

Check marks in **red-shaded boxes** indicate potentially hazardous condition(s) may be present and may require additional attention/evaluation.

<b>Interior surfaces: contaminates and irregularities</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Does flooring have holes, cracks, or bumps?				
Is carpeting buckled, loose, or frayed?				
Are carpet edges curled up?				
Does floor feel greasy or slippery?				
Are liquid contaminants present (e.g., water, oil, etc.)?				
Are dry contaminants present (e.g., powder, food, dirt, sawdust, etc.)?				
Are there sudden changes in floor elevation greater than a quarter inch?				
Are metal grates or mesh flooring in the walkway?				
If floor mats are needed, are they readily available and well-maintained?				
Is the entryway floor mat appropriate for exposure (i.e., 10-12 walking steps for snow, 8-10 walking steps for rain, 6-8 steps if dry)?				
Are there slip-resistant floor mats in wet areas?				
Are warning signs/mirrors placed at intersections?				
Are areas marked and/or blocked off if repairs are being made or if the floor/area is wet?				
Do you have a safety awareness campaign on seasonal hazards?				
Are proper procedures/cleaners used for flooring?				
<b>Lighting: inside and outside of facility</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Are light bulbs burned out?				
Are any areas dim, poorly lit, or shadowy?				
<b>Restrooms, kitchens, dish areas, and cafeterias</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Are soap dispensers/sanitizer above sinks/counters?				
Are paper towel dispensers at sinks?				
Are floor cleaning protocol/cleaning agents in place?				



Do you have a spill control protocol?				
Are ice dispenser catch trays in place?				
Are there designated traffic patterns?				
Are there floor mats in wet areas with frequent standing and lack of slip-resistant flooring?				
Are there floor mats under water fountains?				
<b>Stairways, ramps, and handrails</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Are handrails provided on slopes, ramps, and stairs?				
Are all handrails 42" from the floor?				
Are handrails provided at steps (e.g., employee bus stop, entrances, conference, and training rooms)?				
Do handrails extend at least as far as the last step?				
Are friction enhancers used (e.g., stair treads, sloped walks)?				
Are the edges/noses of each step a contrasting color?				
Are stairway risers and steps uniformly sized?				
<b>Winter weather (snow and ice)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Are snow and ice removal responsibilities identified?				
Is a winter weather communication system in place to alert employees of winter weather hazards?				
Do you have a written agreement with a contractor for when to plow and salt walks and parking lots?				
Have you obtained certificates of insurance from contractors?				
Do you have a plow map or snow placement area to keep melt-off from pooling in parking lot and walkways?				
Do you have adequate equipment in proper working order?				
Is a clear path from the lot to building available?				
Is a system in place to allow proper snow removal between parked cars?				
Are walkways to trash bins cleared of snow and ice?				
Is ice-melt provided at high traffic areas?				
Is ice-melt swept up once walkways are dry?				
Are inspections completed and documented?				



<b>Outdoor walking/working surfaces and drainage</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Are there gaps, cracks, or holes in walkways that are greater than half an inch?				
Are there metal grates or mesh flooring in walkways?				
Are walkways uneven with changes in level greater than half an inch?				
Are there slippery conditions present (e.g., grease, ice)?				
Are outside drainpipes or down spouts draining water on walkways?				
Are drains clogged or filled with debris?				
Is parking lot designed to keep water from pooling?				
Are changes in elevation of walkways and parking lots highlighted with non-slip paint?				
Are concrete steps highlighted with non-slip paint?				
<b>Tripping hazards (e.g., clutter, loose Cords, wires)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Are cords bundled using a cord organizer?				
Are cords mounted under the desk or on equipment?				
Are hallways, stairs, and walkways clear of clutter (e.g., boxes, cords, equipment)?				
Is there adequate storage (e.g., closet, shelves, etc.)?				
Are stepstools available and weight rated with adequate capacity limits for use in areas with overhead storage?				
<b>Mats</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Do mats have abrupt squared-off edges (i.e., no bevel)?				
Are mat edges curled up or flipped over?				
Do mats slide around on the floor?				
Are mats in wet areas designed for use in wet areas?				
Are mats cleaned or replaced at least daily?				
<b>Slip-resistant shoes</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Are employees wearing slip-resistant shoes?				
Is there a slip-resistant shoe policy/program?				
Are open-toed shoes/sandals allowed?				



<b>Safety products</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Are highly visible wet floor signs available and used?				
Are barriers available and used to prevent access into wet or dangerous areas?				
Are wet floor signs removed promptly once floor is dry/clean?				
Are the following products available or conveniently located for usage as needed:				
Wall mounted spill pads or paper towels?				
Cups near water coolers/fountains?				
Trash cans?				
Inspection forms for high traffic areas?				
<b>Employee communication: training and involvement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Location and/or corrective actions</b>
Do all employees know how to reach housekeeping?				
Are winter weather warnings distributed to staff via email, text, or overhead announcements?				
Are all employees aware of floor cleaning procedures?				
Do cleaning methods for all floors follow manufacturer's recommendations?				
Are employees who use ladders trained on safe ladder usage and maintenance?				

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