			

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### Risk Zone 8: Cafeterias/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?			

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## Risk Zone 9: Storage & 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 floors clean, dry, free of holes, cracks and missing or loose tiles?			
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 spill supplies for leaking or damaged containers available and visible?			
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?			

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