

Section/Number: Occupational Health and Safety - 014	Approval Date: (DD/MM/YY)
Subject: Working at Heights	Amendment Dates:
<p>Policy</p> <p>Employees will adhere to this policy in any situations where there is a danger of falling. Fall prevention and/or protection must be used for elevated work above 1.8 meters.</p>	
<p>Definitions</p> <p>Fall Prevention refers to the safeguards used to prevent falls when a person is working at heights and includes approved handrails, work platforms or scaffolds.</p> <p>Fall Protection refers to the equipment required in the event that a person may fall while working at heights and includes:</p> <ul style="list-style-type: none"> • an approved full body harness, shock absorbing lanyard (where the potential to fall is greater than 4 meters) or • short restraining lanyards (where the potential to fall is less than 4 meters), self-locking snap hooks (or carabineer type rings) and secure anchorage points. 	
<p>Guidelines</p> <p>Fall Prevention</p> <ol style="list-style-type: none"> 1. Wherever practical, a safe working area must be provided by means of approved handrails, work platforms or scaffolds while working at heights. <ol style="list-style-type: none"> 1.1. In cases where a safe working area cannot be provided, fall protection (100% tie-off) must be used. This includes situations in which work is being carried out from an elevated work platform, man lift or while working on a building roof. 2. All platforms and scaffolds must be installed by a qualified person. <ol style="list-style-type: none"> 2.1. All personnel engaged in the erection of scaffolds must wear approved fall protection equipment (safety harness and lanyards) when working 1.8 meters or more above a working level. 2.2. Fall protection will be used until work platforms with proper handrails are installed. Safe access (i.e., ladders) to upper levels will be installed as part of the assembly process. 3. A person may climb or descend a ladder without fall protection provided that they are able to use both hands and legs, they face the ladder, use one step at a time and use three point contact. 4. Straight ladders must be located so as to prevent slipping and must be lashed or secured. 	

5. Employees on ladders working 1.8 meters or more above ground level must wear appropriate fall protection equipment and must be tied-off prior to starting their tasks.
 - 5.1. When ascending or descending a ladder, tools must not be carried by hand.
6. A person must be designated to control the work platform, scissor lift or man-lift (“the basket”). The person must be trained, qualified and competent as required under local regulations.
7. Suspended work platforms and man baskets shall be used only when all other means of access are determined to be less effective.
 - 7.1. The use of man baskets is permitted only in unique work situations where their use results in the least hazard.
8. Every person in the ‘basket’ must be secured at all times with proper Fall Protection equipment and there must be systems in place to prevent tools and equipment from falling.
9. Personnel working from a building roof, suspended platform or man basket must wear approved Fall Protection equipment.
10. Personnel working from platforms or buckets on any vehicle-mounted man lift, boom, JLG, or scissor lifts must wear approved safety harnesses with a shock absorbing lanyards attached to the platform or platform/boom anchorage point.
11. Where overhead work is being conducted there must be toolboxes and tie-offs in place to prevent tools and equipment from falling, and barricades must be erected in the work area to protect others below from falling objects.

Fall Protection

12. Full body safety harnesses are required for use together with lanyards that provide shock-absorbing protection in the event of a fall.
13. Before each use, the harness and lanyard must be inspected by the user for cuts, breaks, loose rivets, torn threads, excessive wear, etc.
 - 13.1. Fall protection equipment that has shown evidence of excessive wear or mechanical malfunction or has been exposed to a fall must be removed from service and destroyed or sent to manufacturer for service and re-certification.
 - 13.2. At no time shall a harness or lanyard that appears unsafe be used.
 - 13.3. All harnesses and lanyards will be individually assigned to employees and identified using a numerical system.
 - 13.4. A register will be developed for each harness and lanyard.
14. A properly sized and approved full body harness must be worn tight enough to prevent the wearer from slipping out.
 - 14.1. The lanyard should be adjusted so as to restrict any fall to no more than 1.22 meters vertical drop and must ensure that in the event of a fall the worker will not contact any lower level.
15. Lanyards must be attached to an approved and certified anchorage point.

16. Anchorage points must, where practical, be above the head of the worker, and must ensure that in the event of a fall the worker will neither swing nor touch the ground.
17. Anchorage points must be tested and approved by a competent person to ensure that they are secure and can take the required load.
 - 17.1. Handrails that are not designed to anchorage point specifications may not be used as attachment point.
18. Fall Prevention anchorage points are designed by qualified engineers. Each point is certified and records must be kept to that effect.
19. Fall Protection equipment must be:
 - 19.1. tested and certified for use
 - 19.2. inspected by the user before use, and
 - 19.3. destroyed following a fall or where inspection has shown evidence of excessive wear or mechanical malfunction.
20. There must be a system for preparing and testing emergency rescue procedures for fall victims.

Attachments

N/A

References

N/A