

Walking and Working Surfaces

Purpose:

This information is presented to improve the level of safety in our operations, and to inform you that we will comply with the OSHA Standard 29 CFR 1910.23.

Responsibility:

Supervisors shall make sure that all walkways, floor and wall openings, stairs, elevated surfaces, and exits are maintained in a safe condition. Employees are responsible for keeping these areas clean and uncluttered and for reporting any hazardous conditions. The Safety Director is responsible for correcting any hazardous conditions brought to their attention.

Skylights must be guarded with a wire screens that can withstand 200 lbs. to prevent employees from falling through.

Walking and Working Surface Checklist:

WALKWAYS:

1. Are aisles and passageways kept clear?
2. Are aisles and walkways marked as appropriate?
3. Are wet surfaces covered with non-slip materials?
4. Are holes in the floor, sidewalk or other walking surfaces repaired properly, covered or otherwise made safe?
5. Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
6. Are materials or equipment stored in such a way that sharp projections will not interfere with the walkway?
7. Are spilled materials cleaned up immediately?
8. Are changes of direction or elevations readily identifiable?
9. Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
10. Is adequate headroom provided for the entire length of any aisle/walkway?
11. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
12. Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL OPENINGS:

1. Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
2. Are toe boards installed around the edges of permanent floor opening (where persons may pass below the opening)?
3. Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
4. Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
5. Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
6. Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
7. Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
8. Are floor or wall openings in fire resistive construction provided with doors or covers compatible with fire rating of the structure and provided with self closing feature when appropriate?

STAIRS AND STAIRWAYS:

1. Are standard handrails on all stairways having four or more risers?
2. Are all stairways at least 22 inches wide?
3. Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?
4. Do stairs angle no more than 50 and no less than 30 degrees?
5. Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?
6. Are step risers on stairs uniform from top to bottom?
7. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
8. Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
9. Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?
10. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
11. Are stairways handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge in any downward or outward direction?

12. Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
13. Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
14. Is the vertical distance between stairway landings limited to 12 feet or less?

ELEVATED SURFACES:

1. Are signs posted, when appropriate, showing the elevated surface load capacity?
2. Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
3. Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?
4. Is a permanent means of access and egress provided to elevated storage and work surfaces?
5. Is required headroom provided where necessary?
6. Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
7. Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXITING OR EGRESS:

1. Are all exits marked with an exit sign and illuminated by a reliable light?
2. Are the directions to exits, when not immediately apparent, marked with visible signs?
3. Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT, " TO BASEMENT," "STOREROOM," etc.?
4. Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
5. Are exit doors side-hinged?
6. Are all exits kept free of obstruction?
7. Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous corrosive, suffocating, flammable, or explosive substances?
8. Are there sufficient exits to permit prompt escape in case of emergency?
9. Are special precautions taken to protect employees during construction and repair operations?

10. Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?
11. Are exit stairways which are required to be separated from other parts of a building, enclosed by at least 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive construction elsewhere?
12. Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 ft. vertical and 12 ft. horizontal?
13. Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and adequate for human impact?

EXIT DOORS:

1. Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
2. Are windows which could be mistaken for exit doors, made inaccessible by means of barriers or railings?
3. Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
4. Is revolving, sliding or overhead door prohibited from serving as a required exit door?
5. Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
6. Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
7. Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
8. Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

PORTABLE LADDERS:

1. Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and movable parts operating freely without binding or undue play?
2. Are non-slip safety feet provided on each ladder?

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4. Are ladder rungs and steps free of grease and oil?
5. Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
6. Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
7. Are employees instructed to face the ladder when ascending or descending?
8. Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, or broken side rails or other faulty equipment?
9. Are employees instructed not to use the top step of ordinary stepladders?
10. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the edge?
11. Is it required that when portable run or cleat type ladders are used, the base is so placed that slipping will not occur?
12. Metal ladders legibly marked with signs reading "**CAUTION**"?
13. Do Not Use around Electrical Equipment" or equivalent wording?
14. Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
15. Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder)?
16. Are metal ladders inspected for damage?
17. Are the rungs of ladders uniformly spaced at 12 inches, center to center?

Walking and Working Surfaces Review:

1. Aisles and passageways are kept clear.
2. Employees clean up spilled materials immediately.
3. Potentially wet or slippery surfaces are covered with non-slip materials.
4. Changes in floor elevations are identified.
5. Bridges are provided over conveyor belts.
6. All floor openings and pits are guarded by a cover, guardrail.
7. All stairways with four or more risers have standard stair rails and handrails.
8. All stairways are at least 22 inches wide.
9. Stairs have at least a 7 foot overhead clearance.
10. The angle of all stairs is no more than 50 and no less than 30 degrees.
11. Steps on stairs are slip resistant and in good condition.
12. Stair handrails are capable of withstanding a load of 200 pounds.
13. Elevated surfaces more than four feet above the floor are provided with standard guardrails.

14. Material on elevated surfaces is secured to prevent falling below.
15. Employees working on powered platforms and man lifts are protected by personal fall arrest systems according to OSHA regulations.