WINGER companies

WEEKLY TOOLBOX TALKS

WALKING / WORKING SURFACES

General Requirements

Many workers are injured every year due to slips, trips, or falls generated by improper walking and working surfaces. Most of these accidents can be prevented if proper safety precautions are initiated. Slips, trips, and falls can be caused by conditions such as ice, standing water, grease, polished floors, loose flooring or carpeting, uneven walking surfaces, poorly placed objects (electrical cords, tools and materials), and damaged ladder steps. The controls needed to prevent these hazards are usually relatively simple, such as keeping walkways and stairs clear of debris, coiling up extension cords and hoses when not in use, keeping electrical and other wires out of the way, wearing appropriate footwear, and clearing parking lots, stairs, and walkways in snowy weather. The following provides information on walking/working surfaces hazards and prevention:

- Aisles and Passageways
  1. Where mechanical handling equipment is used, such as forklifts, sufficient clearances shall be maintained for aisles, at loading docks, through doorways and wherever turns or passage must be made.
  2. Aisles and passageways shall be kept clear and in good repairs, with no obstruction that could create a hazard.
  3. Where doors or gates open directly on a stairway, a platform shall be provided, and the swing of the door shall not reduce the effective width to less than 20 inches.
- Housekeeping
  1. All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly.
  2. The floor of every workroom shall be maintained in a clean and, so far as possible, a dry condition.
  3. Where wet processes are used, drainage shall be maintained, and false floors, platforms, mats, or other dry standing places should be provided where practicable.
  4. When possible extension cords and welding leads should be ran at least 8' overhead.
- Guardrail Systems Guardrail systems consist of a top rail 42 +/- inches high and must withstand a force of at least 200 pounds. A mid-rail must be located midway between the top-rail and toe-board, and be able to withstand a force of at least 150 pounds. A toe-board is 3.5 inches from the working level and must withstand 50 pounds.
- Floor Loading Protection Whenever loads or single items exceeding 350lbs are to be placed on grating or roofing structures, employees must determine the safe load capacity before taking this action. Loft areas used for storage must have the rated capacity posted.
- Holes in Floors:
  1. Shall be constantly attended by someone or shall be protected by a cover, hard barricade or removable standard railing.
  2. Every floor hole into which persons cannot accidentally walk (on account of fixed machinery, equipment, or walls, shall be protected by a cover that leaves no openings more than 1 inch wide.
  3. The cover shall be capable of supporting, without failure, at least twice the maximum load weight of employees, equipment or materials that may be imposed at any one time.
  4. The cover shall be secured in place so as to prevent accidental displacement by wind, equipment, or employees.
  5. The cover shall be color coded and marked "HOLE" or "COVER" to provide warning of the hazard
- Covers and Guardrails Covers and/or guardrails shall be provided to protect personnel from the hazards such as open pits, tanks, vats, ditches, stairways, ladder ways, hatchways, skylights, pit/trap doors, manholes, floor holes, chutes, window wall openings, open-side floors and platforms. Skylight floor openings and holes shall be guarded by a standard skylight screen or a fixed standard railing on all exposed sides.
- Guarding Floor and Wall Openings Floor openings shall be guarded by a covers or standard guardrail system, including a top-rail, mid-rail, and if needed a toe-board. Wall openings from which there is a drop of more than 4 feet shall also be guarded.
- Protection of Open-Sided Floors and Platforms Open-sided floors or platforms 4 feet or more above adjacent floor or ground level shall be guarded by a standard guardrail system on all open sides, except where there is entrance to a ramp, stairway, or fixed ladder. Stairways having four or more risers shall be equipped with standard stair railing or handrails.

Meeting Date: _____ Trainer: _____

Supervisor: _____ Location: _____

Attendees: (Please print clearly)

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

WEEKLY TOOLBOX TALKS

Walking/Working Surfaces

1. Slips, trips, and falls can be caused by conditions such as:
   A. Ice
   B. Standing Water
   C. Grease
   D. Uneven Surfaces
   E. All of the above _____

2. When possible extension cords and welding leads should be ran at least 8' overhead. True or False? _____

3. Guardrail systems consist of a top rail ____ +/- inches high and must withstand a force of at least ____ pounds.
   A. 30, 150
   B. 42, 200
   C. 50, 250
   D. 60, 300 _____

4. A mid-rail must be located midway between the top-rail and toe-board, and be able to withstand a force of at least _____ pounds
   A. 50
   B. 100
   C. 150
   D. 200 _____

5. A toe-board is ____inches from the working level and must withstand ____ pounds.
   A. 2, 30
   B. 2.5, 40
   C. 3, 45
   D. 3.5, 50 _____

6. Loft areas used for storage must have the rated capacity posted and guardrails? True or False? _____

7. Holes in Floors:
   A. Shall be constantly attended by someone or shall be protected by a removable standard railing.
   B. Every floor hole into which persons cannot accidentally walk (on account of fixed machinery, equipment, or walls, shall be protected by a cover that leaves no openings more than 1 inch wide.
   C. The cover shall be capable of supporting, without failure, at least twice the maximum load weight of employees, equipment or materials that may be imposed at any one time.
   D. The cover shall be secured in place so as to prevent accidental displacement by wind, equipment, or employees.
   E. The cover shall be color coded and marked "HOLE" or "COVER" to provide warning of the hazard.
   F. All of the above _____

Printed Name: _____ **Trained by:** _____

Signature: _____ **Trained by Signature:** _____

Date: _____ **Location:** _____