

MINIMUM REQUIREMENT

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WP/SEA MINIMUM REQUIREMENTS Stairway



MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

- Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.
- Entry door is located in close proximity to an office, when entering, open door slowly.
- Verify that stairway light is turned on.
- Verify that there are no obstructions in the walkway of the stairs.
- Make sure door to storage area is propped open if carrying items to be stored.
- Verify that the light has been turned on in the attic.
- Verify that there are no obstructions in the walkway areas of the storage area.
- Remember to use correct lifting techniques/buddy system/mechanical means when carrying items to be stored.
- Remember to always have one hand free when carrying items, always use 3 point contact with the stairway.
- When leaving the storage area, remember to turn off lights and close upper door.
- Exit door is located in close proximity to an office, use caution when opening door.
- Remember to turn off stairway lights when exiting into hallway.

MINIMUM REQUIREMENTS

- 1) Verify **All** conditions identified in the “Memory Joggers” section are met (or are not applicable); if **ANY** are not met, **STOP** and add the necessary step to the WP/SEA to ensure the safest method possible.
- 2) When entering stairway, open door slowly as not to hit someone walking in the hallway.
- 3) When lifting items from dolly, use correct lifting techniques.
- 4) When ascending stairs and carrying items, keep one hand free to have 3 point contact with the stairway at all times.
- 5) Take your time when ascending stairway, using entire tread for footing.
- 6) Bring items to its correct holding area and keep walkways clear of any items that may pose as a tripping hazard.
- 7) When bringing items downstairs, lift items using correct lifting techniques.
- 8) When descending stairs and carrying items, keep one hand free to have 3 point contact with the stairway at all times.
- 9) Take your time when descending stairway, using entire tread for footing.
- 10) When opening door to exit stairway, open door slowly as not to hit anyone walking in the hallway.
- 11) Turn off Light when exiting.
- 12) When entering stairway, open door slowly as not to hit someone walking in the hallway.
- 13) When lifting items from dolly, use correct lifting techniques.
- 14) When ascending stairs and carrying items, keep one hand free to have 3 point contact with the stairway at all times.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA