

Contributing Factor Evaluation Guide

To help you evaluate risks in your workplace using our evaluation form, we have developed the following guide of 10 common contributing factors.

When assessing an area, you will evaluate each contributing factor to determine whether it contributes to a very low (1), low (2), medium (3) or high (4) potential for a slip, trip and fall.

	High potential (Score = 4)	Medium potential (Score = 3)	Low potential (Score = 2)	Very low potential (Score = 1)
Surface composition	Highly polished and smooth surface (example: polished marble)	Adequate traction, but reduced when wet (example: smooth concrete)	Adequate traction, slightly reduced when wet (example: untreated wood)	Adequate traction conditions (example: carpet)
Foreign substance potential	Surface contaminants are likely present (example: water)	Surface contaminants are occasionally present (example: spills)	Surface contaminants are rare (example: beverage spills)	Surfaces have no potential for contaminants
Surface conditions	Worn mats, holes, cracks	Broken tiles, ripped carpet	Worn carpeting, cracked tile	No deficiencies
Surface changes	Carpet to marble	Carpet to tile	Pavement to gravel	No change
Level changes	Slope greater than a step	Step up or step down	Bumps and subtle level changes	Level
Obstructions	Obstacles located in walkway (example: step around or over objects)	Obstacles are in walkway, but guarded (example: extension cords)	No obstacles directly in walkway (example: planters)	None
Visibility	No contrast level changes, very low light	Contrast in colours and low light	Contrast in colours and adequate lighting	Ample lighting
Human factors	High percentage of elderly, or disabled patients / residents / customers	Improper footwear worn by employees	Employees wearing appropriate footwear	No high-risk traffic expected
Stairs (includes any elevators and escalators)	Frequently used stairs, step ladders or uneven treads	Stairs used by a few personnel to limited areas	Stairs seldom used and maintained	No stairs or emergency only
Unusual features	Children's play area, outside garden with fountains	Temporary displays / signage, seasonal decorations	Permanent signage	No distracting features

Note: The descriptions listed in the scoring columns are some common examples for each contributing factor. Use the STF Evaluation Form provided below to record the scores for your facility. There may be times when a specific contributing factor does not apply. Omit the contributing factor from the scoring process when this happens.

Slip, Trip and Fall Evaluation Form

Site Name: _____

Address: _____

Surveyed by: _____

Date: _____

1 Score **CONTRIBUTING FACTOR** in each column: 4 = High potential 3 = Medium potential 2 = Low potential 1 = Very low potential * If factor not applicable, leave blank.

2 Calculate **AREA SCORE**: Add up actual score and divide by total possible score. Convert to percent.

3 Calculate **OVERALL SCORE**: Add up area scores and divide by the number of areas surveyed.

Areas Evaluated:	Foreign substance potential	Surface composition	Surface conditions	Surface changes	Level changes	Obstructions	Visibility	Human factors	Stairs – elevators, escalators	Unusual features	Area Score:
1											
2											
3											
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OVERALL Score: _____

Note: To consider which areas pose the greatest slip, trip and fall potential and need to be addressed first, rank the area scores in DESCENDING order, focusing improvement efforts on areas with the HIGHEST scores. While the goal would be to have all contributing factors rated a "1" (very low potential), any contributing factor rated a "4" (high potential) needs to be improved.