



What?

- Work involving raised floors causes particular risks: manual handling, cuts / lacerations, slips, trips and falls, live electricity, dust / dirt, biological / chemical (e.g. pest control), floor collapse / instability
- Many buildings have areas with raised floors to create space for services which run through the building
- These services include electrical supplies and network cables and can normally be accessed by lifting floor tiles

Why?

- It is necessary from time to time to lift floor tiles to gain access to the void beneath the floor in order to undertake maintenance, repairs and to install new cables
- This activity can create various risks including cuts, trips, falls, electrical contact, handling injuries and dust etc.
- Before attempting to gain access to the under-floor void consult any drawings indicating the positions of under-floor trunking, services and fire barriers
- Events such as water leaks (electrocution), chemical spills (exposure, asphyxiation) must be considered before opening an existing raised floor as these can exacerbate the risk when accessing the void

Do



- ✓ Test the grip by pulling on the handles before starting to raise the panels
- ✓ Remove and replace panels by lifting and lowering in the horizontal plane
- ✓ Use proper panel lifting devices
- ✓ Put up barriers and / or warning notices after removing tiles
- ✓ Check what panels are made of before cutting them
- ✓ Use the correct lifting tool, and ensure the lifting tool is in good condition and fit for the purpose



Don't



- ✗ Allow unauthorised persons to enter the work area
- ✗ Remove panels by using a 'hinged action' or by 'levering' with screwdrivers or similar
- ✗ Enter the cavity unless it has been checked for cleanliness
- ✗ Enter if you have a medical condition such as asthma



Warning

Confined space



No unauthorised entry



Permit to work must be obtained