

# RISK COMMUNIQUÉ

*A technical reference bulletin by the Risk Control Services Department of the Glatfelter Insurance Group*

## ***Slip and Fall Inspection Checklist***

1. Are floors clean, dry as possible and free of holes, protrusions, and other walking hazards?
2. Are passageways clear of floor obstructions, which could cause a trip and fall?
3. Are floor openings, such as holes and pits, provided with covers and standard guardrails and four-inch toe boards?
4. Are stair rails provided with stairs with four or more risers?
5. Are all straight ladders and extension ladders provided with non-slip feet?
6. Are all ladders frequently inspected on a regular basis for serviceability? Are all ladders provided with steps and rings 12' apart?
7. Are hoses, electrical cords, telephone cords, or other obstructions positioned so they do not cross walking or work areas?
8. Are custodial carts and equipment arranged in such a way so as not to create a traffic hazard?
9. Are parking areas free from rocks, loose sand, debris, holes, and projections, etc. that could cause a tripping accident?
10. Are entrance doors to buildings, offices and other areas in good working order?
11. Is lighting adequate in all hallways, stairwells, and doorways?
12. Is carpeting securely fastened to the floor, including binding strips?
13. Do mats or other types of protection lie flat and free from tripping hazards?
14. Are there any other areas where mats should be provided?

*This is a sample guideline furnished to you by MemberGuard. Your organization should review it and make the necessary modifications to meet the needs of your organization. The intent of this guideline is to assist you in reducing risk exposure to the public, personnel and property. For additional information on this topic, you may contact your Risk Control Representative. [www.MyMemberGuard.com](http://www.MyMemberGuard.com)*