

FLOOR PROTECTION

1. Task

Installation of materials, plywood, plastic board, etc. to provide protection to various types of flooring i.e. terrazzo, vinyl, wood, finished concrete, carpet, etc. Floors to be protected from PEWP operation, scaffolds (both rolling and standing), ladders, carts for material handling, etc.

2. Hazards

Fall hazards, trip hazards and slip hazards due to unsecured sections of floor protection.

3. Controls

Pre-Job Safety Assessments (PSA) shall be completed for the installation of system being used and the method of installation. PSA shall include controls for material handling, tools being used (power tools, adhesive tapes, cutting devices i.e. utility knives, etc.).

- ❖ Type of floor protection to be determined by Site Superintendent and or Coordinator prior to installations. Types may include 3/4" plywood, high density corrugated plastic board, cardboard (Masonite), poly, etc. Product will vary depending on the level of protection required, traffic levels, use of equipment, machinery, etc.
- ❖ Location must be identified to Site Contractor prior to start to ensure all tools, equipment, devices, materials, etc. are removed. Potential for material handling hazards.
- ❖ Floor area should be inspected prior to installation to ensure any floor opening for power, plumbing, data, etc. are properly covered and/or protected. Locations shall be marked for ease of access after protection in place. Also, to determine any pre-existing damage or incomplete work.
- ❖ Floor area to be swept clean prior to installation - method of dust control shall be used when sweeping.
- ❖ Once the method of protection has been determined the entire area is protected. All edges shall be secured based on the type of system being used and any manufacturer's recommendations. Methods of securing may be nailing strips, adhesive tape, plates, etc. Locations of securing shall be installed to prevent the creation of additional trip hazards i.e. plywood nailing strips shall be tapered and identified with high visibility paints (orange layout paint). Taped edges shall be cut so there are no loose ends.
- ❖ Locations with floor protection shall be inspected on a regular basis to ensure all edges are properly secured, there are no loose or moving sections, and they are free from any water, oils, liquids, etc. Key areas of inspection are access/egress points, stairs, and high traffic zones and shall include subcontractor laydown areas.
- ❖ Loose edges shall be immediately repaired with selected floor protection in place. Loose edges may include dog eared corners, curled edges, joints that may have come loose from method of securing (damaged adhesive tape, wood trip, nails or screws, etc.)
- ❖ Damaged sections (sheets) should be immediately replaced.
- ❖ Site Contractors are to ensure that they do not damage protection when completing work activities (oils, paints, etc). Damaged sections shall be immediately reported to Best Personnel Site Superintendent for maintenance.
- ❖ Site Contractors are responsible to ensure that their work area is cleaned daily to ensure that all debris (saw dust, drywall dust, liquids, etc.) do not create additional hazards.
- ❖ Site Contractors that are required to use a liquid for their work activity i.e. cutting fluids, water, etc. may be required to have a method of containment to prevent liquid from spilling on to the floor protection. In addition, Site Contractors shall have required spill cleanup kit available (as per Best Personnel Environmental Program). Also refer to applicable MSDS for methods of clean-up and protection.
- ❖ Site Contractors completing any work activities that include cutting, sparks, open flame or heat must ensure protection is in place so that they do not damage or burn the floor protection. This may include fire blankets, fire extinguisher, etc. (refer to Best Personnel Fire Extinguisher Use/Flammable and Combustible Substances Procedures).
- ❖ Site Contractors are not permitted to remove floor protection without authorization of Best Personnel prior to start of work activity (advanced notice required). Site Contractor who removes any floor protection is responsible



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to ensure it is reinstalled properly or arrangement made with Best Personnel upon notification. Site Contractors who fail to notify Best Personnel or complete unauthorized removal may be held responsible for any associated costs and may be subject to disciplinary action.

- ❖ Floor protection located in any area where the general public is using it for access points, etc. shall be inspected daily and all damage shall be repaired immediately. Location shall be signed to identify possible slip/trip hazards.
- ❖ Never use Floor Protection to cover an opening in the floor. Floor openings must be adequately protected and identified as described in the Best Personnel Canadian Safety Manual and as per Provincial Legislation.