MEMIC Hire Expands Presence in Virginia and Maryland **Facility Slip, Trip and Fall Prevention Checklist**

**Instructions:** Complete this checklist monthly.

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|  | **Exterior - Parking Lot & Sidewalk Areas** | **Y / N / NA** | **Self-Corrected** | **Maintenance**  **Requested** | **Additional Assistance Needed** |
| 1 | Parking area is cleared of ice/snow and salt has been applied to  this area as warranted. |  |  |  |  |
| 2 | Sidewalks are cleared of snow and ice, and salt/sand has been applied. |  |  |  |  |
| 3 | Parking lot and sidewalks are free of large cracks, sunken or raised areas, holes, or debris. |  |  |  |  |
| 4 | Inclines, handicapped ramps, and other changes in elevation on walkways are in good condition and free of obstructions. |  |  |  |  |
| 5 | Curbs and/or wheel stops are provided where needed to protect pedestrians |  |  |  |  |
| 6 | Exterior lighting is adequate (e.g., lights on, no broken or burned out lights) |  |  |  |  |
| 7 | Drainage is adequate to avoid pooling of water. |  |  |  |  |
| 8 | Plowing Contractor responds adequately and timely. |  |  |  |  |
| 9 | Employees are aware of the importance of weather appropriate footwear and are reminded as applicable. |  |  |  |  |
|  | **Entry / Vestibule / Lobby** |  |  | | |
| 10 | Thresholds and stair coverings are secure and in good condition. |  |  |  |  |
| 11 | Floor mats are located in appropriate places and are in good condition. |  |  |  |  |
| 12 | Changes in floor elevation are clearly marked and transitions between any carpets and tile are smooth. |  |  |  |  |
| 13 | Walking surfaces are in good condition and free of moisture, debris and other potential hazards. |  |  |  |  |
| 14 | Wet conditions are addressed and “Wet Floor” signs are used while drying. |  |  |  |  |
| 15 | Walkways are unobstructed. |  |  |  |  |
| 16 | Doors are in good working condition and easy to open. |  |  |  |  |
| 17 | Emergency exits and exit pathways are clear of objects. |  |  |  |  |
| 18 | Camera System is properly positioned to ensure optimal coverage of this area. |  |  |  |  |
|  | **Interior Areas** |  |  | | |
| 19 | Aisles and workspaces are in good condition and free of clutter. |  |  |  |  |
| 20 | All carpets are in good condition; free of rips, holes or wrinkles. |  |  |  |  |
| 21 | Anti-fatigue mats are in place and in good condition. |  |  |  |  |
|  | **Restrooms / Utility Closets** |  |  | | |
| 22 | Walking surfaces are in good condition and free of moisture, debris and other hazards. |  |  |  |  |
| 23 | Stalls, equipment, and fixtures are in good condition with no damage or defects. |  |  |  |  |
| 24 | Step stools / ladders are used and stored properly. |  |  |  |  |
|  | **Other** |  |  | | |
| Comments on other areas not listed above: | | | | | | |