
Slip, Trip, and Fall Prevention Floor Audit

1.0 Objective & Intent

The objective of this SOP is to establish a systematic procedure for conducting a floor audit to identify, document, and mitigate slip, trip, and fall hazards within the cabinet and millwork manufacturing facility. This procedure is designed to comply with WorkSafeBC regulations (OHS Regulation Part 4: General Conditions) and reduce the risk of musculoskeletal injuries, fractures, and head trauma resulting from falls. The specific risk mitigated is the high incidence of slip, trip, and fall incidents caused by debris, spills, uneven surfaces, and poor housekeeping in a dynamic industrial environment.

2.0 Operational Scope

This procedure applies to all production floors, warehouse aisles, loading docks, finishing areas, and common walkways within the cabinet and millwork facility. It is to be performed by the Plant Safety Officer or a designated safety auditor at least once per shift, and immediately following any spill, maintenance event, or material rearrangement. All personnel, including maintenance, production, and supervisory staff, are subject to the findings and corrective actions resulting from this audit.

3.0 Hazard Identification & Mandatory PPE

- Wet or slippery floors from water, coolant, adhesives, or finishing solvents
- Loose debris such as wood chips, sawdust, screws, nails, and packaging materials
- Uneven surfaces including cracked concrete, worn floor mats, and transition strips
- Obstructed walkways from pallets, carts, hoses, or extension cords
- Poor lighting in aisles, corners, and stairwells
- CSA-Approved Steel Toed Boots with slip-resistant soles
- High-Visibility Safety Vest (Class 2 or higher) for all auditors
- Safety Glasses with side shields
- Cut-Resistant Gloves (ANSI A4 or higher) when handling debris

4.0 Required Safety Equipment & Tools

- Floor Audit Checklist (printed or digital on SafeDesk)
- Digital camera or smartphone for photo documentation of hazards
- Measuring tape (25 ft) to assess walkway width and clearance
- Slip meter (e.g., Brungraber Mark II) for measuring coefficient of friction
- Spill response kit (absorbent pads, cones, warning signs)
- Broom, dustpan, and industrial vacuum for immediate debris removal
- Orange safety cones and caution tape for marking temporary hazards

5.0 Step-by-Step Safety Procedure

1. Notify all shift supervisors and area leads that a floor audit is commencing. Ensure no automated machinery will start during the inspection period.
2. Don all required PPE: CSA steel-toed boots, high-vis vest, safety glasses, and cut-resistant gloves. Verify that the slip meter and spill kit are accessible.
3. Begin the audit at the main entrance of the production floor. Walk the designated path systematically, scanning for wet spots, debris, and obstructions. Use the measuring tape to confirm walkway width is at least 1.2 meters (4 ft) clear.
4. For any visible liquid or spill, stop immediately. Deploy the spill response kit: place absorbent pads, set up cones, and post warning signs. Document the location and type of spill with a photo.
5. Inspect all floor transitions, mats, and grates. Use the slip meter to take three readings in each high-traffic zone. Record the average coefficient of friction. If below 0.5, mark the area as a high-risk slip hazard.
6. Check all lighting fixtures in aisles, stairwells, and corners. Use a light meter if available. Any area below 50 lux must be flagged for immediate maintenance. Document with a photo.
7. Identify and photograph any trip hazards: loose cables, hoses, pallet overhang, or protruding nails. For immediate hazards, use caution tape and cones. For non-urgent items, log them in the audit checklist with a priority rating.
8. Complete the audit by reviewing all documented hazards. Assign corrective actions with deadlines to specific personnel (e.g., maintenance for lighting, production lead for debris). Upload the completed audit report to SafeDesk for digital sign-off.
9. Conduct a verbal handover with the next shift supervisor, highlighting any unresolved high-risk areas. Ensure all temporary markings and cones are accounted for before leaving the floor.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.