



Risk Control

Indoor Walkway Safety Audit Checklist

This checklist may not include all conditions, as it is intended to be used only as a guide. If a condition or hazard is not covered in this checklist but one is noted during the inspection, use the Notes section at the end of the form to document.

Company: _____ Address: _____

Department: _____

	Yes	No	N/A	Remarks
Flooring				
Is the manufacturer’s slip resistance/coefficient of friction (COF) of the flooring material known? If yes, list COF in Remarks.				
Flooring free of spills or other moisture?				
Flooring free of loose material or damage (chips, cracks or missing)?				
Flooring free of dirt, sand, oil or other contaminants?				
All walkways free of protruding object(s)?				
All walkways free of cords, hoses, cables and wiring or other devices in the walking path? (Retractable devices can help keep them off the floor.)				
Floors do not have overly rough or significantly uneven texture?				
Carpet free of tears, frays, wrinkles, lifted edges?				
Good transition and contrast between floor tile and carpet?				
When walking surface material changes, are the tractions of the two surfaces similar?				
Lighting adequate in walking areas?				
Any glare on tile floors that cause a distraction or visibility loss of walking surface and transition areas?				
Changes in floor elevations highly visible?				
Floor decals are slip resistant?				
Floor drains equipped with grates?				
Floors free of holes or depressions?				
Kitchen/Cooking areas free of grease, oil and food?				
Dining areas free of food and debris?				
Beverage station floors free of water and ice?				
Floor free of moisture near cooler/freezer door?				
Restroom floor kept free of water near sinks?				

	Yes	No	N/A	Remarks
Stairs, Steps and Ramps				
Stairs free of spills or other moisture?				
Stairs free of damage (chips, cracks or missing)?				
Stairs free of dirt, sand, oil or other contaminants?				
All walkways free of protruding object(s)?				
Stair carpet free of tears, frays and wrinkles?				
Stairs of uniform size (rise and run)?				
Stairs at least 22 inches (559 mm) wide? (For Canada, reference applicable Providence/Territory code.)				
Any glare on tile floors that could cause a distraction or visibility of stairs?				
Stair edges are not worn or rounded and provide good grip when stepping down?				
No doors open onto staircase?				
Lighting adequate for stairs and ramps?				
Any slip-resistant surfaces on the stairs/steps (front edge non-slip strips)?				
Handrail available between 30-34 inches (762-863 mm) from the leading edge of the stair treads? Sturdy? (For Canada, reference applicable Providence/Territory code.)				
Ramp slope no greater than 1 in 12 (7.5 degrees)?				
Ramp has non-slip surface?				
Appropriate handrails on ramps? Sturdy?				
Edges of ramp highly visible to prevent tripping?				
Large depth or non-typical rise height steps have high contrast such as color variation in floor covering, edges having contrast or adequate lighting provided?				
Mats and Grating				
Scraper mats at building entrance?				
Grated mats have openings small enough to avoid shoes or heels from getting stuck?				
Walk-off mats provided at entrances?				
Walk-off mats no thicker than ½ inch (12.7 mm)? (For Canada, reference applicable Providence/Territory code.)				
Walk-off mats are absorbent type?				
Floor Cleaning and Hazard Mitigation Procedures				
Procedure in place to control wet surfaces while cleaning?				
Is any wet mopping followed by a dry mop to accelerate the drying process?				
Are cleaning and warning supplies readily accessible for main traffic path (mops, "wet floor" signs, etc.)?				
Are floor hazard signs of one style, three-sided and at least 36 inches tall? (They are the most visible and less of a trip hazard.)				
Is best practice of floor mopping (except spills) in public areas performed during non-peak hours?				

	Yes	No	N/A	Remarks
If mopping during work or general public hours, is the mopped area marked off and closed to pedestrian traffic, such as mopping one side of hallway and not starting the opposite side until first is dry and re-opened?				
Are umbrella bags available at the entrances?				
When a hazard is found, does someone guard the area until warning signs and cleaning equipment can be retrieved?				
Is regular slip-resistance testing performed to verify effectiveness of cleaning procedures?				
When using a mop to clean, is the rinse water separate from the cleaning solution water?				
Is cleaning water changed out frequently to prevent spreading of contaminants?				
Are chemicals and cleaning procedures performed in accordance to the specifications of the flooring manufacturer?				
Are non-approved cleaning chemicals used?				
Are cleaning chemicals dose dispensed for proper mix ratios?				
Do current floor treatment, maintenance and cleaning products have specific slip-resistance characteristics for the particular types of flooring materials?				
Are the floor care/cleaning employees trained in proper chemical mixing, use, chemical floor exposure time, rinse methods and mops?				
Cooking areas with possible grease or oil accumulations cleaned with proper de-greaser chemical?				
Is anyone assigned to do continuous monitoring and cleaning of floors in high-risk areas (beverage stations, restrooms, dining areas and main entrances) during inclement weather?				
Restroom floors free of soap and/or water?				
Restrooms frequently inspected and cleaned?				
Restrooms have non-slip mats in frequently wet locations?				
Restrooms have towel dispenser or dryer close to sink?				
Valves, fixtures and pipes inspected for leaks?				
Employees required to wear slip-resistant footwear?				

Notes: _____

Completed by (Signature): _____ Date: _____

Print Name: _____

