

Walking-Working Surfaces Training Checklist

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Employees in the graphic arts industry will often access various work areas to perform their jobs. These work areas are known as “walking-working surfaces.” If these work areas, or access to them, are not kept in safe condition, they can cause or contribute to serious injuries resulting from slip, trips and falls. Many of these injuries can be prevented by taking measures to ensure safe walking-working surfaces.

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 and storerooms. OSHA has developed standards to prevent injury under the regulations for Walking-Working Surfaces (CFR 1910.21-.30, Subpart D).

These new standards require each employee who uses personal fall protection systems to be trained by a qualified person in a manner that the employee understands.

The following checklist serves as a best practice tool and provides training assistance to employers. It also provides a general awareness of the federal regulatory subjects and basic training requirements associated with the OSHA walking-working surfaces standards. This checklist should be used to assess if the necessary categories (as determined by the standard) have been covered during employee training. Employees must be aware and understand all of the subjects presented in this checklist.

It should be noted that several states operate their own OSHA programs (i.e., state plans). The individual state plans can adopt the federal standards as written or they can develop requirements beyond the federal standards. Employers should investigate if their facilities are located in a state that operates an OSHA state plan and research the appropriate standards requirements.

Because there can be several variables in a company’s operation — including configuration and work sites — some compliance aspects of a facility may not be addressed by the topics presented within this checklist. Therefore, additional regulations and requirements may apply and further assessments may be necessary.

This document does not constitute full compliance and does not cover the entire scope or detailed elements of specific regulations. To ensure full compliance, employers should seek additional information or assistance. Contact PRINTING United Alliance’s Government Affairs department with any questions: govtaffairs@printing.org or 888-385-3588.

Training Requirements	Yes	No	N/A
General			
Have employees been instructed to inspect walking-working surfaces regularly and as necessary and to maintain them in a safe condition? [29 CFR 1910.22(d)(1)]			
Has the employer provided information and training to each employee in a manner that the employee understands? [29 CFR 1910.30(d)]			
Fall Hazards			
Are employees trained on the nature of the fall hazards in the work area and how to recognize them? [29 CFR 1910.30(a)(3)(i)]			
Are employees trained on the procedures to be followed to minimize hazards? [29 CFR 1910.30(a)(3)(ii)]			
Manhole Steps			
Have employees been instructed to inspect manhole steps at the start of the work shift? [29 CFR 1910.24(b)(3)]			
Stairways			
Have employees been instructed to use and maintain alternating tread-type stairs in accordance with the manufacturer's instructions? [29 CFR 1910.25(b)(9)]			
Designated Areas (For Low-Slope Roofs)			
Are employees who use a designated area trained in the proper set-up and use of the area? [29 CFR 1910.30(b)(4)]			
Have employees been instructed to remain within the designated area while work operations are underway? [29 CFR 1910.29(d)(1)(i)]			

Training Requirements (continued)	Yes	No	N/A
Personal Fall Protection Systems			
Is employee training provided for each employee who uses personal fall protection systems before using the systems? [29 CFR 1910.30(a)(1)]			
Are employees trained by a qualified person? [29 CFR 1910.30(a)(2)]			
Are employees trained on the correct procedures for installing, inspecting, operating, maintaining and disassembling the personal fall protection systems? [29 CFR 1910.30(a)(3)(iii)]			
Are employees provided training on the correct use of personal fall protection systems and equipment including proper hook-up, anchoring and tie-off techniques, as well as methods of equipment inspection and storage? [29 CFR 1910.30(a)(3)(iv)]			
Have employees been instructed to not use any personal fall protection system until a qualified person has inspected each knot in a lanyard or vertical lifeline? [29 CFR 1910.140(c)(6)]			
Have employees been instructed to only use personal fall protection for its intended purpose? [29 CFR 1910.140(c)(16)]			
Have employees been instructed to inspect personal fall protection systems for mildew, wear, damage and other deterioration during each work shift? [29 CFR 1910.140(c)(18)]			
Are employees provided training on the proper care, inspection, storage, and use of fall protection equipment? [29 CFR 1910.30(b)(1)]			
Has the employer communicated a rescue plan to their employees in the event of a fall? [29 CFR 1910.140(c)(21)]			
Dockboards			
Are employees provided training on proper and secure dockboard placement? [29 CFR 1910.30(b)(2)]			
Retraining			
Is employee re-training conducted anytime the employee fails to have the understanding and skill required for use of fall protection systems or equipment? [29 CFR 1910.30(c)]			
Is employee re-training provided when changes in the workplace render previous training obsolete or inadequate or when there are changes in the types of fall protection systems or equipment used? [29 CFR 1910.30(c)(30)]			

Notes: