

## Reach Dane Slip, Trip, & Fall Hazards Checklist

Please read each statement below and check yes or no. If something needs further attention, please indicate that in the comments section.

### Inside:

Yes	No	Checklist item	Comments
		Entrances, hallways, stairs and all doorways are clear and free of obstructions/clutter	
		Cords (computer, phone, mouse, etc.) are bundled and/or mounted (if they must be on the floor they are properly covered and marked so individuals can see them)	
		Office chairs, tables, shelves, etc. are sturdy and mounted if possible	
		Floor surfaces are clean and free of slippery fluids, dry contaminants, etc. Water absorbent mats are placed in entry ways, common spill areas, etc.	
		Holes, cracks or bumps in flooring are fixed	
		Rugs/mats/runners are flat, edges not curled, and secure to floor	
		Handrails are provided where needed and in good condition	
		Interior lighting is adequate and broken or burned out fixtures have been repaired/replaced	
		Wet floor caution signs are available and used when needed	
		Sudden changes in floor elevations are clearly marked (metal grates, step-ups, etc.)	
		Step stools are available and used when necessary	
		All employees are aware of where to locate necessary cleaning supplies and who to contact for repair needs	
		Storage areas/closets are organized, not cluttered, and materials are easily accessible	
		Frequently used items are located in an easily accessible manner, not too high (e.g. on top of cupboards)	

**Outside:**

Yes	No	Checklist Item	Comments
		Parking lots and exterior walkways are free of tripping hazards including raised edges, holes, cracks and other obstructions like debris (pebbles, rocks, leaves, etc.)	
		Gutters and downspouts are in good condition (if misdirected downspouts or gutters empty into walkways they can create a slipping hazard) Clogged drainage areas are cleared	
		Exterior lighting illuminating walkways is adequate and broken/ burned out fixtures have been taken care of	
		In the winter months, walkways and parking lots need special attention for snow/ice removal. Salt, sand, litter, etc. are located near doorways for easy accessibility.	
		After ice/snow are melted, sand, salt, etc. have been swept up	
		Sudden changes in ground elevation, such as curbs, are clearly marked/painted	
		Handrails are provided and in good condition on stairs, ramps, etc.	
		All employees are aware of where to locate necessary cleaning/snow & ice removal supplies and who to contact for repair needs	

**Date of Inspection:** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Your location:** \_\_\_\_\_

**Any additional comments**

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