

## APPENDIX E: FLOOR INSPECTION CHECKLIST

Inspected by/Department: \_\_\_\_\_ Date: \_\_\_\_\_

	Yes	No	Comments
<b>Floor and Walkway Condition</b>			<b>If NO, describe what will be done to correct the hazard.</b>
Are walkways free from slippery conditions that pose potential slip/fall hazards?			
Is proper signage indicating wet and/or slippery floors available where needed (i.e. immediately following mopping/clean up procedures)?			
Are drain covers present where needed?			
Are transitions between uneven floor surfaces that may cause a trip/fall hazard clearly marked?			
Are floors free from cracks, holes or missing tile?			
Are existing handrails in good condition?			
<b>Floor Mats</b>			
Are entrance mats present?			
Do mats have adequate grip to the floor surface?			
Are mats in good condition?			
Are mats missing where needed? (i.e. by sinks, walk-in freezers, etc.)			
<b>Housekeeping</b>			
Are aisles and walkways kept clear from boxes/clutter?			
Are electrical cords kept clear from walkways?			
Any spills or debris observed in walkways?			
Are cleaning equipment properly stored?			
Are there protruding objects posing trip/fall hazards?			
<b>Material Handling/Employee Behavior</b>			
Are employees following safe mopping/cleaning procedures?			
Do employees verbally warn pedestrians to be cautious of wet floors?			
Are employees carrying large loads while walking and limiting view of walkway?			
Do employees ask for assistance when carrying large or awkward loads?			
<b>Training</b>			
Are employees informed on the proper clean-up procedures to follow when there is a spill?			
When necessary, do employees know to contact Environment, Health & Safety for slip meter assessments?			
Are employees trained on the proper utilization of equipment?			
Are routine trainings conducted addressing potential safety hazards (i.e. back safety, slip/fall, etc.)?			
<b>Tally Responses:</b>			<b>Total "No" Responses (indicates number of corrective items needed)</b>