

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C670: Walking & Working Surfaces (A)

Introduction: Fatal falls and serious injuries are often caused by inadequate guarding and fall protection when working around skylights, and roof and floor openings. Following are safety guidelines to address the protection needed when work is performed on walking and working surfaces:

- Never sit on, lean against, or step on a skylight or any covering placed over a hole in a roof or floor.
- Guard or securely cover all holes you have created or uncovered before you leave the work area. Other workers might not notice them and fall through. When in doubt, ask your supervisor how to properly cover or guard a hole.
- Always use a personal fall arrest system (PFAS) that includes a full-body harness, lanyard, connectors, and appropriate anchorage points (tie-offs) when working over an unguarded or uncovered opening more than 6 feet above a lower level; for example, while you are installing a skylight or ventilation unit in an opening that cannot be guarded or covered.
- When you use a PFAS, inspect it daily and report any damage or defects to your supervisor. Tie off only to anchorage points that your employer has identified as safe.
- Immediately tell your supervisor about any unguarded roof or floor openings, or other fall hazards in your workplace.
- A competent person must inspect the worksite, before work begins, to identify fall hazards and determine which fall prevention system to use.
- Conduct scheduled and unscheduled inspections to ensure that the proper fall prevention system is being used. Workers should be able to recognize fall hazards and know the procedures to follow to minimize them.

Protection for floor openings: Every stairway floor opening must be guarded by a standard railing. The railing must be on all exposed sides, except for the entrance. For infrequently used stairways, where traffic across the opening prevents the use of fixed standard railing (as when located in aisle spaces), the guard must be a hinged, floor opening cover, and removable railings on all exposed sides (except at a stairway entrance).

- Every ladder way, floor opening, or platform must be guarded by a railing and toeboard on all exposed sides (except for the entrance), with the passage through the railing provided either by a swinging gate or an offset that prevents a person from walking directly into the opening. Every hatchway and chute floor opening must be guarded by either:
 - A hinged cover with standard railings or that is permanently attached, leaving only one exposed side. When the opening is not in use, the cover must be closed, or the exposed side must be guarded at both the top and intermediate positions by removable railings.
 - A removable railing with a toeboard on not more than two sides of the opening and fixed railings with toeboards on all other exposed sides. The removable railings must be kept in place when the opening is not in use. If the feeding of material into any hatchway or chute opening is necessary, protection must be provided to prevent a person from falling through the opening.
- Every skylight floor opening and hole must be guarded by a skylight screen or a fixed railing on all exposed sides.
- Every pit and trapdoor floor opening (infrequently used) must be guarded by a floor opening cover. When the cover is not in place, the opening must be attended by someone, or be protected on all exposed sides by removable railings.
- Manhole floor openings must be guarded by a manhole cover that doesn't need to be hinged. While the cover is not in place, the manhole opening must be constantly attended by someone or protected by removable railings.
- Temporary floor openings must have standard railings, or must be constantly attended by someone.
- Every floor hole into which persons can accidentally walk must be guarded by either a railing with toeboard on all exposed sides, or a floor hole cover. While the cover is not in place, the floor hole must be attended by someone or be protected by a removable railing.
- Floor holes that no one can accidentally walk into must be protected by a cover that leaves no openings more than one inch wide. The cover must be securely held in place to prevent tools or materials from falling through.
- Where doors or gates open directly on a stairway, a platform is required, and the swing of the door must not reduce the platforms effective width to less than 20 inches.

Conclusion: Let your fellow workers know where there is an opening in a floor or roof. Utilize these guidelines for all walking and working surfaces.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

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These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.