

TOOLBOX TALK: Walking-Working Surfaces, Ladders & Fall Protection

Directive: EHS-SD-0017 | Authority: OSHA / ADOSH | Review: Annually

PURPOSE

Establish minimum requirements to identify, prevent, and control hazards from walking-working surfaces, slips/trips/falls, ladders, stairways, elevated work, roof access, scaffolding, and fall protection systems.

SCOPE

All UA employees performing work on walking-working surfaces, elevated locations, roofs, maintenance, construction/renovation, facilities, research support, utilities, grounds, custodial, warehouse, and event support at all University-owned/leased facilities.

RESPONSIBILITIES

- Leadership: Support implementation, provide resources
- Supervisors: Identify hazards, inspect, train, correct, enforce, stop work
- Employees: Follow directive, inspect areas, use equipment properly, report hazards, stop work
- EHS: Technical assistance, audits, training, hazard evaluation

SURFACE REQUIREMENTS & HOUSEKEEPING

- Surfaces: clean, orderly, free of hazards, support loads, illuminated
- Hazards: wet floors, uneven surfaces, loose mats, cords, obstructed aisles, unprotected openings
- Housekeeping: clear aisles/exits/stairwells, clean spills immediately, use caution signs, store materials properly

FALL PROTECTION

- General Industry: 4 ft or greater
- Construction: 6 ft or greater
- Methods: guardrails, personal fall arrest, travel restraint, safety nets, warning lines
- Equipment: inspect harnesses, lanyards, lifelines, connectors, anchorages before each use
- Body belts NOT permitted for fall arrest
- Defective equipment removed immediately

ROOFTOP SAFETY

- Authorized access training required
- Follow department procedures
- Maintain awareness of roof edges
- Use required fall protection
- No unauthorized access or working alone without rescue capability

SCAFFOLD SAFETY

- Only trained personnel erect/modify/dismantle
- Inspect before each shift; fully planked; guardrails required
- Must support 4x intended load
- Tags: GREEN = safe | YELLOW = restricted | RED = do not use

FALLING OBJECTS & RESCUE

- Controls: hard hats, toeboards, debris netting, barricades, canopies, tool tethering
- Never store materials near edges
- Rescue plan required when using fall arrest: emergency contacts, rescue equipment, procedures, prompt rescue capability

TOOLBOX TALK: Walking-Working Surfaces, Ladders & Fall Protection (continued)

LADDER SAFETY - PORTABLE

- Inspect before each use; remove damaged ladders
- Maintain 3 points of contact
- Face ladder when climbing; stay centered
- Do NOT stand on top caps or overreach
- Do NOT move ladders while occupied
- No makeshift extensions

EXTENSION LADDERS

- Extend at least 3 ft above landing surface
- Secure when practical
- 4:1 rule: base 1 ft out for every 4 ft of height

FIXED LADDERS

- Must comply with OSHA 1910.23
- Over 24 ft: ladder safety system or personal fall arrest required

STAIRWAYS

- Keep unobstructed, good repair, handrails, slip-resistant
- Use handrails; avoid loads that block visibility
- Report damage immediately

TRAINING REQUIREMENTS

- Topics: hazard recognition, slip/trip/fall prevention, ladder safety, stairways, fall protection, scaffolds, rooftop, emergency procedures
- Retrain when: conditions change, equipment changes, unsafe behaviors observed, knowledge gaps identified

INSPECTIONS

- Routine: floors, walkways, stairways, ladders, roof access
- Annual program reviews: verify OSHA, ADOSH, and University compliance

STOP WORK AUTHORITY

Every employee has the authority and responsibility to STOP WORK when:

- Imminent danger exists
- Fall protection is absent or ineffective
- Equipment is unsafe
- Conditions create significant risk of injury

Work shall NOT resume until hazards are corrected.

KEY REFERENCES

- 29 CFR 1910 Subpart D (General Industry)
- 29 CFR 1926 Subpart M (Construction Fall Protection)
- 29 CFR 1926 Subpart X (Stairways & Ladders)
- Arizona ADOSH
- UA PPE, Contractor Safety, JHA, Fall Protection Programs

"Every slip, trip, and fall is preventable. Safe walking-working surfaces protect our employees, our students, and our mission. If the surface is unsafe, stop and correct the hazard before proceeding."

TOOLBOX TALK: Attendee Sign-In Sheet

Topic: Walking-Working Surfaces, Ladders & Fall Protection

Directive: EHS-SD-0017

Date: _____

Location: _____

Supervisor: _____

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