Public Areas:

	Satisfactory	Needs Attention	Not Applicable	Action to be taken
Are rugs, carpets and floor tiles periodically checked for tears, rips or chipping that could cause tripping?	O	O	O	
Are rugs, carpets and floor tiles promptly repaired?	O	O	O	
Are "walk-off" mats used at all entrances to collect grit, water, ice and snow?	O	O	O	
Are "walk-off" mats cleaned frequently?	O	O	O	
Are "Caution Wet Floor" signs used when maintaining floors or after cleaning up a spill?	O	O	O	
Is good housekeeping maintained and are all floor obstructions and tripping hazards removed?	O	O	O	
Are extension, telephone or sound equipment cords on the floor or steps where they can create trip-and-fall hazards?	O	O	O	
Are emergency phone numbers posted by all telephones?	O	O	O	
Do glass doors or partitions have designs etched or applied to them in order to alert people to their presence?	O	O	O	
Are nursery and preschool areas situated so that infants, toddlers and small children can be swiftly evacuated?	O	O	O	
Are poisonous substances stored away from areas where children congregate?	O	O	O	

For more information, ask for Church Mutual's booklet *Safety Begins With People.*

Completed by: _____ Date: _____

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Church Mutual INSURANCE COMPANY