

# *Catholic Mutual. . . "CARES"*

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## **LIABILITY CONTROL**

### **SLIPS, TRIPS, AND FALLS – SAFETY SURVEY**

	<b>Yes</b>	<b>No</b>
<b>Slips</b>		
1. Are all waxed floors thoroughly buffed to minimize slippery conditions?	_____	_____
2. Is non-skid, self-polishing wax used whenever possible?	_____	_____
3. Are hidden steps or uneven surfaces clearly marked?	_____	_____
4. Are non-skid treads or mats used in bathroom areas?	_____	_____
5. Are all spills wiped up promptly?	_____	_____
6. Are non-slip backings used on any rugs or rubber mats?	_____	_____
7. Are all loose tiles, bricks, pavement surfaces or floorboards repaired promptly?	_____	_____
8. Are grease and oil accumulations minimized?	_____	_____
9. Are snow and ice promptly removed from stairs, walkways, driveways, and parking lots?	_____	_____
10. Is salt, cinders, or other ice melt agents utilized?	_____	_____
<b>Trips</b>		
1. Is furniture arranged in such a manner as to avoid an obstacle course?	_____	_____
2. Are any materials stored in the hallways or aisles?	_____	_____
3. Are all items picked up off the floor as soon as possible?	_____	_____

		Yes	No
4.	Are all drawers kept closed?	___	___
5.	Are all electrical cords kept out of doorways, passageways, and walkways?	___	___
6.	Is everything put away after it has been used?	___	___
7.	Is any material stored on the stairs?	___	___
8.	Do you avoid climbing over any obstacle?	___	___

### **Falls**

1.	Do all stairs have handrails?	___	___
2.	Do stairs have light switches at the top and bottom?	___	___
3.	Are cracked and worn stair treads replaced promptly?	___	___
4.	Do you always use the handrail on stairs?	___	___
5.	Is adequate lighting available?	___	___
6.	Are lamps or light switches located so no one has to move around in the dark?	___	___
7.	Are nightlights used in rooms, hallways, or in the bathroom?	___	___
8.	Are all floor openings properly covered?	___	___
9.	Are holes in the yard, parking lots, driveways, and sidewalks properly filled or clearly marked?	___	___
10.	Do you always sit properly in the chair (with all legs of the chair on the floor)?	___	___
11.	Do you avoid wearing long trousers/slacks so that you will not catch your heel while walking?	___	___
12.	Do you attempt to wear shoes with non-skid soles?	___	___
13.	Are non-skid mats used whenever possible?	___	___

		Yes	No
14.	Do you avoid jumping from one level to another?	___	___
15.	Do you always get help with a heavy load?	___	___
16.	Do you avoid carrying loads that block your vision?	___	___
17.	Do you use stacks of furniture, boxes, or chairs instead of ladders?	___	___
18.	Before using the ladder, do you check the condition of the rungs, rails, and other parts to make sure that they are in good repair and securely fastened?	___	___
19.	Do you make sure that the top and bottom of the ladder are firmly placed and if on a soft surface, do you use a board of some type to support the ladder?	___	___
20.	Do you follow the 4 to 1 rule (ladder should be one rung length out from the wall for every four rungs to where the ladder touches the wall)?	___	___
21.	Do you avoid stretching to increase your span of reach?	___	___
22.	Do you always work with someone else while using the ladder?	___	___
23.	Do you always face toward the front while on the ladder? (Avoid twisting or turning on the ladder. Don't step on the top rung.)	___	___
24.	If the rungs of the ladder are splattered with paint, oil, or other liquid, do you dry them carefully before you climb?	___	___
25.	Do you use your hands to help climb, not to help carry? (If you can't carry tools or supplies in your pockets, haul them up after you've reached the top.)	___	___
26.	Do you make sure that stepladders are fully open, with the side braces latched?	___	___
27.	While descending the ladder, do you always face the ladder and keep at least one hand on it? (Never descend a ladder with your back to the rungs.)	___	___

		Yes	No
28.	Do you prohibit the use of aluminum or steel ladders around or near electrical wires, switchboxes, or other electrical equipment?	_____	_____
29.	Do you check the scaffold every time you use it?	_____	_____
30.	Do you eliminate the clutter of tools, scrap, or tangled lines from the scaffold and working surface?	_____	_____
31.	Do you climb down from the rolling scaffold whenever it is moved?	_____	_____
32.	Before climbing back up the rolling scaffold, do you make sure that the wheels are locked or blocked?	_____	_____
33.	Are all scaffolds tagged according to their use (green tag – i.e. for use; yellow tag – being assembled or disassembled; red tag – do not use, needs repair or unsafe)?	_____	_____
34.	Do you always wear a safety belt while you are on any scaffold, raised platform, or power platform?	_____	_____
35.	Do you make sure that the pulley, blocks, hooks, fittings, and ropes are all in good condition?	_____	_____

(REV 8/04)