

# Walking Working Surfaces Audit Form

<b>Name</b>	<b>Date</b>	<b>Department</b>
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*... the employer must ensure each employee on a walking-working surface 4 feet or more above a lower level is protected from falling*

### Surface Conditions

- All places of employment, passageways, storerooms, service rooms, and walking-working surfaces are to be kept in a clean, orderly and sanitary condition.
- The floor of each workroom is to be maintained in a clean and, to the extent feasible, in a dry condition. When wet processes are used, drainage must be maintained and, to the extent feasible, dry standing places, such as false floors, platforms and mats must be provided.
- Walking-working surfaces are to be maintained free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow and ice.

### Ladders

- Ladder rungs, steps, and cleats have to be parallel, level and uniformly spaced when the ladder is in position for use.
- Ladder rungs, steps and cleats have to be spaced not less than 10 inches and not more than 14 inches apart, as measured between the centerlines of the rungs, cleats and steps.
- Ladder rungs, steps and cleats have to be a minimum clear width of 11.5 inches on portable ladders.
- Ladder rungs, steps and cleats have a minimum clear width of 16 inches for fixed ladders.

### Portable Ladders

- Have to have at least 11.5 inches interior width between side rails.
- Extension ladders have to extend 3 feet above landing surface.
- Only UL approved non-conductive ladders in good condition and properly equipped with safety feet are allowed on the mill site.
- Wooden ladders are not allowed on the mill site.
- Stepladders have to be used fully open spreaders.
- Do not load ladder beyond the maximum intended load.
- The cap and top step of a stepladder are not used as steps.

### Fixed Ladders

- Have to have at least 7 inches from the cleat forward for foot clearance.
- Have to have at least 2 feet 6 inches from the ladder backwards for body clearance.
- Sider rails have to be continuous with cleats and extend 42 inches above platform.
- Side rails above platform have to flare out.
- Have to have at least 16 inches interior width between side rails.
- Need 15 inch clearance from center of cleat out (both directions).
- Step across distance from cleat to landing platform must be between 7 and 12 inches.
- Fixed ladders over 50 degrees have to be identified for ascending and descending facing forward – *see ship ladders*.

### Mobile Ladder Stand Platform

- Store bought; not mill made.
- Steps have to be uniformly spaced and arranged, with a rise of not more than 10 inches and a depth of not less than 7 inches.
- The slope of the step stringer to which the steps are attached must not be more than 60 degrees, measured from the horizontal.
- Mobile ladder stand platforms with a platform height of 4 to 10 feet have to have, in the platform area, handrails with a vertical height of at least 36 inches and midrails (no toeboard required).
- All ladder stand platforms with a platform height above 10 feet have to have handrails, midrails and toeboards on the exposed sides and ends of the platform.
- Mobile ladder stand platforms have to have a step width of at least 16 inches.
- The steps and platforms of mobile ladder stand platforms have to be slip resistant.
- Mobile ladder stand platforms with a top step height of 4 feet or above have to have handrails (along stairs) with a vertical height of 29.5 inches to 37 inches, measured from the front edge of a step.

### Stairways

- Vertical clearance above any stair tread to any overhead obstruction is to be at least 6 feet 8 inches, as measured from the leading edge of the tread.

- Stairs have to have uniform riser heights and tread depths between landings.
- Stairway landings and platforms are to be at least the width of the stair and at least 30 inches in depth, as measured in the direction of travel.

Stair width	Enclosed	One open side	Two open sides	With earth built up on both sides
Less than 44 inches (1.1 m).	At least one handrail	One stair rail system with handrail on open side.	One stair rail system each open side.	
44 inches (1.1 m) to 88 inches (2.2 m).	One handrail on each enclosed side.	One stair rail system with handrail on open side and one handrail on enclosed side.	One stair rail system with handrail on each open side.	
Greater than 88 inches (2.2 m).	One handrail on each enclosed side and one intermediate handrail located in the middle of the stair.	One stair rail system with handrail on open side, one handrail on enclosed side, and one intermediate handrail located in the middle of the stair.	One stair rail system with handrail on each open side and one intermediate handrail located in the middle of the stair.	
Exterior stairs less than 44 inches (1.1 m).				One handrail on at least one side.

Note to table: The width of the stair must be clear of all obstructions except handrails.

- When a door or a gate opens directly on a stairway, a platform is to be provided, and the swing of the door or gate cannot reduce the platform's effective usable depth to:
  - less than 20 inches for platforms installed before January 17, 2017.
  - less than 22 inches for platforms installed on or after January 17, 2017.

### Standard Stairs

- Are to be installed at angles between 30 to 50 degrees from the horizontal.
- Have a maximum riser height of 9.5 inches.
- Have a minimum tread depth of 9.5 inches.
- Have a minimum width of 22 inches between vertical barriers.

### Spiral Stairs

- Only allowed around tanks and similar round structures when the diameter of the tank or structure is at least 5 feet.
- Have a minimum clear width of 26 inches.
- Have a maximum riser height of 9.5 inches.

- Have a minimum headroom above spiral stair treads of at least 6 feet 6 inches, measured from the leading edge of the tread.
- Have a minimum tread depth of 7.5 inches, measured at a point 12 inches from the narrower edge.
- Have a uniform tread size.

### Ship Ladders – Avoid Installing

- Are installed at a slope of 50 to 70 degrees from the horizontal.
- Have open risers with a vertical rise between tread surfaces of 6.5 to 12 inches.
- Have minimum tread depth of 4 inches.
- Have a minimum tread width of 18 inches.

### Steps over 60 degrees are Ladders

- Labeled as to ascend and descend facing steps.
- Inspected each shift prior to use.

### Dock boards

- Secured by anchoring them in place or using equipment or devices that prevent the dockboard from moving out of a safe position.
- Wheel chocks or sand shoes are to be used to prevent the transport vehicle on which a dockboard is placed from moving while employees are on the dockboard.

### Scaffolding

#### Tags

- Scaffold builder will communicate issues on the tags to the hiring party prior to putting the scaffold in service.
- If we have any questions or concerns about a scaffold, take a picture of scaffold issue and contact scaffolding erector.

#### Inspections

- Scaffolding will be inspected daily and indicated on the tag.
- If inspection tag is missing or not current, scaffolding is not to be used.

#### Building Standards

- Scaffold ladders will not have equipment, piping, etc. running through the ladder.

- Scaffold ladders should turn into the platform.
- Scaffold platforms will be fully decked, hand railed, mid railed and toe boards.
- Scaffolding platforms should have self-closing gates when practical.
- If the transition from ladder to scaffold platform will be difficult, additional access platforms will be built to make a smoother transitions.
- Any scaffold that has a difficult transition from ladder to platform – builder will notify the requesting party and will install their component that allows for self-retractable lanyard and GPI will install the self-retractable lanyard with rope attached to it. Requesting party is responsible to inform the crew using the scaffolding.
- If scaffolding cannot meet these standards; builder will inform the requesting party and indicate such on the tag. Requesting party is responsible to inform the crew using the scaffolding.

**Protection From Fall Hazards**

An employee on a walking-working surface with an unprotected side or edge that is 4 feet or more above a lower level is to be protected from falling:

- unprotected side or edge
- loading rack, loading dock
- hoist areas
- holes
- stairway floor opening
- ladderway floor hole
- ladderway platform
- hatchway and chute-floor opening
- dockboards
- catwalks
- opening chute attachment
- repair pits, service pits

24 feet - Each fixed ladder installed before November 19, 2018 is to be equipped with a personal fall arrest system, ladder safety system, cage or well.

24 feet - Each fixed ladder installed on and after November 19, 2018 is to be equipped with a personal fall arrest system or a ladder safety system.

Fixed ladders having a cage must have a landing platform provided at maximum intervals of 50 feet.

**Stairways**

- An unprotected side or edge of a stairway landing that is 4 feet or more above a lower level is to be protected by a guardrail or stair rail system.

- Each flight of stairs having at least 3 treads and at least 4 risers is to be equipped with stair rail systems and handrails.
- Each ship ladders (50 to 70 degree stairs) and alternating tread type stairs is to be equipped with handrails on both sides.

**Work On Low Slope Roofs**

Contact Safety Department.

**Falling Object Protection**

- When an employee is exposed to falling objects, the employer must ensure that each employee wears head protection.
- In addition, the employer must protect employees from falling objects by implementing one or more of the following:
  - erecting toeboards, screens or guardrail systems to prevent objects from falling to a lower level;
  - erecting canopy structures and keeping potential falling objects far enough from an edge, hole or opening to prevent them from falling to a lower level; or
  - barricading the area into which objects could fall, prohibiting employees from entering the barricaded area and keeping objects far enough from an edge or opening to prevent them from falling to a lower level.

**Criteria and Practices**

**Guardrail Systems**

- The top edge height of top rails, or equivalent guardrail system members, are 42 inches (plus or minus 3 inches) above the walking-working surface.
- Midrails are installed between the walking-working surface and the top edge of the guardrail system when there is not a wall or parapet that is at least 21 inches high.
- Midrails are installed at a height midway between the top edge of the guardrail system and the walking-working surface.
- Guardrail systems are smooth-surfaced to protect employees from injury, such as punctures or lacerations, and to prevent catching or snagging of clothing.
- The ends of top rails and midrails do not overhang the terminal posts, except where the overhang does not pose a projection hazard for employees.
- Top rails and midrails are at least 0.25-inches in diameter or in thickness.
- Guardrail systems on ramps and runways are installed along each unprotected side or edge.

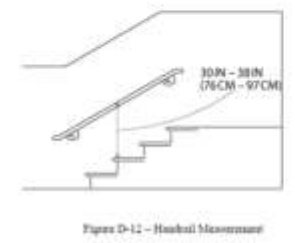
Each cover for a hole in a walking-working surface is secured to prevent accidental displacement.

**Handrails and Stair Rail Systems**

- Handrails are not less than 30 inches and not more than 38 inches, as measured from the leading edge of the stair tread to the top surface of the handrail
- The height of stair rail systems installed before January 17, 2017 is not less than 30 inches from the leading edge of the stair tread to the top surface of the top rail.
- The height of stair rail systems installed on or after January 17, 2017 is not less than 42 inches from the leading edge of the stair tread to the top surface of the top rail.
- The minimum clearance between handrails and any other object is 2.25 inches.
- Handrails and stair rail systems are smooth-surfaced to protect employees.
- Handrails have the shape and dimension necessary so that employees can grasp the handrail firmly.
- The ends of handrails and stair rail systems do not present any projection hazards.

Handrail means a rail used to provide employees with a handhold for support.

Stair rail or stair rail system means a barrier erected along the exposed or open side of stairways to prevent employee from falling to a lower level.



**Toeboards**

- Have a minimum vertical height of 3.5 inches as measured from the top edge of the toeboard to the level of the walking-working surface.
- Do not have more than a 0.25-inch clearance or opening above the walking-working surface.
- Are solid or do not have any opening that exceeds 1 inch at its greatest dimension.
- Where tools, equipment or materials are piled higher than the top of the toeboard, paneling or screening is installed from the toeboard to the midrail of the guardrail system and for a length that is sufficient to protect employees below.
- If the items are piled higher than the midrail, the employer also must install paneling or screening to the

top rail and for a length that is sufficient to protect employees below.

- All openings in guardrail systems are to be small enough to prevent objects from falling through the opening.

**Ladder Safety Systems**

Required over 24 feet - carrier, safety sleeve, lanyard, connectors and body harness

**Personal Fall Protection Systems**

It is important to plan prior to using personal fall protection systems.

Probably the most overlooked component of planning is locating suitable anchorage points.

If you cannot tie off; then scaffolding is the answer – which takes planning.

A personal fall arrest or travel restraint system that meets OSHA requirements shall be worn and attached to the boom or basket when working from an aerial lift.

Anchorage must be:

- Capable of supporting at least 5,000 pounds for each employee attached; or
- Designed, installed and used under the supervision of qualified person, as part of a complete personal fall protection system that maintains a safety factor of at least two.

Allowable Tie Off Points	Not Allowable
Structural steel	Conduit
Pipe over 5 inches with proper pipe supports	Conduit trays