**Slips, Trips and Falls Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Training and Procedure**

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| Is a documented, functioning housekeeping program in place? |
| Have employees received slip, trip and fall training, preferably with site specific focus? |

**Walking / Working Surfaces**

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| Are aisles, walkways, and passageways clear, clean, and dry, and marked if needed? |
| Are exterior walkways cleared and in good repair? |
| Are floor holes, floor openings, wall openings and skylights covered, boarded off, or otherwise guarded? |
| Are spilled materials cleaned up immediately? |
| Are non-slip mats, foot grates, or other non-skid/slip materials used in wet areas and by exterior doorways? |
| Where aisles or walkways run past machinery or technical operations, is there adequate buffer distance so employees are not exposed to potential hazards? |
| Are open-sided floors, platforms and runways that are four feet or more above ground level guarded with toeboards? |
| Are toeboards and guardrails in good repair and fixed firmly and securely? |
| Are maximum load limit signs posted on elevated load-bearing walkways, floors, and roofs? |
| Is adequate headroom provided for the entire length of any aisle or walkway, with low ceiling or "Mind Your Head" warnings marked clearly if this is not possible? |
| Are fire evacuation routes, and access to stairway, exits and fire equipment kept clear, and checked regularly? |
| Are work-area floor surfaces kept clean and dry or are appropriate means taken to assure the surfaces are slip-resistant? |

**Stairs and Stairways**

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| Are stairs, stairwells, elevator landings and escalators clear and in good condition? |
| Are handrails present on all stairways having four or more risers? |
| Are handrails clean, secure, and free of rough surfaces? |
| Are stairways at least 22 inches wide? |
| Are step risers on stairs uniform in height for the entire staircase |
| Are treads on stairs and stairways coated with slip-resistant material or have slip-resistant stripping at the stair edge? |

**Illumination**

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| Is lighting adequate in work areas and walkways? |
| Are emergency and/or temporary lighting systems tested and fit-for purpose? |
| Are all walking surfaces inside and outside of the facility, adequately lit? |
| Are stairways and stairwells properly illuminated? |
| Are exits marked by a clearly visible sign that will remain illuminated in a central power outage? |
| Are exit doors readily accessible, with clear unobstructed access, and unlocked from the inside at all times? |

**Other Related Considerations**

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| Are all work and storage areas clean, sanitary, and orderly? |
| Are materials or equipment stored in such a way that nothing interferes with the walkway access and egress along it? |
| Are all combustible scrap, debris and waste accumulated safely and removed from the worksite properly? |
| Are dust accumulations routinely removed from both elevated and non-elevated surfaces? |
| Are spills cleaned up immediately according to proper procedures? |
| Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures? |
| Are all regulated wastes accumulated and disposed of according to federal, state, and local regulations? |
| Is work equipment, machinery, pits or holes, and hazardous operations adequately managed to eliminate trip hazards? |
| Are workers protected from sharp are blunt objects which might cause injury when walking past? |

**For Additional Inspection Items, See Following Checklists:**

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| *Elevated Surfaces* |
| *Walkways* |
| *Scaffolding* |
| *Stairs* |