

SLIPS, TRIPS AND FALLS CHECKLIST

Slips, trips and falls account for nearly a quarter of workplace injuries. You must ensure that your workplace is kept free of hazards that cause these injuries, and this checklist will help you do that. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change or addition to procedures or workplace set-up)

Name of person who completed checklist:

Position title:

Company/workplace:

Floors

Are floors free of water, ice, oil or other fluids? Yes No

Are floor surfaces even (eg no loose tiles or carpet that is torn or has ridges or holes)? Yes No

Are ramps designed to prevent slips and falls? Yes No

Housekeeping

Are walkways and doorways clear of boxes, extension cords and litter? Yes No

Are spills cleaned up immediately? Yes No

Are the responsibilities for cleaning floors, clearing work areas and walkways clearly specified? Yes No

Stairs

Are stairways kept clear of boxes, extension cords and litter? Yes No

Is the tread on stairs adequate to minimise slipping? Yes No

Is the foot-space on each stair adequate? Yes No

Are hand-rails adequate? Yes No

Lighting

Are work areas, walkways and stairs well lit? Yes No

Does the lighting enable workers to move between indoor and outdoor tasks safely? Yes No

Footwear

Is the footwear worn by workers suitable for the workplace? Yes No