A Slip, Trip and Fall Prevention Program Developed by Minnesota Counties Intergovernmental Trust

Checklist for Recognizing Slip, Trip and Fall Hazards

Work Area: _____ Date: _____

ITEM			
1.	**General Work Environment**	**OK?**	**Corrective Actions**
•	Documented, functioning housekeeping program in place	_____	_____
•	All workstations clean, sanitary and orderly	_____	_____
•	Adequately lit	_____	_____
•	Work surfaces kept dry	_____	_____
•	Spills cleaned up immediately according to proper procedures	_____	_____
•	Combustible scrap, debris and waste stored safely and removed from worksite properly	_____	_____
•	Regulated waste discarded according to federal, state and local regulations	_____	_____
•	Accumulations of combustible dust routinely removed from elevated surfaces	_____	_____
•	Oily and paint-soaked waste disposed in metal waste cans	_____	_____
•	Other: _____	_____	_____
•	Other: _____	_____	_____
•	Other: _____	_____	_____

Notes: _____

This document is intended for general purposes only and should not be construed as legal or coverage advice on any specific matter.
Material courtesy of the National Safety Council and produced under the SusanHarwood Grant from the Occupational Safety and Health Administration, U.S. Department of Labor. © 2006 National Safety Council. All rights reserved.

Work Area: _____ **Date:** _____

ITEM **2. Aisles and Walkways**	**OK?**	**Corrective Actions**
• Kept clear		
• Marked as appropriate		
• Adequately lit		
• Free of surface defects		
• Mats and carpets properly anchored with no worn, frayed or upturned edges		
• Wet surfaces covered with high- traction material		
• Walkway free of protruding objects		
• Walkway free of cords, cables, wiring, open drawers and other obstacles		
• Spills cleaned up immediately		
• Slight changes in elevation clearly identifiable		
• Adequate headroom		
• Guardrails provided when walkway is elevated		
• Bridges provided over conveyers and similar hazards		
• Other: _____		
• Other: _____		
• Other: _____		

Notes:

This document is intended for general purposes only and should not be construed as legal or coverage advice on any specific matter.
Material courtesy of the National Safety Council and produced under the SusanHarwood Grant from the Occupational Safety and Health Administration, U.S. Department of Labor. © 2006 National Safety Council. All rights reserved.

Work Area: _____ Date: _____

ITEM		
3. Stairs, Stairways and Ramps	**OK?**	**Corrective Actions**
• Adequately lit	_____	_____
• Generator- or battery-powered emergency lighting available	_____	_____
• Handrails on all stairways with four or more risers and stairways at least 22 inches wide	_____	_____
• Stairs that change direction have landing platforms	_____	_____
• Stairs angle no more than 50 and no less than 30 degrees	_____	_____
• Stairs of uniform size and shape	_____	_____
• Steps have slip-resistant surface and nosings	_____	_____
• Handrails between 30 and 34 inches from the leading edge of stair treads	_____	_____
• Handrails located at least 3 inches from the wall they are mounted on	_____	_____
• Stair bottom and top clear of swinging doors	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes:

This document is intended for general purposes only and should not be construed as legal or coverage advice on any specific matter.
Material courtesy of the National Safety Council and produced under the SusanHarwood Grant from the Occupational Safety and Health Administration, U.S. Department of Labor. © 2006 National Safety Council. All rights reserved.

Work Area: _____ Date: _____

ITEM	OK?	Corrective Actions
4. Floor and Wall Openings		
• Openings guarded by a cover, guardrail or equivalent (except at entrance to stairways or ladders)	_____	_____
• Toeboards installed around the edges of permanent floor openings	_____	_____
• Skylight screens constructed and mounted to hold at least 200 pounds	_____	_____
• Grates and similar covers over floor openings designed so that foot traffic or rolling equipment will not get caught	_____	_____
• Manhole covers, trench covers and similar covers, plus their supports carry a truck rear axle load of at least 20,000 pounds when subject to vehicle traffic	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes:

This document is intended for general purposes only and should not be construed as legal or coverage advice on any specific matter.
Material courtesy of the National Safety Council and produced under the SusanHarwood Grant from the Occupational Safety and Health Administration, U.S. Department of Labor. © 2006 National Safety Council. All rights reserved.

Work Area: _____ Date: _____

ITEM 5. Elevated Surfaces	OK?	Corrective Actions
• Signs posted showing elevated surface load capacity		
• Guardrails on surfaces elevated more than 30 inches above floor or ground		
• Elevated surfaces provided with 4-inch toeboards		
• Permanent means of access and egress provided to elevated storage and work surfaces		
• Required headroom provided		
• Material on elevated surfaces placed to prevent it from tipping, falling, collapsing, rolling and spreading		
• Dock boards or bridge plates used when transferring materials between docks and trucks or rail cars		
• Other: _____		
• Other: _____		
• Other: _____		

Notes:

This document is intended for general purposes only and should not be construed as legal or coverage advice on any specific matter.
Material courtesy of the National Safety Council and produced under the SusanHarwood Grant from the Occupational Safety and Health Administration, U.S. Department of Labor. © 2006 National Safety Council. All rights reserved.

Work Area: _____ Date: _____

ITEM		
6. Ladders and Scaffolding	**OK?**	**Corrective Actions**
• Portable step ladder height 20 feet or less		
• Portable step ladder equipped with a metal spreader or locking device		
• Single ladder height 30 feet or less		
• Extension ladder height 60 feet or less		
• Fixed ladder height 30 feet or less—after 30 feet, landing platforms every 30 feet		
• Fixed ladders over 20 feet equipped with a cage		
• Ladders and scaffolds free of cracks, loose rungs and sharp edges		
• Ladders and scaffolds free of dirt and grease		
• Ladders and scaffolds have slip resistant grips		
• Employees are following safe standards and procedures		
• Footing on scaffolding sound, rigid and capable of carrying maximum load		
• Scaffolding capable of carrying 4 times its maximum load		
• Other: _____		
• Other: _____		
• Other: _____		

Notes:

This document is intended for general purposes only and should not be construed as legal or coverage advice on any specific matter.
Material courtesy of the National Safety Council and produced under the SusanHarwood Grant from the Occupational Safety and Health Administration, U.S. Department of Labor. © 2006 National Safety Council. All rights reserved.

Work Area: _____ Date: _____

ITEM	OK?	Corrective Actions
7. Parking Lots and Sidewalks		
• Kept clear of fallen timber/debris as well as loose gravel	_____	_____
• Curbs and ramps properly color coded	_____	_____
• Clear of snow and ice	_____	_____
• Speed bumps and tire stops clearly marked	_____	_____
• Adequately lit	_____	_____
• Free of surface defects	_____	_____
• Free of upheaval	_____	_____
• Fluids cleaned up immediately	_____	_____
• Slight changes in elevation clearly identifiable	_____	_____
• Guardrails provided when walkway is elevated	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes:

This document is intended for general purposes only and should not be construed as legal or coverage advice on any specific matter.
Material courtesy of the National Safety Council and produced under the SusanHarwood Grant from the Occupational Safety and Health Administration, U.S. Department of Labor. © 2006 National Safety Council. All rights reserved.