

Slip, Trip, and Fall Checklist

The intention of this checklist is to identify slip, trip, and fall hazards that could be present on your premises.

It is recommended that this checklist be completed at regular intervals. These intervals should be established taking into careful consideration the surrounding environments (interior and exterior), volume of foot traffic, and users of the premises (i.e. ages, disabilities, etc.).

Anything selected as “No” should be accompanied with details under “Action Required.”

This checklist should be retained on file as long as necessary, usually a minimum of two years, to assist in defence against potential claims. This checklist should also be stored in an electronic database that is backed up at regular intervals.

General Information							
Facility name							
Date of inspection							
Street address		City		Province		Postal code	
Completed by				Title			
Email address				Phone number			

Parking Areas	Yes	No	N/A	Action Required
Are the following painted in bright, high-contrasting colour?				
Speed bumps				
Parking stops/bumpers				
Curbs				
Islands				
Catch basins				
Paint applied to aforementioned objects is slip-resistant:				
Surfaces in good repair (i.e. free from cracks, potholes, and depressions):				
Budget allocated towards parking surface repairs:				
Light stanchions in good repair:				
All lighting operable:				
Catch basins free of debris and in good repair:				
Snow and ice removal procedures in place:				
Adequate supply and placement of sand and salt:				

Sidewalks	Yes	No	N/A	Action Required
Sloped to prevent water accumulation (and subsequent ice build-up):				
Surfaces in good repair (i.e. free from cracks, holes, and depressions):				
Budget allocated towards sidewalk repairs:				
Free from debris (i.e. grass clippings, leaves, refuse, etc.):				
Irrigation systems do not spray water onto sidewalks:				
Snow and ice removal procedures in place:				
Adequate supply and placement of sand and salt:				

Ramps	Yes	No	N/A	Action Required
Exterior ramps provided with slip-resistant surfaces (i.e. brushed concrete, etc.):				
Interior ramps provided with slip-resistant surfaces (i.e. secured carpet, tile, etc.):				
Ramp surfaces on a flat plane (i.e. not concave or convex):				
Ramps extending into parking lot painted in bright, high-contrasting colour:				
Paint applied is slip-resistant:				
Handrails provided on both sides:				

Entryways	Yes	No	N/A	Action Required
Adequate lighting provided and operable:				
Walking Surfaces				
Slip resistant:				
Free of debris and refuse:				
In good repair (i.e. no cracks, protrusions, depressions, etc.):				
Entryway Mats				
Provided during inclement weather (i.e. rain, snow, etc.):				
In good repair (i.e. no lifting edges, tears, etc.):				
Securely fastened to floor surface:				
Changed at regular intervals:				

Interior Walkways and Flooring	Yes	No	N/A	Action Required
Adequate lighting provided and operable:				
In good repair (i.e. no cracks, protrusions, depressions, etc.):				
Free from congestion and obstructions:				
Electrical wires or other cabling removed or provided with adequate covers:				
Raised floor access panels lie flush with surrounding flooring:				
"Wet Floor" signs available and posted where necessary:				

Stairways and Landings	Yes	No	N/A	Action Required
Adequate lighting provided and operable:				
In good repair (i.e. no cracks, protrusions, depressions, etc.):				
Slip-resistant stair surfaces:				
Stair risers uniform in rise and run:				
Stair tread nosings securely attached:				
Stairways equal to or less than 44 inches in width provided with at least one handrail:				
Stairways between 44 inches and 86 inches in width provided with two handrails:				
Stairways more than 86 inches in width provided with one or more intermediary handrails, such that the distance between handrails does not exceed 65 inches:				
Handrails installed between 34 inches and 38 inches above each riser:				
Handrails continuously graspable from flight to flight:				
Landings adjacent to windows provided with a handrail:				

Restrooms	Yes	No	N/A	Action Required
Adequate lighting provided and operable:				
Floor surfaces in good repair (i.e. no cracks, protrusions, depressions, etc.):				
Slip-resistant floor surfaces:				
Inspected and cleaned at regular intervals:				
Log maintained detailing inspection and cleaning activities:				
Plumbing connections (i.e. for sinks, toilets, etc.) free of leaks:				
Floor surfaces free of puddles:				

Escalators	Yes	No	N/A	Action Required
Full-service maintenance contract in place with qualified escalator service company:				
Warning signs provided at top and bottom of escalators:				
Stair tread edges highlighted with bright, high-contrasting colour:				
Top and bottom landing areas illuminated:				

Elevators	Yes	No	N/A	Action Required
Full-service maintenance contract in place with qualified elevator service company:				
Adequate lighting provided and operable within elevator car:				
Handrails provided within elevator cars:				
Elevator car standing surface within half an inch of landing floors:				

Summary
Use this area to describe the overall condition of the premises as it relates to slip, trip, and fall hazards, as well as notable changes from the previous inspection, areas of concern, and any follow-up actions that are required.