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Administrative Procedure

PRC-PRO-SH-10321

Walking/Working Surfaces

Revision 1, Change 1

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Topic: Occupational Safety and Industrial Health

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Functional Manager: Roueche, Kimberly

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CHANGE SUMMARY

JHA: Administrative

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Rev. 1, Chg. 1

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Description of Change

Changed a reference from our procedure to the DOE site wide procedure/program



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**Project: CH2M HILL Plateau Remediation Company
Topic: Occupational Safety & Industrial Hygiene**

Administrative Use

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CHANGE SUMMARY

AJHA: N/A

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Description of Change**Rev 1-1:** Changed a reference from our procedure to the DOE site wide procedure/program.**Rev 1-0:** Transferred maintenance and inspection requirements for mobile ladder stands and ladder stand platforms with implementation of PRC-PRO-MN-40323.

Step 1.1: deleted applicability to step stools LTE 32" high

Step 3.0.5: Added bullet activities outside immediate work area.

Step 3.0.7: Added step for gates or hanging chain guards

Appendix A, *Mobile Ladder Stand Inspection*: deleted appendix and related steps.

(responds to CRRS items CR-2010-2761 & CR-2010-2319)

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1.0 INTRODUCTION**1.1 Purpose**

This Level 2 Procedure establishes the requirements for providing safe walking and working surfaces to prevent injuries from slips, trips, and falls. This procedure also addresses mobile ladder stands (rolling ladders).

1.2 Scope

The requirements are applicable to CH2M HILL Plateau Remediation Company (CHPRC) Team employees, with the exception of action by Emergency Response personnel. The Hanford Fire Department would respond to situations involving possible roof access according to guidelines consistent with their training based on the International Fire Service Training Association material.

1.3 Applicability

The requirements are applicable to CH2M HILL Plateau Remediation Company (CHPRC) Team employees, with the exception of action by Emergency Response personnel.

1.4 Implementation

This procedure is effective upon publication.

2.0 RESPONSIBILITIES

All responsibilities associated with this procedure are identified in the process steps.

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3.0 PROCESS

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
All Personnel	1.	MAINTAIN floor loading from employees, materials, and equipment within prescribed weight limits.
	2.	KEEP work surfaces orderly, free of tripping hazards, and free of other hazards that could result in injury.
Facility/ System Owner	3.	In permanent structures, PROVIDE guardrail systems for walking/working surfaces when the difference in elevation is four feet or greater.
	4.	For temporary floor openings or ladder-ways, PROVIDE a cover of standard strength and construction or otherwise protect with guardrail systems.
	5.	When a ceiling or crawl space becomes a working surface, GIVE additional attention to hazard assessment and control. CONSIDER activities and conditions that may be outside the immediate work area, in the adjacent or surrounding non-task area, when assessing hazards.
All Personnel	6.	Where potential fall hazards exist, employees shall comply with requirements of DOE-0346, <i>Hanford Site Fall Protection Program</i> . <u>IF</u> leaning over handrails is required, <u>THEN</u> USE a secondary fall restraining device, unless center of gravity issues have been fully addressed.
	7.	Where a swinging/hinged guardrail gate or replaceable chain linkage section is installed to provide removable guardrail protection, such protection shall be securely placed/positioned across the floor or wall opening to prevent a fall hazard exposure.
Facility/ System Owner	8.	Before working on or accessing roofs at facilities that are not fully operational and fully maintained, PERFORM additional evaluation including a search of historical files.
	9.	REQUEST a complete roof evaluation if one has not been performed within the past five years by qualified engineers
	10.	PRESERVE the results of the evaluation in historical files.
	11.	PROVIDE safe access to and from work areas, CONSIDER frequency and type of usage as well as potential hazards.

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Actionee	Step	Action
NOTE:		<i>A Lesson Learned from a fall-related fatality at 105-F Building in April 1992 is that additional hazard analysis and control is required when there is indication of structural damage from weather or other causes in any facility that is not fully operational or fully maintained. It is critical in the pre-job planning stage of work to identify and control these hazards associated with aging.</i>
		12. When a roof becomes a working surface, GIVE additional attention to hazard assessment and control.
All Personnel	13.	<p>CARE AND USE of Mobile Ladder Stands and Mobile Ladder Stand Platforms shall consist of the following:</p> <ol style="list-style-type: none"> a. Each unit shall be inspected upon receipt for damage incurred during shipping and prior to each period of use for any sustained damage, such as unusual wear, deterioration or corrosion. b. Units that are damaged or weakened from any cause shall not be used until repairs are completed. Units beyond repair shall be destroyed. c. Occupied units shall not be moved. d. Units shall not be loaded beyond rated loads. e. Materials and equipment shall not be stored on the steps or platform of a unit. f. Additional height shall not be gained by the addition of any type of extension or an object being placed on the unit. g. Foreign materials, such as mud or grease, shall be removed from employees' shoes prior to ascending a unit. h. Handrails should be used while ascending or descending the unit. i. Users are cautioned to take proper safety measures when units are used in areas where electrical lines exist. j. AVOID placing units in front of a door unless the door is secured in an open position, locked, attended or barricaded. k. Always keep the unit in close proximity to the work. DESCEND AND RELOCATE the unit to prevent overreaching. l. Mobile ladder stands and ladder stand platforms are intended to be used only on a level surface. They are not to be used on uneven or sloping surfaces.

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Actionee	Step	Action
All Personnel	m.	Employees using mobile ladder stands and ladder stand platforms are required to read and understand the user instructions before using any unit.
	n.	Access to or egress from any step or platform from any other elevated surface shall be prohibited unless the unit has been positively secured against movement.
	o.	Users shall only stand on steps or platforms.
Facility/ System Owner	14.	Maintenance and inspection of mobile ladder stands and ladder stand platforms shall be performed in accordance with the manufacturer's maintenance instructions and PRC-PRO-MN-40323 to maintain the quality and serviceability of the unit.

4.0 FORMS

None

5.0 RECORD IDENTIFICATION

All records are generated, processed, and maintained in accordance with PRC-PRO-IRM-10588, *Records Management Processes*.

Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility	OCRWM Retention Schedule (If OCRWM Related)
Inspection/evaluations	Inspector	Facility System Owner	N/A

6.0 SOURCES

6.1 Requirements

10 CFR 851, *Worker Safety and Health Program*, Section 23 "Safety and Health Standards"
 29 CFR 1910.22(a), *Housekeeping*
 29 CFR 1910.23, *Guarding floor and wall openings and holes*
 29 CFR 1926.501, *Duty to have fall protection*
 29 CFR 1910.29, *Manually propelled mobile ladder stands and scaffolds*

6.2 References

ANSI A14.7, *Mobile Ladder Stands and Mobile Ladder Stand Platforms*
 PRC-PRO-IRM-10588, *Records Management Processes*
 PRC-PRO-MN-40323, *Inspections – Portable and Fixed Ladders; Mobile Ladders and Mobile Ladder Stands*
 DOE-0346, *Hanford Site Fall Protection Program*