Floor Safety Checklist

Slip, Trip, and Fall Prevention

Review your current floor safety program and make sure you have the right practices, products, training, response and reporting steps in place to establish and maintain a safer workplace.

| Question | Yes | No | N/A |
|---|-----|----|-----|
| Do you have a slip, trip and fall prevention program in place? Make sure you have a written program will to help cover training, response, assessment needs and more. Proactive planning and tracking of slip, trip and fall incidents creates a safer and more compliant workplace. | | | |
| Do you have employee training and re-training plans in place? In order to prevent slips, trips and falls, employees first need to understand what hazards are in the workplace and how to best respond to them. | | | |
| Do you have a spill response plan in place? Have a quick and effective process in place to resolve spills before they become a problem. | | | |
| Do you have absorbent supplies on hand? Be sure your facility has the proper absorbent and cleaning materials to effectively respond to spills and leaks of various sizes. | | | |
| Do you use workplace signage and labels to warn against hazards? Clear hazard identification is critical in helping to prevent slips, trips and falls. | | | |
| Does your facility have a process in place to review incident type and location? Learn from mistakes and determine how you can avoid a similar problem in the future with products, training and improved cleaning. | | | |
| Do you use floor marking tape in your facility? Floor marking tape helps to outline safe walking areas to help prevent tripping over obstacles and steer employees away from other storage and equipment areas. | | | |
| Does your facility have a consistent floor marking color practice in place? Using a consistent floor marking color approach is important so employees can understand and identify what each area is used for – whether it is walking, forklift traffic, storage, etc. | | | |
| Do you use proper floor marking materials to accommodate frequent slip locations? In order to reduce incidents in problem areas, use mats, runners and slip-resistant flooring and other options. | | | |



| Question | Yes | No | N/A |
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| Do the stairs in your facility have proper railings and slip-resistant materials? Use the proper materials and railings on your stairs to help reduce slips, trips and falls in these high-risk areas. | | | |
| Are emergency evacuation routes labeled? Glow-in-the-dark labels and signs help employees safely exit the building in case of an emergency. | | | |
| Does your facility have temporary hazard signs on hand? Some hazards only pose a temporary threat. Make sure your facility has moveable signage to put in place and take down as needed. | | | |
| Do you have a scaffolding and ladder inspection plan? Help ensure safety on elevated equipment by keeping track of when inspections occur and who performed them. | | | |
| Does your facility have a slip, trip and fall emergency response plan in place? Every employee should know what's expected of them when an incident occurs. This should include assessing the situation, calling for emergency medical assistance and reporting the incident. | | | |
| Do you have a consistent cleaning plan in place? One of the most important steps to preventing an incident is cleaning. Keep your facility clean and dry, and give areas with unique hazards extra cleaning attention. | | | |
| Does your workplace require slip-resistant footwear to maximize traction? Depending on workplace conditions, employees might need to wear slip-resistant footwear to ensure safety. | | | |
| Do you assess your workplace regularly to identify hazards, repair needs, housekeeping improvements and more? Review the safety of your facility and what steps need to be taken to reduce and eliminate any slip, trip and fall hazards. | | | |

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