

# Slips, Trips and Falls Checklist



This checklist has been developed to assist in the identification of slips, trips and fall hazards in departmental environments. It is recommended that this checklist be completed as least once a year or when slip, trip and fall hazards have been identified.

After completing the checklist consult with your Health and Safety Advisor (HSA) and/or local workplace health and safety committee about the questions below where the answer is “yes”. Determine, document and complete actions to control identified hazards.

Remember to consider the environment, the activities and the users of the area, e.g. young students (Prep year), students with disabilities, staff and visitors.

Consider if any person may be:

- carrying, pushing/pulling loads, including on stairs or ramps
- rushing or running, particularly in high traffic areas
- applying high force to push/pull tasks (for example, heavy/awkward trolleys on ramps, wheelchairs etc)
- involved with wet tasks generating contaminants on the floor/ground
- carrying loads that obstruct vision or may upset balance.

## Floors

Y/N

Action?

Floors	Y/N	Action?
Can water be tracked through on to smooth floors on rainy days? – foyers, stadiums, entrance to admin block		
Are there any hard, smooth floors in wet, dusty or oily areas? – manual arts, art rooms, kitchens, toilets, change rooms		
Are there any leaks of fluid on to the floor from activities or machines? – manual arts, soap in toilet areas, facilities storage areas		
Is poor drainage causing pooling of fluids? – storage or agricultural sheds, science prep rooms and labs, pool areas		
Are there any floor surface transitions that are sudden or not easily noticed? – change in flooring or floor surface, for example, carpet to tiles/lino		
Are there floor surfaces that are slippery when wet? – tuckshops, change rooms, foyers, entrances		
Are any anti-slip paint, coating profiles or tapes worn smooth or damaged?		
Are there any isolated low steps? – for example, a single step that people may not be expecting — commonly in doorways		
Are there any raised carpet edges, corners of mats or holes worn in floor coverings?		
Are there any broken or raised floor tiles?		
Is there delay in having damaged surfaces repaired?		

<b>Lighting</b>	<b>Y/N</b>	<b>Action?</b>
Is there insufficient lighting? – passageways, outdoor walkways, flooring transitions, ramps or stairs – remember after school activities at night, e.g. meetings, ceremonies, interviews.		

<b>Outdoor areas</b>	<b>Y/N</b>	<b>Action?</b>
Is there a build-up of soil, moss or other vegetation on pathways?		
Are there areas of poor drainage or recurrent leaks near footpaths or walkways?		
Are there potholes in footpaths or walkways, raised, missing or broken pavers?		
Are there protruding or uncovered grates or drains in pedestrian access areas?		
Could a student's or staff member's foot get caught in drains/grates causing them to slip or fall or otherwise become entrapped?		
Are there any changes in surface levels not easily noticed, for example, ridges?		

<b>Stairs and ramps</b>	<b>Y/N</b>	<b>Action?</b>
Is the lighting insufficient for ramps or steps to be seen clearly and without glare? – stairwells, landings, exits		
Do any steps have a rise or tread that is too small or too large?		
Are any steps slippery, hard to see or damaged?		
Are the steps uneven or are there excessive variations in step dimensions?		
Are handrails inadequate on stairs?		
Are ramps steep or slippery? – changes in elevation not easily identified		

<b>Housekeeping</b>	<b>Y/N</b>	<b>Action?</b>
Is there a build-up of polish on any floors?		
Is there an excessive residue of detergent?		
Do staff/students walk on wet floors after cleaning?		
Is there inadequate signage about hazards, for example, wet floors, steep steps?		
Are spills — paper, rubbish, liquids — left on the floor?		
Are walkways cluttered and poorly marked? – mobile displays in foyers, walkways used for storage		
Are there any trip hazards lying on the ground? – equipment, other movable objects, bags, boxes, deliveries, cords/leads		
Do spills (wet or dry) occur regularly during classroom activities? – dust in manual arts, water, oil in art rooms, kitchens		
Is there delay in cleaning up contaminants?		

Are doorways blocked by equipment and other moveable objects? - trolleys, boxes		
--	--	--

Footwear	Y/N	Action?
<p>Is inappropriate footwear being worn for the activity being undertaken or the flooring or outdoor surface being accessed?</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• activity: for example, steep, or uneven areas of playground or other pedestrian area</li> <li>• surface: for example, ice in access areas, moss on walkways, slippery tiles</li> </ul> <p>If a hazard is identified (above) is there a school footwear policy or procedure for identified 'at risk' activities or in 'at risk' areas?</p>		

**Actions:**

Name of person completing checklist: .....Date: .....

Signature: .....

**Resources**

- Slips, Trips, Falls (WHSQ) – <https://www.worksafe.qld.gov.au/injury-prevention-safety/workplace-hazards/slips-trips-and-falls>  
 OnePortal - <https://intranet.det.qld.gov.au/payrollhr/healthwellbeing/>  
 Creating Healthier Workplaces - [www.education.qld.gov.au/health](http://www.education.qld.gov.au/health)