

Appendix A: Inspection Form

Slip, Trip and Fall Hazards – Inspection form

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Building:		Floor:		Area/ Room#:		Higher Risk Area Yes <input type="checkbox"/> No <input type="checkbox"/>	
Floor Condition				YES	NO	N/A	COMMENTS
1.	Floor is kept free from slip hazards such as food or liquid spills, and other debris.						
2.	Walkway is kept free from trip hazards such as torn carpets, electrical cords, fallen articles, broken tiles, etc.						
3.	Carpet/rugs are in good condition & secured to the floor.						
4.	Floors are properly designed to allow for good drainage.						
5.	Floors drains are not plugged/ allow adequate drainage.						
6.	Floor mats are in good condition, free of grease, and used appropriately (i.e. mat is not a trip hazard).						
7.	Floor mats have beveled edges, and where appropriate, are grease resistant and promote drainage.						
Others				YES	NO	N/A	COMMENTS
1.	Portable signs, and equipment used for spills cleanup are available for use.						
2.	Slip-resistant footwear is worn by employee.						
3.	Illumination is adequate.						
4.	Stepladders are in good condition and have non-skid feet.						
Building perimeter / Stairways/Special Areas				YES	NO	N/A	COMMENTS
1.	Sidewalks & ramps are free of defects (e.g. cracks, breaks, holes).						
2.	Sidewalks & ramps do not show signs of surface upheaval or unevenness.						
3.	Stairway's surface and nosing (leading edge of stair tread) are free of defects (e.g. broken steps, cracks).						
4.	Handrail is present and secured at stairways & ramps.						
5.	Guardrails are present and secured on working surfaces that are more than 30 inches above floor or other working areas (Exception: loading dock).						
6.	Restroom floors free from defects and properly maintained. No evidence of plumbing leaks.						
7.	Other:						
Other Comments/ Notes							
Inspected by:				Date:			