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**Slips, Trips, and Falls Audit Checklist – Appendix A**

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| **Slips, Trips, and Falls Hazardous Audit Checklist** | |
| Campus: | Building: |
| Building Manager: | Area: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General** | | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Are all campus sites clean, sanitary, and orderly? |  |  |  |  |
| 2 | Adequately lit? |  |  |  |  |
| 3 | Work surfaces kept dry? |  |  |  |  |
| 4 | Spills cleaned up immediately according to proper procedures? |  |  |  |  |
| 5 | Regulated waste discarded according to federal, state, and local laws? |  |  |  |  |
| 6 | Accumulations of combustible dust routinely removed from elevated surfaces? |  |  |  |  |
| 7 | Oily and paint-soaked waste discarded in covered meal waste cans? |  |  |  |  |
| **Aisles and Walkways** | | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Aisles and walkways kept clear? |  |  |  |  |
| 2 | Aisles and walkways are marked as appropriate? |  |  |  |  |
| 3 | Aisles and walkways are adequately lit? |  |  |  |  |
| 4 | Aisles and walkways are free of surface defects? |  |  |  |  |
| 5 | Mats and carpets properly anchored with no worn, frayed, or unturned edges? |  |  |  |  |
| 6 | Wet surfaces covered with high-traction material? |  |  |  |  |
| 7 | Walkway free of producing objects |  |  |  |  |
| 8 | Walkway free of cords, cable wiring, open drawers, and other obstacles? |  |  |  |  |
| 9 | Slight changes in elevation clearly identifiable? |  |  |  |  |
| 10 | Adequate headroom? |  |  |  |  |
| 11 | Guardrails provided when walkway is elevated? |  |  |  |  |
| 12 | Bridges provided over conveyors and similar hazards? |  |  |  |  |
| 13 | Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or ground? |  |  |  |  |
| **Stairs, Stairways, and Ramps** | | **Yes** | **No** | **N/A** | **Comments** |
| 1 | adequately lit? |  |  |  |  |
| 2 | Generator or battery powered emergency lighting available? |  |  |  |  |
| 3 | Are there handrails on all stairways with four or more risers and on ramps? |  |  |  |  |
| 4 | Are stairways at least 22 inches wide? |  |  |  |  |
| 5 | Do stairs that change direction have landing platforms? |  |  |  |  |
| 6 | Are the stairs angles between 30 and 50 degrees? |  |  |  |  |
| 7 | Are the stairs of uniform size and shape? |  |  |  |  |
| 8 | do steps have slip resistant surface and noising? |  |  |  |  |
| 9 | Are the handrails between 30 – 34” from the landing edge of the stair threads? |  |  |  |  |
| 10 | Are handrails located at least 3” from the wall they are mounted on? |  |  |  |  |
| **Floor and Wall Openings** | | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Are openings guarded by a cover, guardrail, or equivalent? |  |  |  |  |
| 2 | Are toe boards installed at the edges of permanent floor openings? |  |  |  |  |
| 3 | Are grates or similar type covers over floor openings designed so that foot traffic or rolling equipment will not get caught? |  |  |  |  |
| **Elevated Surfaces** | | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Are signs posted showing elevated surface load capacity? |  |  |  |  |
| 2 | Are guardrails on surfaces elevated more than 30” above the floor or ground? |  |  |  |  |
| 3 | Are elevated surfaces provided with 4” toe boards? |  |  |  |  |
| 4 | Is the required headroom provided? |  |  |  |  |
| 5 | Is material placed on elevated surfaces, piled, stacked, or racked in a manner to prevent it from tipping, following, collapsing, rolling, or spreading? |  |  |  |  |
| **Ladders** | | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Are ladders free of cracks, loose rungs, and sharp edges? |  |  |  |  |
| 2 | Are ladders free of dirt and grease? |  |  |  |  |
| 3 | Do ladders have slip resistant grips? |  |  |  |  |
| **Parking Lots and Sidewalks** | | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Are kept clear a fallen timber/ debris as well as loose gravel? |  |  |  |  |
| 2 | Are curbs and ramps properly color-coded? |  |  |  |  |
| 3 | adequately lit? |  |  |  |  |
| 4 | Free of surface defects or breaks? |  |  |  |  |
| 5 | Slight changes in elevation clearly identifiable? |  |  |  |  |
| 6 | Are fluids cleaned up immediately? |  |  |  |  |