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## **FLOOR MAINTENANCE POLICY**

### **WELCOME!**

This sample program is provided to assist you as an employer in developing programs tailored to your own operation. We encourage you to copy, expand, modify and customize this sample as necessary to accomplish this goal.

This document is provided as a compliance aid, but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes.) Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed. Of course, we welcome your comments and feedback!

The North Carolina Department of Labor OSH Consultative Services Bureau can be contacted for further assistance such as helping you set up your individual program and even with on-site surveys. Feel free to contact us at 1-800-NCLABOR or at 919-807-2899. You may also want to visit our website at <http://www.nclabor.com/osh/consult/bcs1.htm>

**Remember: A written safety/health program is only effective if it is put into place!**

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(Company Name)

## **FLOOR MAINTENANCE POLICY**

### **I. Company Policy:**

Because slips and falls in the workplace are a leading cause of on-the-job injuries, this policy is established to provide information and practices to minimize the risk of accidents. All employees are expected and required to comply with this policy. Employees assigned to work in routinely wet/slippery areas (e.g., kitchens, dishrooms) shall wear slip-resistant rubber-soled (not leather) footwear. Adequate lighting shall be maintained in all work/walking areas.

### **II. Walking and Working Surfaces:**

Surfaces (e.g., floors) shall be kept clean and dry. Water and other spills shall be removed from the floor immediately using mops, buckets, squeegees, rags, etc.. Where wet processes are used, adequate drainage shall be provided and/or slip-resistant floor mats installed. Warning signs and/or pylons will be used to designate wet/slippery areas as appropriate. Elevated landings, docks, platforms, etc., which are four (4) feet or more above floor or ground level will have any open-sides protected by a standard guardrail system.

### **III. Main Aisles:**

Main aisles/exits shall be kept clear and in good repair, free of obstructions, holes, and/or trip hazards such as cords and hoses. In the case of temporary obstructions, employees shall use pylons or similar methods to mark the hazard(s). The use of overhead hose coils, ramping over floor cords/hoses, etc., shall be implemented as appropriate as an engineering solution.

### **IV. Housekeeping:**

Each work area shall establish a program to ensure the daily maintenance of all areas in a neat and orderly condition. Documented inspections of housekeeping conditions shall be conducted on a monthly basis. Any deficiencies shall be reported to management for timely corrective action.

### **V. Employee Training:**

New employees shall be trained on this policy during their initial job orientation. Follow-up training shall be conducted as deemed appropriate by the company.