

SLIP, TRIP AND FALL PREVENTION ASSESSMENT

The purpose of this assessment is to assist the insured in controlling insurance loss costs related to the most common of occurrences: slip, trip and falls. Consistently, the most frequent and costly injuries on private property result from slip, trip and fall related injuries. These accidents can occur in corridors, stairways, aisles, exterior steps, sidewalks, or even parking lots.

While stairwells and steps present the greatest potential for slip, trip and fall injuries, they can occur virtually anywhere. For this reason, it is important that we all take proper precautions to eliminate unnecessary hazards, correct unsafe conditions immediately and provide warnings where appropriate.

Suggested Action Plan

- ◆ Designate key employees to oversee the slip/trip/fall prevention efforts
- ◆ Regular scheduled inspections should become an essential part of your plan. These will help identify any potential hazards or maintenance issues.
- ◆ Employees should be adequately trained to identify hazards, and apply appropriate remedial actions.
- ◆ Document and record and slip/trip/fall incidents and identify contributing acts and conditions.

REMEMBER: Slip, trip and falls are generally considered to be preventable in all but a few cases. These typically involve the infirm or elderly, those who warrant our additional help and assistance.

The following is a slip, trip and fall prevention assessment form. These guidelines should be reviewed during regular inspections to ensure that slip, trip and fall hazards are properly identified and corrected.

(All “NO” Answers Require Action)

REQUIREMENT	YES	NO	ACTION
Do you have a written slip, trip and fall prevention policy supported by management?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your new employee and refresher training include slip, trip and fall prevention?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all walking surfaces clean, well maintained and regularly inspected?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you utilize a formal inspection and floor cleaning program with a log system to document completed work?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the inspection and cleaning program adequately address volume of customer traffic, i.e. more customers, more frequent inspections and cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	

Are worn or damaged flooring, carpeting, stair treads, etc. repaired promptly?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all handrails on staircases properly secured?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all stairways with more than three risers equipped with handrails?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all hallways and stairwells clear of "temporary" storage materials?	<input type="checkbox"/>	<input type="checkbox"/>	
Are "WATCH YOUR STEP" signs posted where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
Are liquid spills cleaned up immediately? Are "CAUTION – WET FLOOR" signs used during spill clean ups or routine housekeeping and left in place until the floor is dry?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the lighting adequate along hallways and in stairwells?	<input type="checkbox"/>	<input type="checkbox"/>	
Are telephone, computer and extension cords properly secured to minimize tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Do inclement weather procedures include use of floor tracking mats/frequent mopping?	<input type="checkbox"/>	<input type="checkbox"/>	
Are parking lots and sidewalks properly maintained – no potholes, cracks, gaps or uneven surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	
Is snow/ice removal, sanding or salting adequate during winter months?	<input type="checkbox"/>	<input type="checkbox"/>	
Are non-slip coatings used in high traffic areas prone to moisture?	<input type="checkbox"/>	<input type="checkbox"/>	
Do investigations of the slip/fall incidents properly and factually identify the contributing circumstance or conditions at the time?	<input type="checkbox"/>	<input type="checkbox"/>	
If the proximate cause of an accident is correctable, has the problem been properly addressed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are visitors, especially children, discouraged from running?	<input type="checkbox"/>	<input type="checkbox"/>	
Are stairwells well lighted and equipped with emergency lighting in the event of loss of electrical power?	<input type="checkbox"/>	<input type="checkbox"/>	

Are floors matted or carpeted with non-slip covering that is secured to the floor to prevent tripping?	<input type="checkbox"/>	<input type="checkbox"/>	
Are restrooms equipped with non-slip floor surfaces and maintained with non-skid cleaning materials and treatments?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all ramps or areas where there are unexpected elevation changes marked using yellow paint?	<input type="checkbox"/>	<input type="checkbox"/>	

THIS CHECKLIST IS INTENDED ONLY AS A REMINDER AND IS OFFERED SOLELY AS A GUIDE TO ASSIST MANAGEMENT IN ITS RESPONSIBILITY TO PROVIDE A SAFER ENVIRONMENT. THIS CHECKLIST IS NOT INTENDED TO COVER ALL POSSIBLE HAZARDOUS CONDITIONS OR UNSAFE ACTS THAT MAY EXIST. OTHER UNSAFE ACTS OR HAZARDOUS CONDITIONS MAY VARY DEPENDING ON OCCUPANCY AND SHOULD ALSO BE NOTED AND CORRECTIVE ACTION TAKEN.