

# Floor and Walkway Safety

## Safety Meeting Packet

### Protect Your Workforce



Workers in all industry types are exposed to walking and work surface hazards that can result in injury or even death.

To reduce the likelihood of injuries and promote worker safety, the Occupational Safety and Health Administration (OSHA) has prescribed specific standards for walking and working surfaces.

Remove scrap and debris from the workspace and walkways regularly to eliminate trip hazards. When storing materials in the workspace, make sure they do not project into a walkway or leave a sharp edge where employees routinely pass by.

### Walkway Planning

In addition to maintaining a clean workspace, there are some considerations for the work area that can reduce the chance of a walkway injury.

Appropriately mark aisles and walkways. If suitable, use markings on the floor identifying the walkway. Use coloring or signage to identify changes to elevation or direction.



### Floor and Walkway Hazards

Evaluate the floors and walkways in the workplace to identify possible hazards. Hazards could include:

- Clutter, obstructions, or spills
- Loose rugs or mats
- Damaged or uneven walkway surfaces
- Polished surfaces with inadequate traction
- Rain, snow, or ice
- Improper footwear

When evaluating a walkway, make sure that it has adequate lighting and headroom for those passing through. Walkways should not take workers by operating machinery or welding operations. Consider providing additional clearance if motorized or mechanical handling equipment will be operating in the area. If the work area includes conveyors or similar hazards, consider using bridges to pass over them.

When work involves processes that create wet surfaces, consider using slip-resistant or raised mats.

### Work Environment

OSHA requires that employers keep walking-working surfaces in a clean, orderly, and sanitary condition. Implementing a housekeeping program can be an effective way to keep walkways clear and safe.



When liquid or other materials are spilled, quickly clean up the spill. If the area remains wet or slick during or after cleanup, place caution signs to warn employees of the potential slip hazard.

### Floor and Wall Openings

In addition to maintain the walkway, employers must also protect employees against falls and injuries that may result from unprotected openings in or near walkways.

Excluding entrances to stairways and ladders, floor openings should have a cover, a guardrail, or an equivalent on all sides. Consider adding toeboards around the opening if there are individuals below the opening to reduce the risk of falling items.

Glass objects that are subject to human impact like windows, doors, and glass walls must be a sufficient thickness and type for the condition of use.

If there is a floor drain or similar opening, make sure that grates or similar covers are of such design that foot traffic or rolling equipment will not be affected by grate spacing.

Unused portions of service pits and pits not actually in use should be covered or surrounded by guardrails or similar protection.



## Elevated Surfaces

When the workplace includes elevated walkways, some additional precautions should be considered. Guardrails and toeboards may be necessary to prevent accidental falls and falling debris.

Elevated areas used for storage must have the maximum safe load limit of the floor, in pounds per square foot, conspicuously posted. If materials are stored on elevated areas, make sure they are stacked in a way to avoid tipping, falling, or collapsing.

## Employee Considerations

Modifying and maintaining the workplace are important steps to reducing the risk of injury, but employees also need to consider their actions when moving through the workplace. Employees should remember:

- Do not rush. Trips and falls commonly occur when people are in a hurry.
- Learn to recognize and avoid hazards.
- If slippery or wet surfaces cannot be avoided, take slow, short steps with the toes pointed slightly outward.
- Wear shoes with slip resistant soles if the work area has slippery surfaces.
- Walk up and down stairs slowly.

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For additional information regarding walkway safety, please consult the following OSHA Standards:

- 29 CFR 1910.21, Subpart D – Walking-Working Surfaces
  - 29 CFR 1910.145(c)(2) – Specifications for Accident Prevention Signs and Tags
  - 29 CFR 1926.250 – General Requirements for Storage
  - 29 CFR 1926.502 – Fall Protection Systems Criteria and Practices
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# Floor and Walkway Safety Safety Meeting Attendance Acknowledgement

Company Name \_\_\_\_\_  
 Department / Division \_\_\_\_\_  
 Meeting Date & Time \_\_\_\_\_  AM  PM  
 Meeting Location \_\_\_\_\_  
 Name & Title of Individual Conducting Meeting \_\_\_\_\_

### Key Meeting Discussion Points / Important Reminders:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Internal Procedures Reviewed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!**

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
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(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees Not Present: \_\_\_\_\_

Suggestions/Recommendations to Improve Workplace Safety and Health: \_\_\_\_\_

Actions Taken: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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**Disclaimer:**

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.

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