



**Duke University - Facilities Management Department
Environmental Safety and Health Program**

ACCESS AND WORKING SURFACES PROGRAM

Area: All FMD Organizations

Date Effective: May 15, 2019

Issue No.: 1

Revision: 0

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- A. Purpose.** To identify potential hazards and injury prevention measures related to general access and working surfaces, not covered in FMD's Fall Protection and Ladder Safety Programs.
- B. Scope.** This program applies to all applicable FMD employees (including temporary employees and interns), and supplemental labor working for FMD.
- C. Policy**
- FMD will take all reasonable measures to provide a safe workplace. All FMD operations must be performed in a manner that will minimize potential risk to FMD and/or Duke employees, assets, the local community, and the environment.
 - The provisions of this program and all applicable standards will be followed to ensure the safety of personnel performing service or maintenance activities to equipment, machines, or systems.
- D. Definitions**
- Access:** Any horizontal or vertical surface on or through which an employee works, or gains direct access to a work area.
 - Authorized:** A specific location or area.
 - Dangerous Equipment:** Equipment, such as vats, tanks, electrical equipment, machinery, equipment or machinery with protruding parts, or other similar units, that, because of their function or form, may harm an employee who falls into or onto the equipment.
 - Designated Area:** A distinct portion of a walking-working surface delineated by a warning line in which employees may perform work without additional fall protection.
 - Fall Hazard:** Any condition on a walking-working surface that exposes an employee to a risk of harm from a fall on the same level or to a lower level.
 - Handrail:** A rail used to provide employees with a handhold for support.
 - Hole:** A gap or open space in a floor, roof, horizontal walking-working surface, or similar surface that is at least 2 inches (5 cm) in its least dimension.
 - Lower Level:** A surface or area to which an employee could fall. Such surfaces or areas include, but are not limited to, ground levels, floors, roofs, ramps, runways, excavations, pits, tanks, materials, water, equipment, and similar surfaces and structures, or portions thereof.
 - Open Riser Stairs:** Stairs with a gap or space between treads of stairways that do not have upright or inclined members (risers).
 - Qualified Person:** A person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience has successfully demonstrated the ability to solve or resolve problems relating to the subject matter, the work, or the project.
 - Ramp:** An inclined walking-working surface used to access another level.

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12. **Spiral Stairs:** A series of treads attached to a vertical pole in a winding fashion, usually within a cylindrical space.
13. **Stairway (stairs):** Risers and treads that connect one level with another, and includes any landings and platforms in between those levels. Stairways include standard, spiral, alternating tread-type, and ship stairs.
14. **Standard Stairs:** A fixed or permanently installed stairway. Ship, spiral, and alternating tread-type stairs are not considered standard stairs.
15. **Stepstool:** A self-supporting, portable ladder that has flat steps and side rails. For purposes of the final rule, stepstool includes only those ladders that have a fixed height, do not have a pail shelf, and do not exceed 32 inches (81 cm) in overall height to the top cap, although side rails may extend above the top cap. A stepstool is designed so an employee can climb and stand on all of the steps and the top cap.
16. **Unprotected Sides and Edges:** Any side or edge of a walking-working surface (except at entrances and other points of access) where there is no wall, guardrail system, or stair rail system to protect an employee from falling to a lower level.

E. Responsibilities

1. FMD supervisors/managers are responsible for:
 - a. Ensuring employees training on this program's contents.
 - b. Ensuring employees compliance with this program.
2. FMD employees are responsible for:
 - a. Securing any tools or equipment that may be subject to falling to a lower level while working.
 - b. Following this program's specifics as described in sections F-G below.
 - c. Reporting any dangerous walking and/or working surfaces to their supervisor immediately.
3. FMD Safety is responsible for:
 - a. Oversight of this program and compliance auditing.
4. OESO is responsible for:
 - a. Duke University's Walking and Working Surfaces program oversight and compliance.

F. Stairs

1. When possible, employees should use handrails while ascending and descending standard or spiral stairs, as well as ramps.
2. When possible, employees should keep one hand free while ascending and descending stairs.
3. Employees should walk up and down stairs one at a time.
4. Employees should keep their head up while ascending and descending stairs (i.e. do not view cell phone screen).
5. Take extra caution on open riser stairs.
6. If carrying a load, and an elevator is accessible, it should be used.
7. Should not carry equipment or material that blocks their view of the stairs or walkway directly in front of them.

G. Surfaces

1. All places of employment, passageways, storerooms, service rooms, and walking-working surfaces must be kept in a clean, orderly, and in a sanitary condition.
2. The floor of each workroom must be maintained in a clean and, to the extent feasible, in a dry condition.
3. 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.
4. All working surfaces should be maintained free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, ice, clutter, damaged tile, carpet, cords, mats, runners, and other surface irregularities, etc.

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5. Always ensure stepstools are used only on flat and dry surfaces.
6. Do not work in an area that you are not authorized to.
7. If any area or equipment is marked as dangerous, do not cross that designation line.
8. Place appropriate 'wet floor' signs in any wet areas, being sure to place more than one sign if the area is large or the area has multiple accesses.

H. Inspections

1. Access areas and working surfaces should be inspected regularly, and as necessary, and maintained in a safe condition.
2. Hazardous conditions on walking working surfaces should be corrected or repaired as soon as possible. If the correction or repair cannot be made immediately, the hazard should be guarded and/or communicated, in order to prevent employees from using the surface until the hazard is corrected or repaired.
3. When any correction or repair involves the structural integrity of the walking working surface, a qualified person performs or supervises the correction or repair.

I. PPE

1. Work boots, safety shoes, and safety glasses should always be worn while performing repairs on walking working surfaces and when otherwise required.
2. Other PPE should be worn as applicable to the task.

J. Training

1. FMD employees will be provided awareness training by their supervisor or FMD Safety on this Program's contents and requirements.
2. For designated personnel, online training will be provided via the OESO website, and is required by designated employees upon hire and every three years, or as-needed. This might include when new equipment is introduced into the workplace, procedures change, and/or the work area changes.

K. References

1. 29 CFR 1910 Subpart D

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