

North Dakota State University

Walking - Working Surfaces

I. Introduction

Many workers spend most of their working day in situations which require them to be aware of their immediate surroundings at all times. They may be obligated to work in limited spaces, passageways, storerooms, and service rooms. It may include rooftops, streets, manholes, steam tunnels, and high rises.

II. Purpose

To ensure all NDSU employees understand the basic elements that are required to work safely.

III. Goals

To prevent occupationally related injuries or a work related death.

IV. Procedures

1. All places of employment shall be kept clean, orderly and in a sanitary condition.
2. Floors of every workroom shall be maintained in a clean and, so far as possible, dry condition. Where wet processes are used, drainage shall be maintained, dry standing places shall be provided, or appropriate footgear shall be required.
3. To facilitate cleaning, every floor, working place, and passageway shall be kept free of combustibles, excess miscellaneous storage, protruding nails, splinters, holes, loose boards, rugs, and unnecessary holes and openings.
4. All building entrances and exits shall be maintained in accordance with the Building and Fire Code in all weather conditions.
5. Sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made.
6. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard.
7. Permanent aisles and passageways shall be appropriately marked.
8. Every stairway floor opening shall be guarded by a standard railing on all exposed sides.
9. If covers are used, they should be strong enough to support the loads to be imposed upon them and should be secured to prevent accidental displacement. While the cover is not in place, the opening shall be constantly attended by someone, or shall be protected on all exposed sides by removable side railing.
10. Floor openings, open pits, trapdoors, tanks, ditches, or holes should be protected by approved guardrails or covers.
11. Do not remove covers on floor openings without approval by your supervisor. When a cover has been removed to bring in equipment or material, replace the cover immediately upon completion of material handling.
12. Do not remove warning signs/posters advising of the floor openings or open covers.
13. Temporary floor opening shall have standard railings, or shall be constantly attended

- by someone.
14. Floor hole into which a person can accidentally walk shall be guarded by a standard railing with standard toe board on all exposed sides, or a floor hole cover of standard strength and construction.
 15. Floor holes into which persons cannot accidentally walk (because of fixed machinery equipment or walls) shall be protected by a cover that leaves no opening more than 1 inch wide. The cover shall be securely held in place to prevent tools or materials from falling through.
 16. A platform shall be provided where doors or gates open directly on a stairway, and the swing of the door shall not reduce the effective width to less than 20 inches.
 17. Every wall opening from which there is a drop of more than 4 feet shall be appropriately guarded.
 18. Every temporary wall opening shall have adequate guards, but these need not be of standard construction.
 19. Every open sided floor or platform 4 ft. or more above adjacent floor or ground level shall be guarded by a standard railing on all opens sides except where there is entrance to a ramp, stairway, or fixed ladder.
 20. Regardless of height, open sided floors, walkways, platforms, or runways above or adjacent to dangerous equipment or other hazards shall be guarded with a standard railing and toe board.
 21. Every flight of stairs having four or more risers shall be equipped with standard stair railings or standard handrails.
 22. Winding stairs shall be equipped with a handrail off set to prevent walking on all portions of the treads having a width of less than 6 inches.

V. Training

The department supervisor is responsible for providing training to their employees on a regular basis to enable them to recognize and prevent hazards associated with walking - working surfaces.