

Slips, trips & falls risk factor checklists

Floor surface & condition safety checklist			
check	yes	no	n/a
Floor covering – too much/ little friction			
Variation in friction levels (eg wet -> dry, carpet-> tiles)			
Variation in height levels			
Floors in poor repair/ broken surfaces			
Gaps between surfaces (eg loading docks)			
Unstable surfaces			
Inclined surfaces			
Other:			

Floor contamination safety checklist			
check	yes	no	n/a
Oil (needs separate cleaning procedure)			
Water (consider drainage, water pathways)			
Leaves			
Paper			
Ice (eg freezer/ cool rooms)			
Sticky substances (eg chemicals, food products)			
Other:			

Objects on the floor safety checklist			
check	yes	no	n/a
Carpets & unsecured mats (poor repair)			
Cords & cables			
Boxes and other walk way obstructions			
Growths on floor (eg mould, weeds in pavers)			
Inappropriate matting (eg cardboard on floor)			
Process waste			
Other:			

Ability to see floor/ walkways/ hazards safety checklist

check	yes	no	n/a
Inadequate walkway delineation/ markings			
Overall illumination/ lighting levels			
Sharp changes/ variation in lighting levels			
Safety signage not used/ available			
Vision obstructions (eg pushing high trolleys, walking while carrying, moving while wearing welding masks)			
Poorly defined nosing or treads on steps			
Individual's visual abilities			
Other:			

Cleaning/spill containment safety checklist

check	yes	no	n/a
Inappropriate/ inadequate clean up procedures for types of spills (including chemical selection for spills)			
No training of staff in cleaning procedures/ spill management			
No drainage or inappropriate location of drainage			
Inadequate or no containment for spills (esp haz substances)			
Signs not available/ used or used inappropriately (left out for long periods)			
Long/ short term exposure to chemicals causing build-up/ deterioration of surface			
Other:			

Space & design safety checklist

check	yes	no	n/a
Insufficient/confined space for tasks being completed (potential obstructions in walkways)			
Inappropriate positioning of tasks (eg wet tasks completed in walkways)			
Poor design of buildings/ floor surfaces in context of tasks, environment and potential contamination			
Small or missing landings			
Other:			

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Stairs & stepladders safety checklist

check	yes	no	n/a
Stepladder and safety step design inappropriate for type of work/ work tasks			
Difficult steps associated with work (eg trucks)			
Step design issues – risings & goings height, depth, consistency, handrails, nosing/ treads			
Other:			

Footwear & clothing safety checklist

check	yes	no	n/a
High/ Low friction soles			
Poor foot support (lateral, heel, ill fitting)			
Inappropriate for work tasks			
Clothing catches (trousers beneath shoe)			
Restricted clothing (hampers movement)			

Work activities, pace & processes safety checklist

check	yes	no	n/a
Work tasks			
Potential leaks/ floor contaminants from work tasks			
Equipment maintenance			
Manual handling requirements of tasks			
Work pressures, workload and required pace of work			
Use of PPE			
Potential muscle fatigue			
Competing physical & cognitive tasks			
Extreme postures (compromised balance)			
Work systems (eg timing of work)			
Safety climate of organisation			
Time constraints and peak demands			
Noise/ acoustic stimuli from work processes (distraction)			
Other:			

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Individual factors safety checklist			
check	yes	no	n/a
Physical limitations			
Influence of substances eg drugs and alcohol			

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