

# Inspection Form

**Instructions:** Evaluate your workplace for slip, trip or fall hazards. Then resolve any outstanding issues that could cause an incident.

Surface Conditions	Yes	No	NA
Floors are kept clean and dry (except where wet processes are necessary).			
Floors are not slippery. Floors that are or may become wet are covered with non-slip material.			
Where wet floors or processes are necessary, proper drainage is provided and raised surfaces, mats, or other dry standing places are provided.			
Floors are free from protruding nails, loose boards, cracked tiles, and other walking hazards			
Holes are repaired or covered.			
Surfaces in poor condition are repaired or guarded by visible barricades.			
Mats and carpeting lay flat and are securely fixed.			
Entryways have absorbent mats for preventing slips due to wet conditions.			
Changes in direction or elevation are clearly marked.			
Adequate headroom is provided for the entire length of all walkways.			
<b>Actions needed:</b>			

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Housekeeping Hazards	Yes	No	NA
Work areas, aisles, and walkways are kept free of debris or clutter.			
Walkways are free of cords and wiring.			
Exit and entrances are unobstructed at all times.			
Landings and stairways are free of debris.			
Containers are readily available for the disposal of trash.			
Equipment and materials are not left lying on floor.			
All spilled materials are cleaned up immediately.			
Materials and equipment stored in a way that does not present a hazard.			
Employees know where housekeeping materials are located and how to use them.			
There are adequate supplies for clean-up, barricading, and posting wet-floor signs.			
Employees are trained to clean up any spills promptly and to notify others of the spill.			
<b>Actions needed:</b>			

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Stairs, Ramps, and Guardrails	Yes	No	NA
Changes in elevation are clearly identified.			
For elevation changes greater than 19 inches, either a ramp or stairs is used.			
Walking surfaces of ramps contrast visually and materially from the surrounding floor.			
Ramps and stairs have slip-resistant surfaces.			
Stair riser height and tread depth is uniform.			
Handrails are present if stairs have one or more risers.			
On stairways that are less than 44 inches wide that are enclosed on both sides, at least one handrail is present.			
On stairways that are less than 44 inches wide that and are open on one side, a stair rail or guard is present on the open side.			
On stairways that are wider than 44 inches, handrails are present on both sides.			
Handrails on stairs run entire length of stairway and extend past the top and bottom steps.			
Handrails are tight and at the proper level.			
Adequate lighting is provided in stairwells and landings.			
Guardrails provided wherever walking surfaces are elevated more than 30 inches off of the floor.			
Doors do not open onto stairways without landings.			
Actions needed:          			

