

(13) Walking and Working Surfaces

This section outlines the [Company Name] procedures for ensuring safety when walking and working on surfaces, to reduce slips, trips, and falls in the workplace. This applies to all employees, contractors, and visitors to [Company Name] premises.

- **General Requirements**

Employees must ensure that all walking and working surfaces have the strength and structural integrity to support them safely.

- **Housekeeping**

Aisles and passageways are to be kept clear and in good condition, with no obstruction across or in aisles that could create a hazard.

- **Floor Openings**

Floor openings should be guarded by a standard railing and toe board or a floor hole cover of standard strength and construction.

- **Open-Sided Floors and Platforms**

Open-sided floors or platforms 4 feet or more above adjacent floor or ground level must be guarded by a standard railing or the equivalent.

- **Stairs**

Standard stair rails or handrails are to be provided on stairs with four or more risers or stairs that are 30 inches high, whichever is less.

- **Ladders**

Ladders must meet the requirements of 29 CFR 1910.25, .26 and .27, including being maintained in good condition, used only for the purpose for which they were designed, and used in a manner that ensures safety.

- **Scaffolding**

Scaffolding must be erected and used in compliance with 29 CFR 1910.28, including being capable of supporting its own weight and at least four times the maximum intended load.

- **Fall Protection**

When employees are exposed to falling 4 feet or more to lower levels, [Company Name] will provide guardrail systems, safety net systems, or personal fall arrest systems to prevent falls.

- **Training**

Employees will be trained in fall hazards in the work area and how to recognize them, and in the procedures to be followed to minimize these hazards.

- **Inspections**

Walking and working surfaces will be inspected regularly and as necessary, to ensure they are free of hazards. Employees are encouraged to report any possible hazards they identify.

- **Incident Reporting**

All incidents, including slips, trips, and falls, regardless of the severity, must be reported to [Supervisor/Manager/other designated person] immediately.

- **Disciplinary Actions**

Failure to comply with these procedures may result in disciplinary action, up to and including termination.