
Standing Workstation Mat Placement Safety SOP

1.0 Objective & Intent

The objective of this SOP is to establish mandatory safety protocols for the placement, inspection, and replacement of anti-fatigue mats at all standing workstations within the cabinet and millwork manufacturing facility. This procedure is designed to mitigate the risk of slip, trip, and fall injuries caused by curled edges, uneven surfaces, or improperly positioned mats, and to reduce ergonomic strain on employees required to stand for prolonged periods. Compliance with WorkSafeBC regulations (OHS Regulation Part 4: General Conditions, Sections 4.20-4.22) and the BC Ergonomics Standard (Part 4.47) is mandatory.

2.0 Operational Scope

This procedure applies to all production, assembly, finishing, and packaging areas where employees stand for more than two consecutive hours per shift. It covers all anti-fatigue mats used at workstations, including those at saws, sanders, assembly benches, and packaging lines. All maintenance personnel, supervisors, and safety coordinators are responsible for ensuring compliance. This SOP does not apply to seated workstations or areas where mats are used for temporary floor protection during material handling.

3.0 Hazard Identification & Mandatory PPE

- Trip Hazards: Curled, wrinkled, or overlapping mat edges can cause employees to trip and fall, leading to sprains, fractures, or head injuries.
- Slip Hazards: Mats placed on wet, oily, or dusty floors can shift or become slippery, increasing the risk of falls.
- Ergonomic Strain: Worn or inadequate mats fail to provide sufficient cushioning, leading to fatigue, lower back pain, and joint stress.
- Fire Hazard: Mats made of combustible materials (e.g., foam) placed near ignition sources (e.g., welding, grinding) can ignite.
- CSA-Approved Steel Toed Boots (required for all personnel in production areas)
- Safety Glasses with side shields (required when handling mats near sharp edges or debris)
- Cut-Resistant Gloves (ANSI A4 or higher) for handling mats with rough or abrasive backing
- High-Visibility Vest (required in areas with forklift traffic)

4.0 Required Safety Equipment & Tools

- Anti-fatigue mat (meeting ANSI/NFSI B101.1 slip resistance standard)
- Mat edge beveling strips or transition ramps (for high-traffic areas)
- Double-sided carpet tape or anti-slip mat adhesive (for securing mats to smooth floors)
- Utility knife with retractable blade (for trimming mats to fit irregular spaces)
- Measuring tape (to ensure mat covers the full standing zone)
- Floor cleaning supplies (broom, dustpan, mop, degreaser) to prepare the surface
- Inspection checklist (for documenting mat condition and placement)

5.0 Step-by-Step Safety Procedure

1. Notify all affected personnel in the area that mat placement or adjustment is about to occur. Post a temporary warning sign (e.g., 'Caution: Floor Work in Progress') at the workstation entrance.
2. Inspect the proposed mat location for any existing hazards: wet spots, oil spills, debris, or uneven flooring. Clean and dry the floor thoroughly using a broom and degreaser if necessary. Allow the floor to dry completely before proceeding.
3. Measure the standing zone where the employee will be positioned. The mat must extend at least 24 inches in front of the workstation and 12 inches on each side to allow for natural movement. Ensure the mat does not overlap with adjacent mats or create a raised edge that could cause tripping.
4. Unroll or unfold the anti-fatigue mat and lay it flat on the prepared floor. If the mat has a beveled edge, ensure the bevel faces outward toward the walkway. For mats without beveled edges, install transition ramps on all exposed sides to create a gradual slope.
5. Secure the mat to the floor using double-sided carpet tape or anti-slip adhesive along the entire perimeter and in a grid pattern across the center. Press firmly to ensure full adhesion. For mats on carpeted surfaces, use mat grippers or non-slip underlayment instead of tape.
6. Trim the mat if necessary to fit around fixed obstacles (e.g., machine legs, columns). Use a utility knife with a retractable blade, cutting away from your body. Ensure the cut edge is smooth and does not create a new trip hazard. Dispose of all trimmings immediately in a waste bin.
7. Perform a walk-through test: Have a second person walk across the mat from all directions, checking for any lifting edges, shifting, or curling. The mat must remain flat and stationary underfoot. If the mat moves, reapply adhesive or adjust the placement.
8. Document the installation on the inspection checklist, noting the date, location, mat condition, and any corrective actions taken. Attach a label to the mat with the installation date and a unique identifier for future tracking.
9. Instruct the workstation operator on proper mat care: do not drag heavy equipment across the mat, clean spills immediately, and report any damage or curling to a supervisor. Post a laminated care card near the workstation.
10. Schedule a weekly inspection of all standing workstation mats. Replace any mat that shows signs of wear (e.g., cracks, tears, permanent compression, or loss of bevel). Mats must be replaced every 12 months or sooner if they no longer provide adequate cushioning.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.