

Walking-Working Surfaces Periodic Inspection Checklist

Version 1.0

August 2019

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Check the following items on all walking-working surfaces at the facility. If there is a surface on site that does not pass the inspection, notify _____ immediately.

OSHA defines a walking-working surface as, “any horizontal or vertical surface on or through which an employee walks, works, or gains access to a work area or workplace location.” That definition will include, but is not limited to, floors, runways, stairs, lofts, ladders, step surfaces, raised platforms, storerooms and most any other location, surface or equipment where an employee can access and work.

Area Inspected: _____

Date Completed: _____

Conducted By: _____

Walking-Working Surfaces Inspection Checklist	Yes	No	N/A
General Working Areas			
Are production areas, warehouses, passageways, storerooms, office areas, bathrooms and other walking-working surfaces maintained in a clean, orderly, and sanitary condition?			
Do all elevated walking-working surfaces support the maximum intended load for that surface?			
Are work surfaces dry and free from contaminants and slip hazards such as oil, water, dust and spray powder?			
Are warning signs provided where floors are being mopped or cleaned?			
Are rooms or areas with a single entrance, such as a bathroom, blocked when the floors are being mopped or cleaned?			
Are wet or slippery surfaces protected with slip-resistant materials?			
Does management ensure that the means of access and egress are not blocked, especially fire exits and pathways?			
Is the area kept clear of cords, hoses, wiring, open drawers, sharp projections (e.g., protruding nails), loose boards or tiles, and similar hazards?			
Are the carpeting or entrance mats frayed, worn or wrinkled?			
Is adequate lighting provided and maintained?			
Are absorbent and cleaning supplies on hand to effectively respond to spills and leaks of various sizes?			
Are spills cleaned up immediately, according to proper procedures?			
Are leaks of oil and other material from equipment cleaned up immediately and contained, with actions taken to prevent future leaks?			
Are grates, floor drains or similar covers for floor openings that are designed to allow for foot traffic and rolling equipment in place and undamaged?			
Are the repairs to holes or guarding in place and undamaged?			
Note: A hole is a gap or open space that measures 2 inches or more in its least dimension.			
Is the yellow slip-resistant tape or paint for trip or fall hazards intact and undamaged?			

Aisles & Walkways			
Are aisles and passageways kept clear of cords, hoses, wiring, open drawers, sharp projections, loose boards and similar hazards?			
Are materials stored in such a way that they do not block or interfere with the aisle or walkway?			
Have aisles and passageways been marked appropriately?			
Are cords and hoses on the floor elevated or secured with hard cord covers?			
Is there enough headroom for the entire length of any aisle or walkway? If not, have the bump hazards been padded appropriately?			
Is there safe clearance for walking in aisles where motorized or mechanical handling equipment operates?			
Are aisles and walkways that pass near moving or operating machinery or other operations (e.g., welding, cutting) arranged so employees are not exposed to potential hazards?			
Are anti-fatigue mats not worn, damaged, curled or buckled?			
Are changes in direction or elevation readily identifiable?			
Are the bridges over conveyors and similar hazards intact and not damaged?			
Is adequate lighting provided throughout the entire facility, including stairways?			
Stairs			
Are steps on stairs slip-resistant and is all slip-resistant material intact?			
Are steps on stairs secure and not loose?			
Are stair railings and handrails intact and undamaged?			
Are handrail and stair rail systems smooth-surfaced, with no projection hazards presented at the ends?			
Are adequate barriers and warnings provided in areas where stairs exit directly into an area where vehicles may be operating?			
Is the swing of the door or gate unblocked or not obstructed?			
Loading Docks			
Are portable dockboards secured to prevent them from moving out of a safe position?			
When dockboards are being used, is there sufficient contact between the truck and dock to prevent movement?			
Are measures used, if applicable, to prevent the transport vehicle from moving while employees are on the dockboard?			
Are portable dockboards equipped with handholds or other means to permit safe handling?			
Are the railings for any elevated dock surface present and undamaged?			

Low-Sloped Roofs

[Low-slope roof: A roof that has a slope less than or equal to a ratio of 4 to 12 (vertical to horizontal)]

Is the fall protection system (i.e., guardrail systems, safety net systems, travel restraint systems or personal fall protection systems) installed for work performed less than 6 feet from the roof edge intact and undamaged?			
Are warning lines for designated areas in good condition?			
Are railings around fixed-ladder roof hatches intact, and is the self-closing gate in working order?			
Are the railings around or screens over skylights intact and in good working order?			

Elevated Surfaces

Are protective systems (e.g., guardrail systems, safety net systems or personal fall protection systems for elevated surfaces) with an unprotected side intact and undamaged?			
If railings are used, are the top rail, mid rail and toe board intact?			
Where tools, equipment or materials are piled higher than the top of a toe board, is the paneling or screening installed from the toe board of sufficient length to protect employees below?			
Is the load capacity of the elevated surface exceeded?			
Is material stored on elevated surfaces placed so as to prevent it from tipping, falling, collapsing, rolling or spreading?			

Personal Fall Protection

Are tie off points intact and undamaged?			
Are all lanyards, harnesses, carabiners and other equipment undamaged and intact?			
If a personal fall protection system has been deployed or used to stop someone from falling, has a competent person re-inspected the system and determined it is safe for future use?			

Pits and Holes			
Are holes in the floor, sidewalk, parking lot or other walking surfaces repaired properly, covered or otherwise made safe?			
Are the colored floor markings and/or warning lines still clearly visible and in good condition?			
Are caution signs that state "Caution — Open Pit" clearly visible?			
Is each hole cover secured to prevent accidental displacement?			
When holes are uncovered for access, is fall protection being used (e.g., guard rails, personal fall arrest system) for employees working in and around the hole?			
Outdoor Conditions			
Is it ensured that sidewalks do not have any significant height variations?			
Are adequate supplies of snow and ice removal tools kept in accessible areas?			
Are outdoor walking areas (sidewalks, parking lots, stairs) shoveled and applied with ice melt as necessary to keep the areas clear and dry?			
Are adequate lighting and clear path markings provided in parking lots and sidewalks?			