



Slip, Trip, and Fall Self-Assessment

Philadelphia Insurance Companies (PHLY) believes that slips, trips, and falls can be prevented through proactive, practical steps. PHLY customers may complete and return this self-assessment (PhlyRMS@phly.com or fax: 866.375.8218) for a free evaluation of your organization's risk to slips, trips, and falls by PHLY's Risk Management Services team .

Organization's name		Location	
Contact name		Contact phone	
Contact email		Best time to call	
Special comments			

Slip/trip/fall (STF) risk factors	Check as applicable		Comments	Completion Date
	Yes	No (action needed)		
Written procedures are followed for floor cleaning, snow/ice removal, inspections, and STF incidents				
Contracts for 3 rd party service providers include: - Wording holding your organization harmless if a claim arises due to contractor's work - Liability and subrogation waivers in your favor - Certificates of insurance obtained with your organization named as an additional insured				
Legal counsel has reviewed all contracts for 3 rd party service providers & tenant/landlord agreements				
All outdoor walking surfaces are level & in good condition – no uneven walking surfaces; no low spots where water/ice/snow can accumulate				
Outdoor trip hazards (steps, ramps, curbs) highlighted with paint, lighting, signage, or other visual cues				
Good outdoor lighting - checked regularly prior to dawn and after sunset				
Outdoor walking surfaces are free of debris, snow, ice, leaves, grease, and other foreign materials				
Outdoor walking surfaces have adequate traction and is not unsafely slippery when wet				
Drainage around parking lot & building(s) directs water away from sidewalks				
Sidewalks/walking paths are free from tree branches, vegetation, and other obstructions				

IMPORTANT NOTICE - The information and suggestions contained herein are for consideration in your risk improvement efforts. The information is not intended to be complete or definitive in identifying all potential risks to your organization, preventing workplace accidents, or complying with any safety related, or other, laws or regulations. Nor should the information be construed as legal, technical or other professional advice. Philadelphia Insurance Companies disclaims all warranties whatsoever with respect to the information contained herein. You are encouraged to adapt the material that is presented to fit the risks and needs of your organization and to have your legal counsel review all of your plans and companies policies.



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	Yes	No (action needed)		
PHLY's <i>Snow & Ice Removal</i> bulletin has been reviewed and implemented				
Handrails are securely in place where steps have > a 30" rise in elevation or and where ramps rise > 6"				
Walk-off mats inside entry areas – are at least 10' in continuous length; 15' or more in high traffic areas				
Mats are in place where water or grease is commonly present, are in good condition, and are secured				
Floors with slip resistant treatments, such as etching, grit coatings, and traction strips, are re-treated as needed				
2-bucket floor cleaning process used and cleaning agents meet flooring manufacturer's guidelines				
Cleaning in kitchens and other areas with grease is done with bristle brushing and degreasing agents				
Floor is level & in good condition – no carpet snags, floor cracks, or uneven walking surfaces				
Floor has good traction: is free of water, grease, or other slippery foreign materials				
There is good interior lighting throughout – should be checked prior to dawn and after sunset				
Changes in interior walking surfaces (stairs, ramps, carpet-to-tile, etc.) are well marked with contrasting colors, lighting, signage, or other visual cues				
Emergency backup lighting is operational – including in stairs, windowless halls, and exit corridors				
Walkways are not obstructed by furniture, filing cabinets, excess storage, electrical cords, or other items – check stairwells and exit corridors				
Mirrors for blind corners, glass panes for doors opening into heavy traffic areas, and other visibility aids are in place				
Floor cleaning, snow/ice removal, inspections, and STF incident responses are documented				

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