



RISK CONTROL

REDUCE RISK. PREVENT LOSS. SAVE LIVES.

Slip, trip and fall risk management

REVISION 1, JUNE 2013

Slip, trip and fall risk management

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Slip, trip and fall risk management

Introduction

Slips, trips and falls are a leading cause of accidents and/or injuries at businesses and workplaces. The National Safety Council estimates that 25,000 slip and fall accidents occur daily in the U.S., accounting for 15 percent of all workplace accidents. According to the Occupational Safety & Health Administration (OSHA), these accidents are second only to motor vehicles as a cause of accidental fatalities. It is a common misconception that slip and fall injuries “just happen” and that there is little that can be done to prevent them. Years of experience shows that proper slip, trip and fall prevention can be effectively managed resulting in a reduced number of injuries and reduced loss costs.

The risk of injury resulting from a slip, trip and/or fall is especially of concern if your business involves considerable foot traffic. Employees, customers and visitors could be exposed to this type of accident and injury particularly where unsafe conditions exist. Unsafe conditions are accidents waiting to happen.

Slips, trips and falls are a major cause of workplace injuries. Unsafe conditions and behaviors, along with a lack of safety awareness, can lead to these types of accidents.



SLIPS, TRIPS & FALLS:
15% of all accidents*

SLIPS, TRIPS & FALLS
on the same level are the
2nd LEADING
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ACCIDENTS occur **DAILY**
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* National Safety Council Injury Facts, 2013 Edition

Slip, trip and fall risk management

General overview: slip, trip and fall prevention

Most of the people who are injured by slips, trips and falls each year fall during common, everyday activities, whether related to their job function or while visiting a business or facility. Incorporating best practices and a prevention plan can help reduce the risk of slips, trips and falls at your business and on your premises.

- Develop and implement a slip, trip and fall risk control policy. This policy should address management commitment to reducing the risks of these accidents and injuries, along with identifying the parties responsible for the implementation of this policy. Employees should be educated on slip, trip and fall hazards. Enlist the support and assistance of your employees to help prevent, identify and report hazards.
- It is not enough to simply design and maintain your property to prevent slip, trip and fall hazards, as conditions will always be changing at your facility. You should conduct periodic walkthrough surveys of your premises to help ensure your property and buildings are kept in safe condition. The results of walkthrough inspections should be documented. Any specific deficiencies observed should be discussed with management, and remedied within a timely manner. Pay special attention to:
 - > Building entrances where water, mud, grit and dirt are tracked in;
 - > Loading platforms that may be open to the elements;
 - > Work areas around machinery or office equipment, and
 - > Areas where floor level changes due to step or ramps.
- Floor surfaces and materials may contribute to slips and falls among your employees and the general public. Proper choices in flooring materials, use of special finishes, mats, tapes, grooving, texturing and keeping the floor clean and dry can help prevent slips and falls. Terrazzo, marble, ceramic tile, painted wood or concrete, metal and some vinyl floors may be slippery unless non-slip measures are taken. Carpet is less slippery. Safety, appearance, initial cost, durability and maintenance costs should be considered in the selection of flooring type.
- Maintain your property and buildings to reduce potential slip, trip and fall hazards. All flooring surfaces should be well maintained at all times. Areas such as walkways, aisles, and passageways are of special concern due to the high volume of traffic they receive. Substandard flooring surfaces can increase the risk of accidents and/or injuries. You should be aware of and remedy any unsafe conditions such as holes or broken areas, poor drainage or inadequate cleanup of spills, and insufficient removal of mud, ice or water during inclement weather.
- Following good housekeeping practices can help in reducing the frequency and severity of slip, trip and fall type injuries. Spills that go untreated, clutter and/or debris in walkways, and flooring surfaces in disrepair can increase the risk of accidents and/or injuries. Best practices should include, but are not limited to:
 - > Use slip-resistant floor treatments.
 - > Apply floor treatment to manufacturer's instructions.
 - > Use "wet floor" signs to warn of known hazards.
 - > Mop during times of low traffic.
 - > Document maintenance procedures.
- Ensure materials used to prevent slips, such as floor mats, are well maintained. These materials can become a hazard if good housekeeping is not followed. While completing regular walk-around surveys, look for mats with curled edges, tears or warps, and remedy these conditions in a timely manner. Mats may become saturated or dirty which can make the soles of shoes wet and dirty rather than drying and cleaning them. This can result in an increased hazard. Your slip, trip and fall policy should include cleaning schedules for all floor mats.
- Conduct thorough investigations when a slip, trip or fall accident and/or injury occurs. A prompt, thorough accident investigation may help control exposures that could lead to future incidents and may also help control the severity of claims. The knowledge gained from thorough and accurate accident investigations can help you detect opportunities to improve your slip, trip and fall loss control program. Best practices should include, but are not limited to:

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- > Keep an accident investigation kit on premises. This kit should include accident investigation forms, a digital camera, a pen, tape measure and some barrier tape to secure the area, if necessary.
- > Review of closed circuit television security records should be a part of the investigation. They should be preserved to document conditions.

Recommendations and best practices

Slip, trip and fall exposure – walking surfaces

Three main components are important in reducing slips, trips and falls – walking surface design, walking surface maintenance, and awareness training. Floors, aisles and passageways; sidewalks and parking lots; and stairways and ramps share similar hazards; however, they also have unique hazards based on the walking surface type.

Floors, aisles and passageways

Floors, aisles, and passageways are of concern because they are high-traffic areas. Substandard floors multiply the risk of accidents. The following best practices should be taken into consideration:

- Floors should be built or dressed with slip-resistant material.
- Do not wax, polish or treat floors in any way that compromises their slip resistance.
- Permanent aisles and passageways should be appropriately marked as such to prevent them from being used as storage areas.
- Floors should be kept clear and clean at all times. Proper drainage should be installed and dry standing places, such as false doors, platforms, or mats, where practical, should be used where wet processes are used.
- Carpet should be kept in good repair, and be securely attached to the ground or floor surface. Fasten exposed edges to floor surfaces, and include trim along the entire length of the exposed edge. Loose, worn or torn carpeting should be immediately replaced.
- Block off any section of floors, aisles or passageways in need of repairs. If this is not possible, warning signs should be placed near the area to alert people of the hazard.
- Non-hazardous spills should be cleaned up immediately. If a hazardous material is spilled, government regulations are to be followed. Until a spill can be cleaned, block off the section of the floor, and set up warning signs.
- Monthly inspections of floors, aisles and passageways should be completed, and any deficiencies should be corrected immediately. Complete and retain the inspection sheet upon completion of your inspection.

Stairways, ramps and change in level

Falls on stairways and ramps present a hazard because the change in level can result in a more severe injury. A common cause of these falls is employees and/or customers being in a hurry or not being alert to changes in flooring or levels. Many accidents and/or injuries occur because stairs, ramps, handrails and guardrails are in substandard condition. Not only can these conditions cause a fall, but they can also prevent a person from being able to stop the fall. Substandard conditions may even make a fall worse by providing a false sense of security. It is important to keep stairs, ramps, handrails and guardrails in superior condition.

- Stairways and ramps should be well lit and unobstructed at all times.
- Ensure stairways have uniform riser heights and uniform riser tread depths.
- Stairways and ramps should be unobstructed at all times.
- Continuous handrails should be installed on both sides of stairs. Handrails should be installed if ramps are more than six feet long, measured at the base. Handrails should be securely and firmly connected for stairways and ramps. The gripping surfaces are to be uninterrupted by newel posts or any other obstructions.

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- Place guardrails at open sides of stairs, landings, balconies and any platforms that are three feet or more above the floor. These guardrails are to be secured and firmly connected at the correct height.
- To prevent entrapment in guardrail openings, openings should be designed to the torso of the smallest user at risk. According to the National Fire Protection Association (NFPA) Life Safety Code[®], in areas where children are present, a four-inch diameter ball should not be able to pass through the opening.
- Carpet should be kept in good repair and be securely attached to the stair or ramp surface, with exposed edges fastened to floor surfaces. Trim should be installed along the entire length of the exposed edge. Loose, worn or torn carpeting should be immediately replaced.
- Indoor stairways and ramps should be kept dry at all times. Clean spills on stairs and ramps immediately. Set up “wet floor” signs to warn of the hazard until the spill is cleaned.
- Design outdoor stairways and ramps so liquid cannot significantly accumulate. Proper accommodations for snow removal should be made.
- Monthly inspections of floors, aisles and passageways should be completed, and any deficiencies should be corrected immediately. Complete and retain the inspection sheet upon completion of your inspection.

Sidewalks and parking lots

Sidewalks and parking lots are vulnerable to changes in weather conditions and need to be constructed to be slip resistant, even when wet. Snow removal and adequate drainage to prevent rainwater and ice accumulation will decrease the chances of falls occurring on sidewalk and parking lot surfaces. Sufficient lighting is important as sidewalks and parking lots should be well lit at all times. All sidewalks and parking lots should be inspected at least monthly, and any noted deficiencies should be corrected as soon as possible. The following procedures can help ensure your sidewalks and parking lots are in proper condition.

- Design sidewalk and parking lot surfaces so they will be slip resistant when wet. Do not paint or treat the surfaces in any way that will negatively impact the slip-resistant condition.
- Ensure sidewalks and parking lots are free of obstructions, holes, drop-offs, cracks and all other depressions and openings. If any of these conditions are present, they should be corrected immediately.
- When sidewalks and parking lots change levels, such as with the use of a ramp, use lighting and high-contrast signage and coloring to indicate the change in level. Paint or outline the ramp in a high-contrast color, such as safety yellow, to bring attention to the level change. The paint should not decrease the slip resistance of the sidewalk or parking lot ramp.
- Snow removal procedures should be in place in case of inclement weather. Snow should be removed from sidewalks and parking lots as often as required by the authority having jurisdiction, as long as snow falls, and after snowing stops. The frequency of removal should be based on the snowfall amount.
- De-ice sidewalks and parking lots when necessary to control ice buildup.
- Wheel stops should be placed where necessary, with adjacent wheel stops at least three feet apart. Paint wheel stops traffic yellow or another high-contrast color.
- Paint speed bumps in parking lots traffic yellow or another high-contrast color.

Slip, trip and fall exposure: snow and ice

The potential for slips and falls greatly increases when snow and ice accumulate on walking surfaces. To control this exposure, you should have an effective snow and ice removal plan in place. You are responsible for making a reasonable effort to reduce the potential for injury to your employees, guests and patrons. The determination of what is considered reasonable effort depends on specific facts and circumstances. It would be unreasonable to expect parking lots and walkways to be free of snow and ice in the middle of a blizzard; however, it is reasonable to be expected to remove snow and ice promptly once snow stops falling. You should also take steps to identify and remove, repair or guard objects or conditions that could present hidden hazards under snow or can contribute to the accumulation of ice.

Slip, trip and fall risk management

Snow and ice removal plan

The first line of risk control and defense against snow- and ice-related accidents is a well-planned strategy and implementation of a snow and ice removal plan. Having a proactive approach to snow and ice removal rather than a reactive one or none at all can help reduce the hazard of snow- and ice-related accidents and/or injuries. The following should be taken into consideration when developing your snow and ice removal plan:

- Develop and implement a written plan. Determine who is responsible for carrying out the plan, contractor selection, maintaining removal logs, frequency of removal, use of sand and/or salt, and proper claim handling practices.
- Determine if the snow and ice removal will be carried out by in-house personnel or by an outside contractor. Due to the standby nature of snow removal, utilizing an outside contractor may prove the better option. If utilizing outside contractors, they should be selected on their expertise, response times and capabilities. Be sure to verify proper liability insurance coverage. Certificates and contracts should be obtained and reviewed annually, and make sure invoices include details of services rendered.
- Designate someone to monitor weather conditions, walking surfaces and effectiveness of removal practices.
- Record removal activities in a log, such as with the following:

| Date | Time | Weather | Action | Initials |
|------|------|---------|--------|----------|
| | | | | |
| | | | | |
| | | | | |

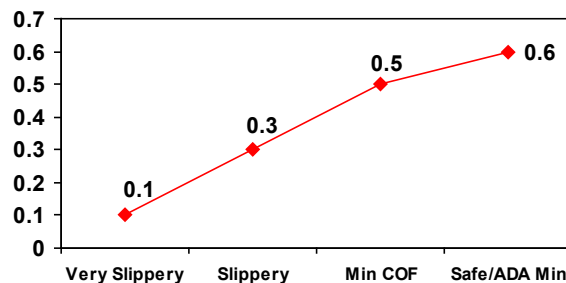
- Post warning signs in high-hazard areas, and provide adequate lighting where possible.
- Melting from piles of snow adjacent to a walkway or parking lot can result in refreezing of water and new ice accumulation. It is also recommended to reposition downspouts if they discharge water onto walking surfaces.
- Jurisdictional considerations also need to be made. Each municipality has its own ordinances or codes pertaining to snow and ice removal. You should know the municipality requirements where your business or property is located. States and counties may have statutory and/or case laws regarding property care, maintenance and liability. Consulting an attorney and municipal authorities can help provide a better understanding of your rights and obligations.

Regulations and specifications

Coefficient of friction (COF)

The coefficient of friction (COF) measures the slipperiness of a walking surface. COF refers to the ratio of the force required to move one surface over another to the total force pressing the two surfaces together. A higher COF results in a greater slip resistance.

Coefficients of friction



Slip, trip and fall risk management

Floor surfaces

The Occupational Safety and Health Administration (OSHA) 29 CFR 1910.22 requires floors to be clean and dry. It is advised that floor surfaces be free of recognized hazards and if the surface cannot be maintained free of hazards such as snow, ice or oil, there should be a means to minimize exposure. Consensus standards referenced by OSHA are American National Standards Institute (ANSI) A1264.2 2001 Standard for the Provision of Slip Resistance on Walking – Working Surfaces, and American Society for Testing and Materials (ASTM) F 1637 – 95 Standard Practice for Safe Walking Surfaces. Regular inspection and maintenance should keep the surfaces in safe condition.

Aisles and walkways

OSHA 29 CFR 1910.22 requires aisles to be clean and dry. Permanent aisles should be marked. It is recommended to have proper clearance around obstacles. NFPA standards require access to be kept clear to fire alarms and extinguishing equipment.

Stairs and ramps

NFPA 101 Life Safety Code requires the following stair dimensions for new stairs:

Minimum clear width of stairs: 44 inches, 36 inches where less than 50 occupants use stairs

| | |
|---------------------------------|-----------------|
| Height of risers | 4 - 8 inches |
| Minimum tread depth | 9 - 11 inches |
| Head room | 6 foot 8 inches |
| Maximum height between landings | 12 feet |

Treads may have a maximum slope of ¼-inch per foot in order to shed water. The Life Safety Code requires handrails on each side of new stairs and ramps with a slope of 1:15 or greater. Intermediate handrails are required within 30 inches of all portions of the required stair width. A person can only reach about 24 inches to the side to grasp a handrail.

The NFPA 101 Life Safety Code requires guards on all surfaces that are 30 inches or more above the floor below to prevent falls over the open side. Such changes in elevation can occur at landings, balconies, corridors, passageways, floor or roof openings, ramps, aisles, porches or mezzanines. The code does not require guards on stairs with handrails on each side.

The NFPA 101 Life Safety Code designates ramps as new or existing:

| | New | Existing |
|----------------------------------|-----------|-----------|
| Minimum width: | 44 inches | 30 inches |
| Maximum slope: | 1 in 12 | 1 in 8 |
| Maximum height between landings: | 12 feet | 12 feet |

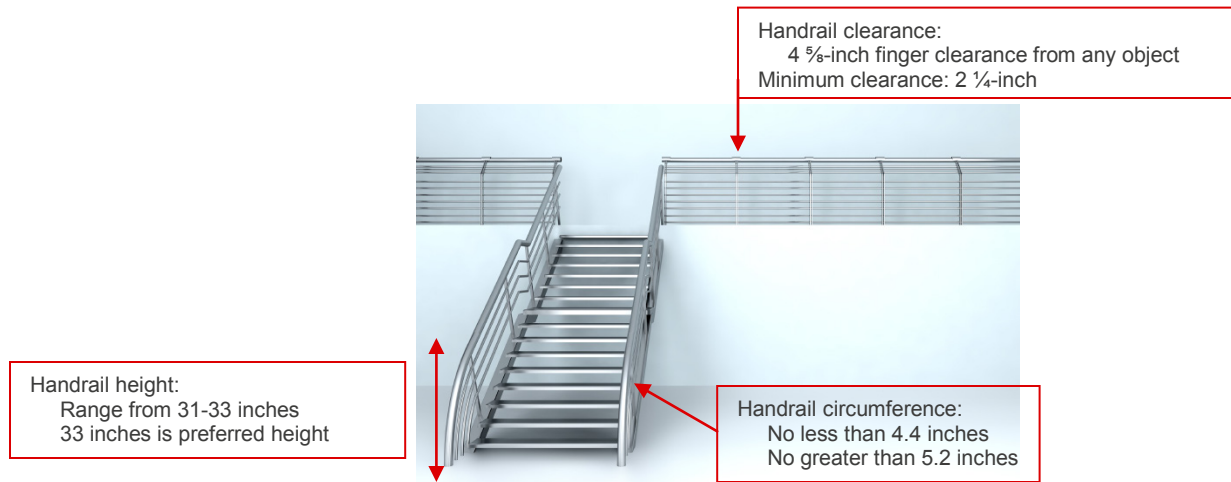
Ramps should have a slip-resistant walking surface.

OSHA allows riser height between 6.5 and 9.5 inches and minimum tread depth for closed risers of 8 inches, 6 inches for open risers.

Slip, trip and fall risk management

Handrails

- Guardrail and handrail ends should be turned into the wall to prevent from catching clothing.
- Circular, oval or oblong in cross section provides a good grip; rectangular handrails that do not allow for a power grip are discouraged.
- Handrail height is measured from the top surface of the handrail to the tread surface at the leading edge of the tread.



Sample checklists

The provided sample checklists are intended to illustrate a tool that could help you evaluate the effectiveness of controls pertaining to preventing slip, trip and fall accidents. You should develop your own checklist(s) to fit your unique situation. When using this type of checklist, any “no” answers should have an entry in the “action needed/assigned to” column.

Note: The checklists begin on the next page.

Slip, trip and fall risk management

Entryways/entryway mats/doors

| | Yes | No | Unsure or 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 racks 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. Is entryway carpeting 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 adequate lighting provided? | | | | |
| 11. Is the walking surface free of debris? | | | | |
| 12. Is the walking surface free of cracks and bulges? | | | | |
| 13. Is the walking surface made of slip-resistant material? | | | | |
| 15. Are absorbent mats placed on the carpeting during inclement weather? | | | | |
| 16. Are recessed floor mats with drainage slots installed inside vestibules? | | | | |
| 17. Are absorbent mats of sufficient length (at least over 6 feet) to dry footwear? | | | | |
| 18. Are mats changed frequently during inclement weather? | | | | |
| 19. Are mats in good condition? | | | | |
| 20. Do mats lie flat? | | | | |
| 21. Are there an adequate number of mats on site so worn or wet mats can be replaced? | | | | |
| 22. Are contractors involved with the repair, installation, service or inspection of entryways, mats and/or doors? | | | | |
| 23. Is an inspection and maintenance program in place to check closing mechanisms and opening force regulators for entryway doors? | | | | |

Slip, trip and fall risk management

Landscaping

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

Walkways and floor surfaces

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 1. Are terrazzo floors treated with a slip-resistant coating? | | | | |
| 2. Are polished marble floors treated with a slip-resistant coating? | | | | |
| 3. Are tile floors treated with a slip-resistant coating? | | | | |
| 4. Are wood floors treated with a slip-resistant coating? | | | | |
| 5. Is low-pile interwoven commercial grade carpet used? | | | | |
| 6. Are contractors involved with the repair, installation, service or inspection of floor surfaces? | | | | |

Maintaining floor finishes

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 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, are they non-slip when 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? | | | | |

Slip, trip and fall risk management

Walkway handrails

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|--|-----|----|---------------|---------------------------|
| 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. Do handrails contrast with walls they are attached to? | | | | |
| 4. Are railings used where changes in floor level can't be avoided? | | | | |
| 5. Is the handrail cross section designed so it can be easily gripped in a "c" grip rather than a pinch grip? | | | | |

Guidelines for keeping walkways safe

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|--|-----|----|---------------|---------------------------|
| 1. Are aisles free of congestion and obstructions? | | | | |
| 2. Are wires or electrical cords kept out of the walkways? | | | | |
| 3. Is adequate lighting provided? | | | | |
| 4. Is lighting positioned so it does not blind people? | | | | |
| 5. Are anti-slip pads or backing used to control wrinkling and slipping of area rugs? | | | | |
| 6. Are floors free of cracks, holes, depressions or elevations? | | | | |
| 7. Are sloped walking areas that are prone to slick conditions 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? | | | | |

Slip, trip and fall risk management

Stairways

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 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. | | | | |
| 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. Is lighting adequate at the base, top and along the length and landing of staircases? | | | | |
| 11. Are contractors involved with the repair, installation, service or inspection of stairways? | | | | |
| 12. Is step tread illumination used in auditoriums and theaters where the ambient lighting is minimal? | | | | |
| 13. Do handrails contrast with the wall they are attached to? | | | | |
| 14. Do all staircases that are 44 inches wide or less have at least one handrail? | | | | |
| 15. Do all staircases that are 88 inches wide or more have an intermediate handrail down the center of the staircase? | | | | |
| 16. Are the handrails at least 34-38 inches above the nosing of the treads or the finished floor? | | | | |
| 17. 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? | | | | |
| 18. Are the handrails continuous? | | | | |
| 19. Do handrails project 3 ½ inches or less into the staircase? | | | | |
| 20. Is the handrail cross section designed so it can be easily gripped in a “c” grip rather than a pinch grip? | | | | |
| 21. Are contractors involved with the repair, installation, service or inspection of elevators? | | | | |

Slip, trip and fall risk management

Escalators

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|--|-----|----|---------------|---------------------------|
| 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 by painting the edge yellow)? | | | | |
| 5. Are escalator speeds limited to 90 feet per minute or less? | | | | |
| 6. Are standard pictographic symbols used 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?" | | | | |
| 15. Are contractors involved with the repair, installation, service or inspection of escalators? | | | | |

Slip, trip and fall risk management

Elevators

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 1. Do you have a full-service maintenance contract on all elevators with a reliable and qualified elevator service company? | | | | |
| 2. Is the elevator car leveling controlled to within ½ inch of the landing floor? | | | | |
| 3. Is the 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. Are contractors involved with the repair, installation, service or inspection of elevators? | | | | |

SAMPLE

Slip, trip and fall risk management

Parking lots

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 1. Do 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 potholes, 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 preventive maintenance of parking lot light replacement? | | | | |
| 9. Is light replacement criteria followed? | | | | |
| 10. Do islands contrast with the parking area surfaces? | | | | |
| 11. Are curbs a contrasting color to parking area surfaces? | | | | |
| 12. Is someone assigned to survey the parking lot lights to regularly identify bulbs needing replacement? | | | | |
| 13. Is a slip-resistant paint applied to walking surfaces, parking bars or curbs? | | | | |
| 14. Are barriers or pylons used to define slopes when covered in snow? | | | | |
| 15. Is sand and salt available and strategically placed? | | | | |
| 16. Is there a preventive maintenance plan to regularly inspect and clean catch basins? | | | | |
| 17. Is snow removal arranged to be done before employees and/or customers arrive/leave? | | | | |
| 18. Are contractors involved with the repair, installation, service or inspection of parking lots? | | | | |

Slip, trip and fall risk management

Sidewalks

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|--|-----|----|---------------|---------------------------|
| 1. Are sidewalks designed to drain excess water from walkways? | | | | |
| 2. Are sidewalks free of depressions, holes and cracks? | | | | |
| 3. Are any holes or cracks 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. Are both sand and salt available and strategically placed? | | | | |
| 7. Is snow removal arranged to be done before employees and/or visitors arrive/leave? | | | | |
| 8. Is the landscaping irrigation system installed properly so it does not overspray on walking surfaces? | | | | |
| 9. Are contractors involved with the repair, installation, service or inspection of sidewalks? | | | | |

Ramps – interior and exterior

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.

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 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 ramps used for handicap accessibility properly installed? | | | | |
| 5. Do ramps that extend into a parking lot contrast with pavement? | | | | |
| 6. If ramps are painted for contrast, is a slip-resistant paint used? | | | | |
| 7. Are contractors involved with the repair, installation, service or inspection of interior and exterior ramps? | | | | |

Slip, trip and fall risk management

Restrooms

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 1. Are restroom floors made of a slip-resistant material? | | | | |
| 2. Are restroom attendants assigned on a 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 water from wet hands does not drip on the floor on the way to the dispenser? | | | | |
| 7. Are floors free of puddles? | | | | |
| 8. Are floor drains installed out of walkways? | | | | |
| 9. Is a squeegee used to remove excess water instead of a mop? | | | | |
| 10. Is lighting sufficient so people can see hazards such as water spills, debris or broken fixtures? | | | | |
| 11. Is a program in place to perform preventive maintenance on plumbing devices in restrooms to control leaks and overflows? | | | | |
| 12. Is the telephone number to call in case of a restroom emergency or maintenance problem posted? | | | | |
| 13. Are contractors involved with the repair, installation, service or inspection of restrooms? | | | | |

Slip, trip and fall risk management

Kitchens and cafeterias

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|--|-----|----|---------------|---------------------------|
| 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, with damaged 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 "Caution – 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 a non-slip finish used for flooring near sinks? | | | | |
| 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. Are contractors involved with the repair, installation, service or inspection of kitchens and cafeterias? | | | | |

Slip, trip and fall risk management

Showers/bathtubs

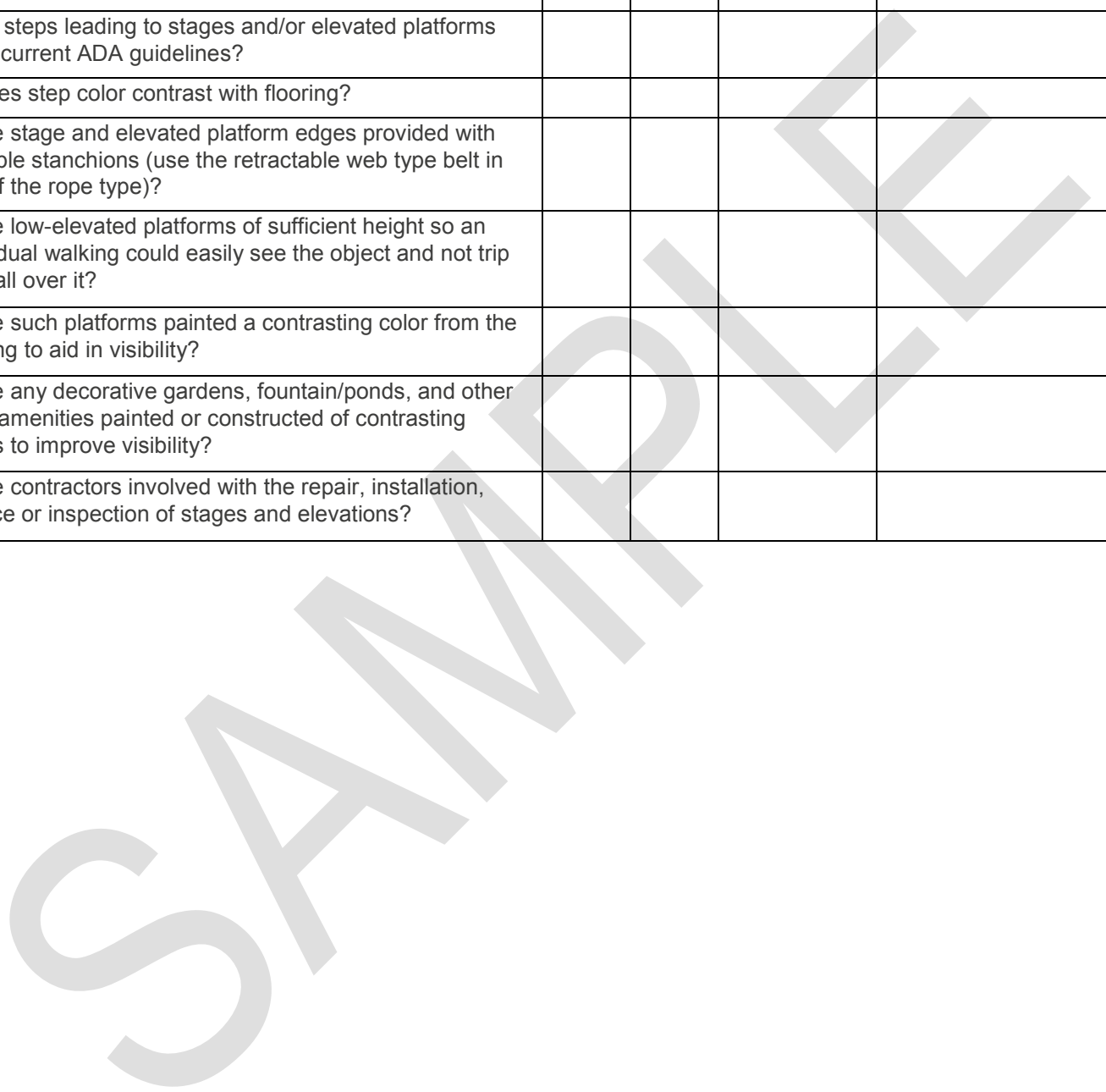
| | Yes | No | Unsure or N/A | Action needed/assigned to |
|--|-----|----|---------------|---------------------------|
| 1. Are shower room floors made of slip-resistant materials? | | | | |
| 2. Is either slip-resistant tape or mats used on the bottom of showers or tubs to prevent slipping? Is the bottom of showers or tubs "etched" to prevent slipping? | | | | |
| 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 cleaning and mopping documented in a log? | | | | |
| 8. Are "use caution – wet floor" signs used when employees are mopping floors? | | | | |
| 9. Are contractors involved with the repair, installation, service or inspection of showers and bathtubs? | | | | |

SAMPLE

Slip, trip and fall risk management

Stages and elevations

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 1. Are adequate and proper signs placed around stage areas and other elevated platforms to warn individuals of the fall 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. Are contractors involved with the repair, installation, service or inspection of stages and elevations? | | | | |



Slip, trip and fall risk management

Offices

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| Chair safety | | | | |
| 1. Are five pedestal chairs provided? | | | | |
| 2. Are the casters on chairs securely fastened? | | | | |
| 3. Does each chair have a wide stable base of at least 20 inches in diameter? | | | | |
| 4. Are employees instructed in safe use of chairs? | | | | |
| Same level falls | | | | |
| 1. Are waster 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 and 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? | | | | |
| 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"> • wipe up all spills immediately or mark the area with a caution sign until the spill can be cleaned up? • pick up any clips, rubber bands, paper or other debris found on the floor? • make sure they are able to see around and over objects they are carrying? | | | | |
| Falls from elevations | | | | |
| 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? | | | | |

Slip, trip and fall risk management

Ladders

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 1. Are ladders used for the purpose 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. Is proper ladder safety training provided for employees? | | | | |
| 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? | | | | |

Miscellaneous

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 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's rays? | | | | |

Risk transfer – contract management

| | Yes | No | Unsure or N/A | Action needed/assigned to |
|---|-----|----|---------------|---------------------------|
| 1. Do contractors provide certificates of insurance? | | | | |
| 2. Do contracts and purchase orders have hold harmless agreements that benefit you? | | | | |
| 3. Are contracts reviewed annually by legal counsel? | | | | |

Slip, trip and fall risk management

References

OSHA General Industry Safety Standards

NFPA 101 Life Safety Code – 2012 edition

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

ANSI/ASSE A1264.2-2012, Provision of Slip Resistance on Walking/Working Surfaces

ASTM – F 1637 – 10 Standard Practice for Safe Walking Surfaces

National Building Codes: International Code Council (ICC) has been adopted in all 50 states. Most U.S. cities, counties and states that adopt codes choose the International Codes, building safety codes developed by the ICC.

ANSI Z535 Family of safety signage standards

For more information, log in to the Risk Control Customer Portal at travelers.com/riskcontrol. (Need help? Read our [Registration Quick Guide](#).) You also can contact your Risk Control consultant or email Ask-Risk-Control@travelers.com



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