

Slip, Trip, and Fall Prevention Checklist

DATE _____ SHIFT _____ WALKED BY _____

Walk your space with this list before every shift. Most slip and fall claims trace back to something simple: a spill that sat too long, a mat out of place, a burnt-out bulb. Assign someone to own the walkthrough and make it part of the routine.

→ Floor safety and maintenance

- Clean spills immediately ☐
- Keep floors dry ☐
- Place non-slip mats where floors get wet ☐
- Post wet floor signs whenever floors are damp ☐
- Make sure steps and uneven surfaces are clearly marked ☐

→ Lighting

- Keep every area well lit ☐
- Replace burnt-out bulbs right away ☐

→ Walkways

- Keep aisles clear of obstacles ☐
- Remove loose cords and clutter ☐
- Secure rugs and mat edges ☐
- Confirm handrails are secure on every stairway ☐

→ Kitchen and bar

- Repair equipment leaks promptly ☐
- Use drip trays under taps and equipment ☐
- Clean grease buildup on a set schedule ☐
- Place anti-slip mats at work stations ☐

→ Entrances and exteriors

- Keep floor mats at every entrance ☐
- Wipe up tracked-in water and snow promptly ☐
- Keep sidewalks, driveways, and parking areas free of potholes and cracks ☐

Clean
floors clean



Clear
walkways clear



Covered
hazards covered



Controlled
risk controlled

If an incident happens

- Inspect and photograph the area right away. Almost everyone has a cell phone.
- Complete the incident report immediately and list everyone who witnessed it.
- Have the employee who inspected the area note what they found in specific terms. "There was no liquid on the floor" carries more weight than "I didn't find anything."
- Save video for the entire day of the incident, before it is overwritten.
- Respond promptly and professionally to the customer.
- Report the claim to your insurance carrier in a timely manner.

Management & Oversight

- Conduct regular safety audits.
- Keep policies and procedures up to date.
- Track and analyze incidents to spot trends, and address them promptly.
- Hold staff accountable for safety compliance.