



# Floor and Walkway Audit Checklist

Keep your floors clean and minimize slip, trip and fall injuries with this audit checklist.

Inspection Information			
Date and time:			
Inspection done by:			
Signature:			
Aisles/Walkways	Y / N	Corrective Action	Employee Responsible
Are all aisles clear and appropriately marked?			
Are mats and carpeting secured, with no frays, bunching or curled corners?			
Are objects stored in racks kept from protruding into aisles and walkways?			
Are guardrails provided where necessary?			
Are spill kits or other absorbent materials well stocked?			
Is signage appropriately used to identify hazards?			
Are surfaces that vary by more than 1/4" identified by a contrasting color?			
Is lighting adequate?			
Are cords and cables secured?			
Are walking surfaces free of holes, cracks and missing or loose tiles?			
Outdoor Sidewalks and Parking Lots	Y / N	Corrective Action	Employee Responsible
Is the parking lot free of deep cracks and potholes?			
Is a plan for removing snow, ice, dirt and debris in place?			
Are tools to remove snow, ice, dirt and debris stocked?			
Are entrance mats in place remove water and snow from shoes?			
Are parking curbs, speed bumps and other variances clearly marked?			
Are vehicle fluid leaks and spills cleaned up immediately?			
Is lighting adequate?			

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<b>Workrooms and Production Areas</b>	<b>Y / N</b>	<b>Corrective Action</b>	<b>Employee Responsible</b>
Are work areas clean, orderly and sanitary?			
Are floors clean and dry or is there matting to provide adequate traction in wet areas?			
Are aisles and walkways clear of debris and objects?			
Are spill kits or other absorbent materials well stocked?			
Are drain covers present where needed?			
Are there proper receptacles for waste and debris?			
Are signs posted in hazardous areas?			
Are floors free of holes, cracks and missing or loose tiles?			
Are walking surfaces slip resistant or are slip-resistant shoes available?			
Is lighting adequate?			
Are employees informed about proper spill cleanup procedures?			
<b>Floor Cleaning</b>	<b>Y / N</b>	<b>Corrective Action</b>	<b>Employee Responsible</b>
Is a floor cleaning and maintenance plan in place for each area of the facility?			
Are mops and other cleaning tools in good condition?			
Are employees informed about proper spill cleaning and maintenance procedures?			
Are wet floor signs, cones and/or barricades available to use during cleaning?			
Is a plan in place to remove wet floor signs, cones and/or barricades when the floor is dry?			
<b>Stairways and Ramps</b>	<b>Y / N</b>	<b>Corrective Action</b>	<b>Employee Responsible</b>
Are handrails provided for all stairs with four or more risers?			
Are handrails secure?			
Are stair treads free of dirt and debris?			

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