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CHECKLIST 007

SLIPS, TRIPS AND FALLS

Slips, trips and falls account for nearly a quarter of workplace injuries. You must ensure that your workplace is kept free of hazards that cause these injuries, and this checklist will help you do that. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date Checklist Completed:	
Date Checklist to be Reviewed: (annually or when there is a change to the workplace):	
Person who completed checklist:	
Name	
Position / Title:	Company/Workplace:

Floors		
Are floors free of water, ice, oil or other fluids?	☐ Yes	☐ No
Are floor surfaces even (eg no loose tiles or carpet that is torn or has ridges or holes)?	☐ Yes	☐ No
Are ramps designed to prevent slips and falls?	☐ Yes	☐ No
Housekeeping		
Are walkways and doorways clear of boxes, extension cords and litter?	☐ Yes	☐ No
Are spills cleaned up immediately?	☐ Yes	☐ No
Are the responsibilities for cleaning floors, clearing work areas and walkways clearly specified?	☐ Yes	☐ No
Stairs		
Are stairways kept clear of boxes, extension cords and litter?	☐ Yes	☐ No
Is the tread on stairs adequate to minimise slipping?	☐ Yes	☐ No
Is the tread on each stair adequate?	☐ Yes	☐ No
Are hand-rails adequate?	☐ Yes	☐ No
Lighting		
Are work areas, walkways and stairs well lit?	☐ Yes	☐ No
Does the lighting enable workers to move between indoor and outdoor tasks safely?	☐ Yes	☐ No
Footwear		
Is the footwear worn by workers suitable for the workplace?	☐ Yes	☐ No