



# TULANE UNIVERSITY

## 2nd Qtr. 2023 FOCUS INSPECTION – Slips, Trips, Falls & Office Safety

Checklist items should be checked, Yes, No, or N/A for Not Applicable. • For every item checked “No,” you must note corrective action under Comments. Once corrected, provide the date when corrective action is completed. Upon completion of the inspection, the original should be retained by the department via the Departmental Safety Representative (DSR). The department should keep the original for at least three years. Forward the completed report to the Office of Environmental Health and Safety (OEHS) via campus mail (#8480), email attachment, or hand delivery to the OEHS representative at your campus. Please print clearly.

Campus:	Building:
DSR’s Name:	Room or area #:
Department:	Date of Inspection:
DSR’s Email:	Inspector’s Name:

ITEMS SURVEYED		Yes	No	N/A	Room or Location	Comments	Date Corrected
1	Dept. members are aware to immediately report spills and other hazards to the responsible person/dept. if not within their control or responsibility to correct.						
2	Walking surfaces are free of trip hazards caused by uneven flooring (e.g., lifted, missing, or damaged floor tiles; curled mats; torn carpet) or cords/cables across aisles or walkways.						
3	Walking surfaces are free of slip hazards caused by wet or slippery conditions.						
4	Aisles and exits are maintained unobstructed.						
5	Dept. members are aware of proper lifting techniques. (See OEHS <a href="#">Manual Handling and Safety Lifting</a> brochure.						
6	Hand truck or carts are available for transporting heavy items.						
7	Step stools are available for reaching items stored at elevated heights.						

To submit by email, save a copy to your computer and send as an attachment with "Focus Inspection Form – Slips, Trips, Falls & Office Safety" in subject line. All Uptown/ Downtown Labs email: [dbef682b2.wave.tulane.edu@amer.teams.ms](mailto:dbef682b2.wave.tulane.edu@amer.teams.ms); Non-Lab areas [click here to upload](#) or email: [kdougla1@tulane.edu](mailto:kdougla1@tulane.edu); and All TNPRC [click here to upload](#). Rev. 2023-06-12