

Hard copy of this document, if not marked "CONTROLLED" in red,  
is by definition uncontrolled and may be out of date.

Standard Operating Procedure  
for  
**FLOOR TILE REMOVAL**

**REVISION**

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
8	DCN3905	Updated section 1 (Purpose and Scope), 4.3 (Procedure for Floor Tile Removal), and 4.10 (violation procedure).	September 2024	G. Matteson	K. Rydberg

Prior revision history, if applicable, is available from the Document Control Office.

## 1. PURPOSE AND SCOPE

- 1.1 The purpose of this document is to define raised floor tile removal instructions while working on the Albany NanoTech Complex (ANC).
- 1.2 NY CREATES employees, and/or students, tenant employees, contractors, and sub-contractors are prohibited from raising/replacing floor tiles, unless they are requested and authorized to do so through the Work Authorization Permit process (**CFM-00004-F1**) and/or the Floor Tile Removal Form (**EHS-00032-F1**).
- Exceptions to the Floor Tile Removal process include responses to emergencies by Emergency Response Team (ERT) and/or
  - Toxic Gas Monitoring Systems (TGMS) activity providing the individuals use safety precautions such as, but not limited to, testing the atmosphere for oxygen deficiency and hazardous vapors. [Must follow all established procedures unless the situation is deemed a life safety emergency only.](#)

## 2. RESPONSIBILITIES

### 2.1 Floor Tile Entrant / Lifter

- 2.1.1 The entrant / lifter is responsible for ensuring that there are two people involved in the removal and replacement of floor tiles. The second person must remain as a buddy / spotter to provide assistance, as required.
- 2.1.2 The entrant/lifter is also responsible for completion and posting of the Floor Tile Removal Form (**EHS-00032-F1**), ensuring that the applicable approvals, guardrail system, danger warning signage, danger tape, barriers, notifications and ownership signage, tethers and personal fall protection systems are in place prior to beginning the work and posted on barricade.

### 2.2 Supervisor / Department Manager

- 2.2.1 The Supervisor / Department Manager is responsible for ensuring the following, but not limited to, work related topics: safety training, use of personal protective equipment (PPE), safe work practices, safe workplace conditions, and compliance with this procedure, form, and other relevant procedures.

### 3. ASSOCIATED DOCUMENTS

- 3.1 **EHS-00007** Confined Space Entry Permit Procedure
- 3.2 **EHS-00032-F1** Floor Tile Removal Form
- 3.3 **EHS-00041** Fall Protection Policy
- 3.4 **CFM-00004** Instructions for Obtaining Work Authorization Permits
- 3.5 **CFM-00004-F1** Work Authorization Permit
- 3.6 **CFM-01005-F1** Dirty Work Permit Application

### 4. PROCEDURE FOR FLOOR TILE REMOVAL

- 4.1 The individual(s) responsible for the floor tile(s) removal must communicate the hazard to others working in the affected area(s), install the guardrail system, warning signage and post a copy of **EHS-00032-F1 – Floor Tile Removal Form** at the work area.
- 4.2 The floor opening(s) must have a guardrail system that meets OSHA 1910.29 requirements (e.g., a top rail at least 39 inches in height above the walking-working surface, capable of supporting a force of 200 pounds, a mid-rail set halfway between the top rail and the walking-working surface capable of withstanding a force of 150 pounds, a self-closing gate at the entranceway, and a toe board that is 3.5 inches vertical height). The guardrail system must be secured to the supporting floor system to prevent tip over or removal before work is completed.
- 4.3 If one (1) floor tile is removed for work lasting fifteen (15) minutes or less with no guardrail system in place, a spotter must constantly guard the floor opening to alert others to the open floor. A soft barrier consisting of danger tape and signage must also be installed around the floor opening area.
  - Soft barricade shall consist of safety cones with danger tape strung between them or equal barricade materials.
  - Soft barricade must surround the open floor tile completely.
    - Standalone floor tiles must be bounded by four safety cones.
    - Floor tiles near a wall or tool component may use that component as a wall/barricade and be bound by soft barricade only on the open sides.

- 4.4 Floor tile lifting tools, specifically designed for the type of tile, must be used to remove and/or replace tiles. Lifting tools must be in good condition and inspected before use for defects. If defects are found, the lifting tool must be removed from service, and another obtained for use.
- 4.5 The tile being removed must be lifted just high enough to clear the tiles on either side.
- 4.6 A tether must be used to prevent tools and/or equipment falling, when appropriate.
- 4.7 The removed tile(s) and any associated pieces must be positioned away from the opening so as not to create trip hazards and/or pose a risk of falling back into the hole. Tiles must be stacked face-to-face and metal-to-metal, to prevent tile and floor damage.
- 4.8 Each individual on a walking-working surface with an unprotected side or edge that is four (4) feet or more above a lower level must be protected from falling by an OSHA compliant guardrail system or personal fall protection system.
- 4.9 Each individual must be protected from tripping into or stepping into or through any hole that is less than four (4) feet above a lower level by hole covers or an OSHA compliant guardrail system.
- 4.10 [Violations of these procedures will result in the following action taken by NY CREATES:](#)
- [First Offense – Written warning](#)
  - [Second Offense – Removal of badge and site access for 30 days. Personnel must retrain on violated procedure after the time is concluded to return to work on site.](#)
  - [Third Offense – Removal of badge and site access permanently.](#)

## 5. RECORDS

- 5.1 No records retention is required for the Floor Tile Removal Form.
- 5.2 [Offences will be tracked by EHS on a per person basis.](#)