

# SOP Template: Slip, Trip, and Fall Hazard Inspections

This SOP details the procedures for conducting **slip, trip, and fall hazard inspections**, aimed at identifying and mitigating potential risks in the workplace. It covers regular inspection schedules, hazard identification techniques, reporting protocols, corrective actions, and employee training requirements to ensure a safe environment and reduce the incidence of slip, trip, and fall accidents.

## 1. Purpose

To provide step-by-step guidelines for identifying, reporting, and correcting slip, trip, and fall hazards, thereby reducing workplace injuries.

## 2. Scope

This SOP applies to all employees, contractors, and visitors within the facility.

## 3. Roles and Responsibilities

Role	Responsibility
Safety Officer	Oversee inspections and corrective actions. Maintain records.
Supervisors/Managers	Ensure inspections are completed and corrective actions are taken.
Employees	Report hazards and comply with training requirements.

## 4. Inspection Schedule

- **Daily:** General visual checks by all employees.
- **Weekly:** Supervisors conduct detailed area inspections.
- **Monthly:** Safety Officer conducts comprehensive site inspection and documents findings.

## 5. Hazard Identification Techniques

1. Use of a standardized checklist covering common hazards, such as:
  - Wet or oily floors
  - Uneven surfaces or loose floor tiles
  - Obstructions in walkways
  - Unmarked steps or ramps
  - Poor lighting in corridors or staircases
2. Observation and reporting by employees during routine activities.
3. Collection of incident and near-miss data for trend analysis.

## 6. Reporting Protocols

1. Immediately report hazards using the workplace hazard report form.
2. Notify supervisors and the Safety Officer of urgent risks.
3. Log all findings and corrective actions in an inspection database.

## 7. Corrective Actions

1. Remove or isolate hazards immediately where possible.
2. Implement interim controls (e.g., warning signs) if immediate correction is not possible.
3. Assign responsible persons and deadlines for permanent corrective action.
4. Verify and document completion of corrective actions.

## 8. Employee Training

- All new employees receive slip, trip, and fall hazard awareness training as part of orientation.
- Annual refresher trainings are mandatory for all staff.

- Specialized training for employees working in high-risk areas.

## **9. Documentation and Records**

- Maintain records of inspections, hazard reports, corrective actions, and training.
- Review records annually to assess SOP effectiveness.

## **10. Review and Revision**

This SOP will be reviewed annually or following any slip, trip, or fall incident, regulatory update, or process change.

## **Attachments**

- Slip, Trip, and Fall Hazard Inspection Checklist (sample)
- Hazard Report Form Template
- Corrective Action Log
- Training Attendance Sheet