



Standard Guide for Composing Walkway Surface Investigation, Evaluation and Incident Report Forms for Slips, Stumbles, Trips, and Falls¹

This standard is issued under the fixed designation F1694; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This guide provides a listing of items that may be useful in recording and evaluating the conditions of a walkway surface, including ramps and stairs, that may involve a slip, stumble, or trip that may result in a fall.

1.2 This guide provides a listing of data that may be useful in investigating, evaluating, and reporting a slip, stumble, trip, slip and fall, stumble and fall, or trip and fall incident.

1.3 Nomenclature is provided to obtain uniform language for reports.

1.4 The values stated in inch-pound units are to be regarded as standard. The values given in parentheses are mathematical conversions to SI units that are provided for information only and are not considered standard.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 *ASTM Standards:*²

F1646 Terminology Relating to Safety and Traction for Footwear

F2048 Practice for Reporting Slip Resistance Test Results

3. Terminology

3.1 *Definitions:*

3.1.1 The standard terms listed in Section 6 shall be used.

3.1.2 The standard terms listed in Terminology **F1646** shall be used when there is no term(s) provided in this guide.

¹ This guide is under the jurisdiction of ASTM Committee **F13** on Pedestrian/Walkway Safety and Footwear and is the direct responsibility of Subcommittee **F13.50** on Walkway Surfaces.

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² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

4. Significance and Use

4.1 This guide provides recommendations for recording walkway surface investigation, evaluation, and incident report data pertaining to slips, trips, stumbles, and falls. It is intended to aid individuals or entities in the development of their own special reporting system. It is recognized that a user may use this guide in its entirety or may extract only those segments providing the level of information recommended. Depending on the intended use, a report form may be designed to be used alone or as a supplement to or incorporated within another report form. This guide is not a final report form. It lists items that may be considered for inclusion into a questionnaire, document, or report.

4.2 Potential users include persons interested in the prevention and investigation of slip, trip, stumble, and fall phenomena, such as insurance company loss control specialists, industrial and commercial safety professionals, plant and facilities management personnel, forensic engineers, and research personnel concerned with factor correlation, statistics acquisition, loss control, and cost control.

4.3 This guide provides uniform language appropriate for creating a form for manually recording information regarding pedestrian walkway evaluations and slip, trip, and fall incidents.

4.4 *Recommendations for Reporting*—Information specific to site location and case identification is given in **6.2**; information specific to walkway evaluation is given in **6.3**; information specific to slip, trip, and fall incidents is given in **6.4**.

5. Procedure

5.1 *Preparing Report Form(s)*—Consider the recommendations in **6.1 – 6.3** when preparing a walkway surface evaluation report. Use the recommendations in Section 6 when preparing slip and fall, stumble and fall, and trip and fall incident reports and reports of near falls.

6. Report

6.1 *Form of Report*—The report may be in narrative or coded format. The form may be hard copy or electronic media, or the original data may be hard copy and then converted to electronic or computerized format. The form of the report will be left up to the user.