Designation: F 1694 – 96 (Reapproved 2004)

Standard Guide for Composing Walkway Surface Evaluation and Incident Report Forms for Slips, Stumbles, Trips, and Falls[1]

This standard is issued under the fixed designation F 1694; 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 evaluating 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 Field lengths and codes are provided, in the appendixes, and are appropriate for recording data in a computerized database and for obtaining uniformity between databases.

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]

F 1646 Terminology Relating to Safety and Traction for Footwear

3. Terminology

3.1 See Terminology F 1646 for the following term used in this guide:

3.1.1 *SIC*

4. Significance and Use

4.1 This guide provides recommendations for recording walkway surface 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 required. 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 considered appropriate 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. Data on record maintenance may be of special interest in the preparation of documents for firms seeking ISO 9000 certification.

4.3 This guide provides a systematic approach to creating a report form suitable for entry into a computerized database. Uniform data recording provides ready comparison of data between databases or evaluation within one database.

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

4.5 *Requirements 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)*—Use the requirements of 6.1-6.3 to prepare a floor evaluation report. Use all of the requirements of Section 6, including 6.4, to prepare slip and fall, stumble and fall, and trip and fall incident reports and reports of near falls.

[1] This guide is under the jurisdiction of ASTM Committee F13 on Pedestrian/Walkway Safety and Footwear and is the direct responsibility of Subcommittee F13.30 on Footwear.

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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.

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