

## Slips, trips and falls evaluation guide

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### Introduction

This guide's checklists are intended to help you evaluate the effectiveness of controls pertaining to preventing slip, trip, and fall accidents. They are general in nature; you should change them to fit your unique situation.

You should also become familiar with the following standards and codes:

- ANSI Standard A117.1 Specifications for Making Buildings and Facilities Accessible To and Usable By Physically Handicapped People: Section 4.8 -- Ramps, 4.5 -- Ground and Floor Surfaces, and 4.8.5 -- Handrails.
- NFPA 101 - Life Safety Code - most current edition (usually updated every 3 years)
- ANSI/ASSE A1264.2-2006, Provision of Slip Resistance on Walking/Working Surfaces
- ASTM - F 1637 – 02- Standard Practice for Safe Walking Surfaces.
- Your Local Building Codes
- National Building Codes:
  - > Building Officials and Code Administrators (BOCA) - used mostly in the Northeast.
  - > International Conference of Building Officials (ICBO) - produces a Uniform Building Code that is used mostly on West Coast.
- Southern Building Code Congress International - used throughout the South
  - > ANSI Z535 Family of safety signage standards

"No" answers should have an entry in the "Action needed/Assigned to" column.

**Note: The checklists begin on the next page.**

**IMPORTANT! To save a copy of this form once filled in, you must choose File/Save As from the top menu bar, give it a unique name and save a copy to your computer. You may also print out a completed copy by clicking on the Print Form button.**

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# Slips, trips and falls evaluation guide

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## Slips, trips and falls evaluation guide

Entryways	Yes	No	Unsure N/A	Action needed Assigned to
1. Are vestibules protected from blowing winds, rain, and snow?				
2. Are the number of entryways available to employees during inclement weather limited?				
3. Are umbrella drying rack or bags provided?				
4. Is there a coat/umbrella check room or coin-operated lockers to keep wet items out of the office or hall areas?				
5. Are "Shake Umbrella Here" signs posted above absorbent mats?				
6. Is the entire entryway carpeted well into the building?				
7. If entryway is carpeted, is the carpet firmly fastened?				
8. Are handrails available to assist walkers over transition areas?				
9. Are heating systems in place to melt snow and/or dry the wet areas?				
10. Is lighting adequate?				
11. Is the walking surface free of debris?				
12. Is the walking surface free of cracks and bulges?				
13. Is walking surface of slip resistant material?				
14. Contractors involved with repair installation, service, or inspection				
15. Name of contractors:				

## Slips, trips and falls evaluation guide

<b>Entryway mats</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are absorbent mats placed on the carpeting during inclement weather?				
2. Are recessed floor mats with drainage slots installed inside vestibules?				
3. Are absorbent mats of sufficient length (at least over 6 feet) to dry footwear?				
4. Are mats changed frequently during inclement weather?				
5. Are mats in good condition?				
6. Do mats lie flat?				
7. Are there an adequate number of mats on site so worn or wet mats can be replaced?				
8. Contractors involved with repair installation, service, or inspection				
9. Name of contractors:				

<b>Transitions</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are transitions (such as carpet to tile; concrete to tile; and asphalt to concrete) smooth?				
2. Is transition matting (mats with beveled edges) used?				
3. Is the transition area easy to notice, good visual contrast?				
4. Is adequate lighting provided in transition areas?				

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<b>Doors</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Is an inspection and maintenance program in place to check closing mechanisms and opening force regulators?				

<b>Landscaping</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Does maintenance staff regularly remove leaves and debris?				
2. Are automatic water sprinkler heads a tripping hazard?				
3. Are automatic water sprinkler heads oriented so excess water doesn't puddle in entryways?				
4. Is liquid fertilizer used?				
5. Is mulch contained by a curb to control run off and channel drainage away from walkways?				

<b>Miscellaneous</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are ash receptacles filled with sand or other fine grained materials instead of round beaded materials?				
2. If the sun's glare comes through an entry door and inhibits a person's ability to see the walking surface, other people, or objects (such as; doors and pillars), is an awning, blinds, tinted glass or similar device used to block the sun rays?				

## Slips, trips and falls evaluation guide

<b>Walkways and floor surfaces</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
<b>Types of flooring</b>				
1. Are floors made of terrazzo slippery treated with a slip resistant coating?				
2. Are floors made of polished marble treated with a slip resistant coating non slip?				
3. Are floors made of tile treated with a slip resistant coating non slip?				
4. Are wood floors treated with a slip resistant coating slippery?				
5. Is low-pile interwoven commercial grade carpet used?				
6. Contractors involved with repair installation, service, or inspection				
7. Name of contractors:				

<b>Maintaining floor finishes</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Do you know the actual coefficient of friction (COF) for floor surfaces (should be 0.5 or greater) in your building?				
2. Is slip resistant floor wax used and applied in a thin coating?				
3. If floors are buffed to a high gloss, is it non slip wet and dry?				
4. Do maintenance personnel use mops that are not oiled on waxed floors?				
5. Is slip resistant floor and deck paint used?				
6. Do you require floor finish product suppliers to provide training for the maintenance personnel?				
7. Do you document that floor treatment applicators have been correctly trained to apply the product?				

## Slips, trips and falls evaluation guide

<b>Walkway handrails</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Do handrails start at least 18 inches before the first change in elevation and end at least 18 inches after the last change in elevation?				
2. Are handrails securely attached?				
3. Are handrails contrast with walls they are attached to?				
4. If changes in level can't be avoided, are railings installed?				
5. Is the handrail cross section designed so it can be easily gripped in a "c" grip rather than a pinch grip?				

<b>Guidelines for keeping walkways safe</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are aisles free of congestion and obstructions?				
2. Are wires or electrical cords kept out of the walkways?				
3. Is lighting adequate?				
4. Is lighting positioned so it does not blind people?				
5. If area rugs are used, anti-slip pads or backing used to control wrinkling and slipping?				
6. Are floors free of cracks, holes, depressions, or elevations?				
7. Are sloped walking areas that are slick when wet or icy coated with non-slip (rough textured) finish?				
8. Do sloped walking areas have handrails on both sides?				
9. Are all cover plates flush with surrounding flooring?				

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<b>Stairways</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Do stairs meet current Americans with Disabilities Act (ADA) guidelines? For current guidelines, reference the ADA Accessibility Guidelines for Buildings and Facilities - Section 4.9 - STAIRS. ( <a href="http://access-board.gov">access-board.gov</a> )				
2. Are stair surfaces covered with slip resistant surface material that will reduce slip and fall potential?				
3. Is high contrast striping used on step nosing and landings?				
4. Are steps painted with contrasting colors for visibility?				
5. Are non-slip surface treads such as friction strips or low dense pile carpeting used on stairs?				
6. Are signs and warnings posted to alert people to presence of stairs and safe use?				
7. Are there irregular stair risers or treads?				
8. If metal stair tread nosing is used, are they securely attached?				
9. Are distractions such as posters, signs and notices eliminated and prohibited in stairways?				
10. Contractors involved with repair installation, service, or inspection				
11. Name of contractors:				

<b>Lighting in stairways</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Is lighting adequate at the base, top, and along the length and landing of staircases?				
2. Is step tread illumination used in auditoriums and theaters where the ambient lighting is minimal?				

## Slips, trips and falls evaluation guide

<b>Stair handrails</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Handrails contrast with the wall they are attached to?				
2. Do all staircases that are 44 inches wide or less have at least one handrail?				
3. Do all staircases that are 44 inches wide or more have a handrail on both sides of the staircase?				
4. Do all staircases that are 88 inches wide or more have an intermediate handrail down the center of the staircase?				
5. Are the handrails at least 34-38 inches above the nosing of the treads or the finished floor?				
6. Do the handrails extend at least 18 inches beyond the top and bottom step so you can grasp the handrail before you begin to ascend or descend?				
7. Are handrails continuous?				
8. Do handrails project 3 1/2 inches or less into the staircase?				
9. Is the handrail cross section designed so it can be easily gripped in a "c" grip rather than a pinch grip?				

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<b>Escalators</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are pinch point deflector shields installed at the points where the up-moving escalator's handrails intersect with the ceiling?				
2. Is a green light used under the top and bottom steps as a notification system that the landing is approaching?				
3. Are escalator attendants on duty during peak usage times, such as winter holidays/shopping season in malls?				
4. Are leading edge and back edge of tread highlighted for visibility (such as; paint edge yellow)?				
5. Are escalator speeds limited to 90 feet per minute or less?				
6. Are standard pictographic symbols for instruction and warning signage?				
7. Are warning signs located at the top and bottom landings of escalators and readily visible to the boarding passengers?				
8. Are all landing floor plates and all exposed step treads illuminated with a good lighting level?				
9. Are directions to the nearest elevator posted near each escalator?				
10. Are on-site escalator maintenance crews employed?				
11. Are voice taped messages used at escalator entrances to warn riders to watch their step?				
12. Are video cameras used to film escalator landing areas?				
13. Are Emergency Stop Buttons visible and easy to reach?				
14. Are the areas between multi-bank escalators equipped with physical barriers to prevent children from using escalators as "slides"?				

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<b>Elevators</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Do you have a full service maintenance contract on all elevators with a reliable and qualified elevator service company?				
2. Is elevator car leveling controlled to within 1/2 inch of the landing floor?				
3. Is elevator car arrival notification adequate?				
4. Are security and communication systems within elevators checked to be sure they are available and in working condition?				
5. Are there proper handrails within elevators?				
6. Are trash can and ash receptacles in elevator lobbies positioned out of walkways?				
7. Contractors involved with repair installation, service, or inspection				
8. Name of contractors:				

## Slips, trips and falls evaluation guide

<b>Parking lots</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Speed bumps contrast with the parking area surface?				
2. Are speed bumps "low-profile," having a short rise and a long run?				
3. Are parking stops longer than 6 feet, do they stick out between cars?				
4. Do drain grates contrast with the parking area surface?				
5. Are lots regularly checked for pothole, cracks, and depressions?				
6. Are repairs made quickly?				
7. Is there a budget plan to repair or repave parking lots?				
8. Is criteria established for preventative maintenance of parking lot light replacement?				
9. Is light replacement criteria followed?				
10. Islands contrast with the parking area surface?				
11. Are curbs a contrasting color?				
12. Is someone assigned to survey the parking lot lights to regularly identify bulbs needing replacement?				
13. Is paint applied to walking surfaces, parking bars or curbs a slip resistant coating?				
14. When slopes are covered with snow, are barriers or pylons used to define the areas?				
15. Is sand and salt available and strategically placed?				

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<b>Parking lots (continued)</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
16. Is there a preventative maintenance plan to inspect and clean catch basins regularly?				
17. Is snow removal arranged to be done before customers and employees arrive/leave?				
18. Contractors involved with repair installation, service, or inspection				
19. Name of contractors:				

<b>Sidewalks</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are sidewalks designed to drain to remove excess water from walkways?				
2. Are sidewalks free of depressions, holes, and cracks?				
3. Are holes repaired quickly?				
4. Is there a budget plan for repair and replacement of sidewalks?				
5. Are leaves, grass clippings and other debris picked up regularly?				
6. Is both sand and salt available and strategically placed?				
7. Is snow removal done before employees arrive for work?				
8. Landscaping irrigation system does not overspray on walking surfaces.				
9. Contractors involved with repair installation, service, or inspection				
10. Name of contractors:				

## Slips, trips and falls evaluation guide

Note: Ramps should meet current ADA guidelines. For current guidelines, refer to ANSI Standard A117.1 specifications for making buildings and facilities accessible to and usable by physically handicapped people: Section 4.8 -- Ramps, 4.5 -- Ground and Floor Surfaces, and 4.8.5 -- Handrails.

<b>Ramps -- interior and exterior</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are exterior ramp surfaces constructed with non-slip surfaces, such as brushed concrete or non-slip tile to provide positive traction?				
2. Do interior ramp surfaces have a non-slip surface (such as; secured carpet or slip resistant tile)?				
3. Are ramp surfaces flat planes, not concave?				
4. Are curbs cut - ramps used for handicap accessibility?				
5. Are ramps that extend into a parking lot contrast with pavement?				
6. If ramps are painted for contrast, is a slip-resistant paint is used?				
7. Contractors involved with repair installation, service, or inspection				
8. Name of contractors:				

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<b>Restrooms</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are restroom floors made of a slip resistant material?				
2. Are restroom attendants assigned on full-time basis?				
3. Do attendants keep a log that clearly shows time, date, and cleaning chores completed?				
4. Are liquid soap dispensers installed over sink counters so any dripping will fall in the sink?				
5. If counters are not available, are containers installed to catch drippings?				
6. Are paper towel dispensers positioned close to sinks so people don't have to drip water from their hands on the way to the dispenser?				
7. Are floors free of puddles?				
8. Are floor drains installed out of walkways?				
9. Is excess water removed with a squeegee instead of a mop?				
10. Is lighting sufficient so people can see hazards such as water spills, debris, or broken fixtures?				
11. Are toilet seats inspected to ensure that the bolts are secure?				
12. Is a program in place to perform preventive maintenance on plumbing devices in restrooms to control leaks and overflows?				
13. Do restroom attendants have "plungers" as part of their equipment?				
14. Is the telephone number to call in case of restroom emergency or maintenance problem posted?				
15. Contractors involved with repair installation, service, or inspection				
16. Name of contractors:				

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<b>Kitchens and cafeterias</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are kitchen floor mats slip resistant?				
2. Is cafeteria furniture stable and designed to prevent collapse or tip over?				
3. Is furniture in good condition, damage pieces removed from use?				
4. Are sufficient covered trash receptacles placed in strategic locations so barrels do not overflow?				
5. Are barrels emptied regularly?				
6. Are an adequate number of "Cautions -- Wet Floor" signs available?				
7. Is floor free of grease, puddles, and debris?				
8. Are employees instructed to clean up all spills immediately?				
9. Is a system in place for one maintenance staff member to guard the spill area and contact another person to clean up the spill?				
10. Are covers for drinks provided?				
11. Is flooring near sinks provided with a non slip finish?				
12. Are kitchen and cafeteria employees instructed to wear shoes with good arch support, low heels and slip resistant soles?				
13. Do maintenance people conduct regular "sweeps" of the cafeteria?				
14. Contractors involved with repair installation, service, or inspection				
15. Name of contractors:				

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<b>Showers/bathtubs</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are shower room floors made of slip resistant material?				
2. The bottom of the shower or tubs are "etched" to prevent slipping, slip resistant tape or are slip resistant mats used?				
3. Are grab bars in place in showers and bathtubs?				
4. If mats are used, are they Interlocking rubber mats with holes and beveled edges?				
5. If there are curbs around individual shower stalls, are the curbs a contrasting color to make them more visible?				
6. Is a cleaning and mopping schedule in place to keep floors clean and dry?				
7. Is a cleaning and mopping documented in a log?				
8. "Use Caution -- Wet Floor" signs used when employees are mopping floors?				
9. Contractors involved with repair installation, service, or inspection				
10. Name of contractors:				

## Slips, trips and falls evaluation guide

<b>Stages and elevations</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are adequate and proper signs placed around stage areas and other elevated platforms to warn individuals of the danger?				
2. Do steps leading to stages and/or elevated platforms meet current ADA guidelines?				
3. Does step color contrast with flooring?				
4. Are stage and elevated platform edges provided with portable stanchions (use the retractable web type belt in lieu of the rope type)?				
5. Are low elevated platforms of sufficient height so an individual walking could easily see the object and not trip and fall over it?				
6. Are such platforms painted a contrasting color from the flooring to aid in visibility?				
7. Are any decorative gardens, fountain/ponds, and other such amenities painted or constructed of contrasting colors to improve visibility?				
8. Contractors involved with repair installation, service, or inspection				
9. Name of contractors:				

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<b>Offices</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
<b>Chair safety</b>				
1. Are five pedestal chairs provided?				
2. Are the casters on chairs securely fastened?				
3. Are the casters on chairs the correct type for the floor, carpet vs. hard flooring?				
4. Does each chair have a wide stable base (at least 20 inches in diameter)?				
5. Are employees instructed in safe use of chairs?				
<b>Same level falls</b>				
1. Are waste baskets, low tables, and office equipment placed under desks, against walls or partitions, or in corners?				
2. Are file drawers closed when not in use?				
3. Are there enough outlets to eliminate the use of extension cords?				
4. If extension cords must be used, are the cords must be run across floors, are the wires covered with rubber channels or taped securely to the floor?				
5. Are loose cords taped or clipped to desks?				
6. Are floor outlets installed where they do not pose a tripping hazard?				

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<b>Offices (continued)</b>	Yes	No	Unsure N/A	Action needed Assigned to
<b>Same level falls (continued)</b>				
7. If outlets are exposed when furniture is moved, are newly exposed floor outlets marked with caution signs until they can be moved?				
8. Is material stored out of traffic areas and not in passageways?				
9. Are employees instructed to: <ul style="list-style-type: none"> <li>• wipe up all spills immediately or mark the area with a caution sign until the spill can be cleaned up?</li> <li>• pick up any clips, rubber bands, paper or other debris found on the floor?</li> <li>• make sure they are able to see around and over objects they are carrying?</li> </ul>				
<b>Falls from elevations</b>				
1. Are step ladders, rolling ladders or stands provided?				
2. Are the ladder and stand feet slip resistant?				
3. Do rolling ladders and stands have automatic brakes that work when weight is applied?				
4. Are employees instructed not to stand on chairs, furniture, or boxes?				
5. Are filing stools placed under a table or desk when not in use?				

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<b>Ladders</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Are ladders used for the purposes for which they were designed?				
2. Is there a procedure to inspect each ladder before each use?				
3. Does the ladder have slip resistant shoes on the base?				
4. Do employees wear slip resistant footwear that is free of grease, oils, etc.?				
5. Do people face the ladder when ascending or descending?				
6. Is the ladder placed on a stable base?				
7. Do employees use a rope to transport material rather than holding material in their hands when they are using ladders?				
8. Contractors involved with repair installation, service, or inspection				
9. Name of contractors:				

<b>Risk transfer - contract management</b>	<b>Yes</b>	<b>No</b>	<b>Unsure N/A</b>	<b>Action needed Assigned to</b>
1. Contractors provide certificates of Insurance				
2. Contracts & purchases order have hold harmless agreement that benefits you				
3. Contracts are reviewed by legal counsel annually				