

RETAIL OPERATIONS

ALLIANZ RISK CONSULTING



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SLIP, TRIP AND FALL SELF INSPECTION CHECKLIST

Directions: This checklist will serve to indicate areas where you should focus attention for reducing the potential for slip, trip and fall accidents. A “No” response to any question indicates corrective action should be considered. This checklist should be completed at least quarterly as part of your over-all safety program efforts.

Completed by:

Date:

Time:

	YES	NO	N/A	ACTIONS TAKEN
MANAGEMENT POLICY				
Do you have a written slip, trip and fall prevention policy supported by management?				
Employee orientation and refresher training includes slip, trip and fall prevention?				
Do you analyze workers' compensation and guest liability loss data for fall trends?				
“What To Do In Case Of An Accident” response and reporting procedures in place?				
Staff trained on proper application, rinsing and disposal of floor cleaner and floor treatment?				
Formal inspection and floor cleaning program with a log system to document completed work?				
Do you utilize a “slip meter” to measure the floor’s coefficient of friction (COF)?				
Is the COF measurement .50 or above?				
Does the inspection and cleaning program adequately address volume of customer traffic during the course of a business day, i.e., more customers, more frequent inspections and cleaning?				
Do you require an inspection/cleaning or “sweep” logs and are they completed as scheduled?				
Are all employees instructed to clean up spills immediately?				
Portable signs available and used to indicate wet floors or temporary hazard and left in place until floor is dry or hazard corrected?				
Formal “Fall Protection” program in place to address safety of employees working at heights or from elevated workstations?				
Employees trained in proper use of ladders?				
Ladder inspection program in place with damaged ladders removed from service?				
INTERIOR CONDITIONS				
Good housekeeping maintained: aisles clear, storage room orderly, floor free of debris?				

	YES	NO	N/A	ACTIONS TAKEN
All walkways clear of displays, temporary storage or power cords?				
Quarry-tile floors contain abrasive grit or are etched for better traction and periodically steam-cleaned to remove accumulations of grease and detergent?				
Is present floor cleaner effective in removing detergent and grease residue?				
Traction-enhancing floor treatment applied where appropriate? Stair treads of adequate width with consistent riser height? Stair treads equipped with abrasive strips or other non-skid surface				
Steps equipped with handrails, 30 – 34 inches above the stair tread and with a minimum 3-inch clearance from wall or mounting surface?				
Steps accent lighted and, if carpeted, a contrasting color than floor carpeting?				
Carpet stretched tight with no rips or tears?				
Carpet cleaning limited to off hours or low traffic times?				
Flat edge metal or wood boundary strips used to transition carpet to tile or wood floors?				
Weather mats provided at entrance doors during inclement weather, in good condition, and replaced on a regular basis				
If mats are used, are they of sufficient length to dry footwear bottoms?				
Individual(s) assigned responsibility to monitor and replace weather mats with available spare mats?				
Changes in interior elevations properly illuminated?				
Emergency lighting provided and functional?				
Are floor grates level with the surrounding surface with openings designed so that foot traffic will not be affected by the grate spacing, e.g., won't catch shoe heel?				
RESTROOMS				
Restroom floors clean and dry?				
"Wet Floor" signs placed inside and outside restrooms when being cleaned and remain there until floor is dry?				
Towel dispensers located at sink, away from traffic areas?				
Plumbing/toilet fixtures not leaking?				

	YES	NO	N/A	ACTIONS TAKEN
Handicap grab bars secure?				
Proper illumination provided?				
Restrooms checked and documented, with frequency determined by traffic volume?				
ELEVATORS				
Car levels within 1/2" of landing?				
Car (s) provided with car-door leading edge protection?				
Car lighting adequate?				
Emergency car lighting provided and functional?				
Car interior free of wall openings and tripping hazards?				
Car handholds secure and in good condition?				
EXTERIOR CONDITIONS				
Outdoor walkways checked frequently for tripping hazards with repairs made promptly?				
Exterior paths and parking lot well illuminated?				
Exterior steps, ramps, grounds, parking lot in good repair, free from holes or obstructions?				
Snow and ice removed promptly from parking lot and walking surfaces when necessary?				
Ice melt or sand used when freezing temperatures anticipated during periods of precipitation or thawing?				
Car stops and speed bumps in good condition, and painted contrasting colors so they are clearly visible?				
Car stops not in designated walkways?				
Water runoff/drainage away from walkways and parking areas; no misdirected down spouts?				
Exterior drain grates level with the surrounding surface and properly spaced to prevent catching bicycle tires, foot traffic, etc.?				

“This checklist is intended only as a reminder and is offered solely as a guide to assist management in its responsibility to provide a safer environment. This checklist is not intended to cover all possible hazardous conditions or unsafe acts that may exist. Other unsafe acts or hazardous conditions should also be noted and corrective action taken.”

COMMENTS:

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