



## **WALKING WORKING SURFACES**

Integrated Water Services, Inc.  
(the Company)



## **Purpose**

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This procedure establishes safety requirements for walking-working surfaces at Integrated Water Services (IWS) to prevent injuries caused by slips, trips, and falls. It ensures compliance with OSHA 29 CFR 1910 Subpart D and supports IWS's safety goals by addressing open holes, elevated surfaces, ladders, platforms, stairways, and floor conditions across all operations.

## **Scope**

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This procedure applies to all IWS employees, subcontractors, and visitors at construction sites, fabrication shops, water treatment facilities, and any other IWS-controlled work environments.

## **Key Responsibilities**

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### **Supervisors:**

- Ensure walking-working surfaces are safe, maintained, and inspected.
- Coordinate the prompt repair of damaged or hazardous surfaces.
- Ensure guardrails and covers are installed where required.
- Conduct hazard assessments and enforce fall prevention requirements.

### **Employees & Operators:**

- Maintain situational awareness while walking or working on surfaces.
- Report damaged floors, stairs, ladders, or other hazards immediately.
- Do not enter unguarded open holes or elevated areas without fall protection or authorization.

### **HSEQ Team:**

- Provide training and awareness on surface safety and fall prevention.
- Audit project sites and facilities for compliance with surface safety standards.
- Ensure corrective actions are implemented for deficiencies found during inspections.

## **Walking-Working Surface Requirements**

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### **General Requirements**

- All surfaces must be kept clean, dry (where possible), and free from recognized hazards such as spills, protruding objects, sharp edges, or obstructions.
- Damaged or worn flooring (including tile, grating, or wood) must be promptly repaired or replaced.
- Walking areas must be illuminated sufficiently for visibility.



## Open Holes and Floor Openings

Open holes and floor openings present serious fall and trip hazards and must be protected according to OSHA requirements and IWS expectations. These hazards include, but are not limited to, exposed openings in floors, roofs, decks, grating, and excavation areas.

### Protection Requirements:

- **Covers:** All floor holes 2 inches or greater in diameter must be covered with a secured, load-rated cover capable of supporting at least twice the maximum intended load.
- **Guardrails:** When covers are not feasible or temporarily removed, the opening must be protected on all sides by a standard guardrail system.
- **Toe Boards:** Toe boards must be installed when there is potential for tools, materials, or debris to fall to a lower level.
- **Barricades:** Where neither a cover nor guardrail is in place (such as during active work), physical barricades and clear signage must be used to warn and restrict access.

### Installation & Verification:

- Covers must be marked with “HOLE” or “COVER” and be secured to prevent movement or displacement.
- Materials used as covers (plywood, steel plate, etc.) must be in good condition and without defects.
- Supervisors must verify that all open holes and floor openings are either protected or properly barricaded before beginning work each day.

### Temporary Removal Protocol:

- Covers may be temporarily removed only under direct supervision and when work requires access through the opening.
- Fall protection must be used by any worker exposed to the opening.
- The hole must be immediately re-covered or re-guarded once access is no longer required.

### Excavation & Trenching (Adjacent to Walkways or Work Zones):

- Open excavations near walking-working surfaces must be protected using barricades, fencing, or guardrails.
- Walkboards or trench plates must be installed with slip-resistant surfaces and load ratings appropriate to traffic.
- Access points over excavations must include edge protection and signage.

### Reporting & Correction:



- Employees must immediately report any open hole or unprotected floor opening to supervision.
- Work must not proceed in or around open holes until protection is verified.
- Unprotected holes discovered during inspection must be corrected or secured immediately.

### **Stairways and Ladders**

- Handrails must be installed on stairways with four or more risers or rising more than 30 inches.
- Fixed ladders must be maintained in good condition and meet clearance and design standards.
- Portable ladders must be inspected before use and secured during work activities.

### **Work Platforms and Elevated Surfaces**

- Elevated work surfaces 4 feet or more above a lower level must have guardrails or fall protection systems.
- Scaffolding and mobile platforms must be inspected daily and meet OSHA stability requirements.
- Workers must maintain three points of contact when climbing or descending.

### **Safe Operating Procedures**

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#### **After Installation and Before Use:**

- Conduct a visual inspection of walking and working surfaces, ladders, and platforms.
- Identify and correct or report hazards such as loose strapping, loose anchors, holes, debris, or obstructions.

#### **During Use:**

- Do not run, jump, or carry loads that obstruct view or create imbalance.
- Use designated paths and stairways and avoid unsafe shortcuts or walking across surfaces not designed for foot traffic.
- Always use fall protection systems when required and ensure they are anchored correctly.

#### **After Use:**

- Clean up spills and secure any materials or tools to prevent tripping hazards.
- Report any newly identified surface issues or damage to supervision immediately.

### **Training Requirements**

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#### **Mandatory Training for All Affected IWS Employees:**



- Hazards associated with walking-working surfaces and how to identify them.
- Use and inspection of ladders, platforms, and stairways.
- Procedures for reporting damaged or hazardous surfaces.
- Requirements for open hole covers and fall protection.

Training must be completed upon hire and repeated at a minimum of every three years.