

Location Annual Evaluation Report

Date of Evaluation:	Evaluated by (list all present):
Written Program Reviewed: Yes No	
Do injury records indicate a need for additional employee training on the STF program? Yes No	
Have any jobs, processes or areas produced a high incidence of STF incidents? Yes No If yes, list:	
Is there any record of failure to correct reported STF hazards in a timely manner? If yes, what corrective action is needed?	
The following content was added/modified/removed from the written program:	
Comments:	

STF Prevention Checklists

Outdoor Walking Surfaces

Workstation Evaluated:	Date of Evaluation:	
"NO" responses indicate areas which should be investigated.	Yes	No
Are parking areas free of potholes, depressions or damaged/uneven surfacing?		
Are curbs in good condition with an even transition to sidewalk?		
Are wheel stops, curbs, crosswalks and speed bumps well-marked?		
Is slip-resistant paint used for all pavement markings?		
Are wheel stops situated to prevent vehicles from infringing upon walkways?		
Is there adequate lighting in parking areas and along walkways?		
Are sidewalks and walkways smooth and even (no raised edges >1/4")?		
Is the ground surface directly next to sidewalks relatively level and free from hidden drop-offs or holes?		
Are walkways free of cords, hoses, large grate openings or other tripping hazards?		
Are open, unpaved and/or grassy areas that are expected to be walked on free of holes and low-lying objects like sprinkler heads and valves?		
Are downspouts and drains oriented to prevent discharge onto walkways?		
Are walkways that are subject to wet or icy conditions coated or designed with a rough, textured finish?		
Are handrails present and in good condition on stairs and ramps?		
Are ramps constructed with slip-resistant materials or treated with traction strips?		
<p>Notes:</p>		

Indoor Walking Surfaces

Worksite Evaluated:	Date:	
"NO" responses indicate areas which should be investigated.	Yes	No
Are walkways free of low-lying objects, especially at blind corners?		
Are floor tiles in good condition with no broken or missing tiles?		
Are doorway thresholds beveled and no more than 1/4" high?		
Is carpeting free of ripples, tears and humps?		
Do stair nosings have edge treatments or highlighting to increase visibility?		
Are steps in low-light areas, like auditoriums, illuminated at ground level?		
Are utility or drain covers in good condition and even with walkways?		
Are cords and hoses routed away from walkways?		
Are cord covers or tape used whenever cords are placed along walkways?		
Is good housekeeping practices followed, and are they effective in maintaining walkways in an open and clear condition?		
Are walkways free of liquids, oils or other contaminants that could create a slippery condition?		
Have detailed floor maintenance procedures been documented and communicated to employees? Is there easily available supplies? Broom, dust pan, etc.?		
Have floor maintenance procedures and cleaners been examined to ensure their use doesn't create hazardous, low-traction walking surfaces?		
Are wet floor signs used appropriately and not placed so as to create a trip hazard?		
Are mats adequate to prevent water and soil from being tracked inside?		
Are mats in good condition, able to clean shoes/boots and absorb water?		
Are indoor mats replaced as needed or dried with a wet vacuum during the day to prevent snow/water infiltration?		
Are anti-fatigue mats in good repair and not overlapping each other?		
All power trucks have the forks lowered to the floor when not in use?		
There are no single empty idle pallets left on floor unattended?		

Snow/Ice Management

Workstation Evaluated:	Date of Evaluation:	
"NO" responses indicate areas which should be investigated.	Yes	No
If using a snow/ice management contractor, are detailed contracts in place?		
Does contract specify weather triggers and expectations during thaw/refreeze conditions?		
Are walkways and parking areas cleared before people arrive in the morning?		
Are walkways and entrances shoveled throughout the day during snowy conditions?		
Are ice control products applied to effectively manage slip hazards on walkways, especially on north sides of buildings?		
Is black ice controlled with ice melt, sand, oil absorbent compound and/or warning cones?		
Is snow piled so as to minimize thaw/refreeze problems?		
Ice alert system installed in parking lot, walkways, and exits? www.icealert.com		

Slip/Fall Hazard Report

Employee Information	
Employee Name:	Job/Title:
Department:	Supervisor:
Describe hazardous condition or areas of concern:	
Employee Signature:	Date Submitted:
Program Administrator Response	
Hazard evaluated by:	Date evaluation is scheduled:
Evaluator's Assessment:	
Follow-up Action Plan:	
Evaluator's Signature:	Date of Evaluation: