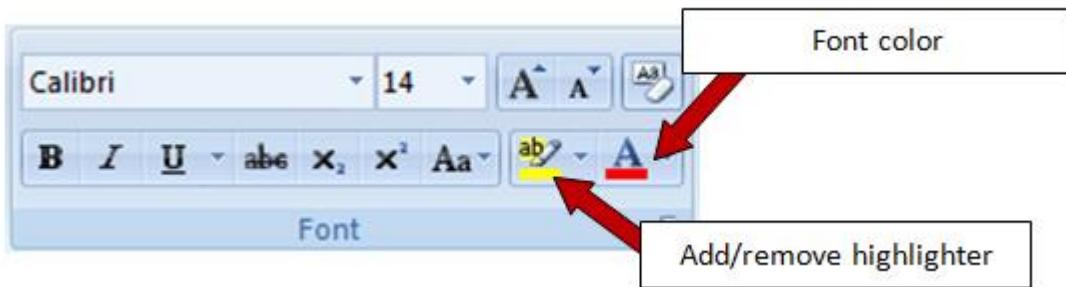


## Using this Template

The following template can be used to help your organization develop a written Elevated Fall Prevention Program for working at heights. This template **cannot** be used as is – you must customize the template to meet the needs of your organization. We have made this template easier for you to customize by adding visual prompts that identify some areas where your input is needed. These are identified by yellow highlighted, red text in the template. You may also change any of the text in the template to meet your organization’s needs – for example, department names, job titles and listed responsibilities and procedures.

To remove the colored highlighting from your text, left click and drag your mouse over the yellow text and click on the highlighter button from the Font menu. To change the font color to black, select the text and click on the font color button.



To aid you in understanding the need to customize your program, several “Check Your Understanding” text boxes are also included throughout the template. After reading the information in the text box and adding the required information into the template, you may simply right click on the cross arrow box and select “cut.”

***Disclaimer.*** This sample safety program template cannot be used as is. You must customize the template to meet the needs of your organization. Truck Writers does not guarantee that this template is or can be relied on for compliance with any law or regulation, assurance against preventable losses, or freedom from legal liability. We make no representations or warranties of any kind whatsoever, either express or implied, in connection with the use of this template. Truck Writers will not be liable for your use of the template as customized by you. All safety programs and policies, including this template and the information you supply to complete it, should be reviewed by your legal counsel and/or risk management staff.

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**NAME**  
**Elevated Fall Prevention Program**

**Check Your Understanding.** Do you need an elevated fall prevention program? According to the Occupational Safety and Health Administration (OSHA), construction workers performing tasks 6 feet or more above lower levels are at risk of fatal falls or serious injuries. For general industry, the threshold is 4 feet. If you have employers working at or above these heights the answer is yes. Employers must provide fall protection and the proper equipment for the job, including the right kinds of ladders, scaffolds and safety gear.

For additional information, review OSHA's [Fall Protection Safety and Health Topic](#).

## **Revision History**

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**<Revision 1 – date>**

## **Purpose**

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NAME is committed to providing a safe and healthy work environment and to protecting employees by reducing the risk of injury or fatality when working at heights **six** feet or more above ground level. NAME believes that falls can be prevented by proper planning, providing the right fall protection equipment and training all workers to use the equipment safely.

## **Scope**

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This Elevated Fall Prevention Program applies to all NAME employees and contractors. All employees are required to follow the minimum procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Program Administrator.

## **Program Responsibilities**

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**Management.** NAME is responsible for providing the tools and resources necessary to implement this program and for ensuring that the provisions in this program are being followed by the Program Administrator.

**Program Administrator.** The Program Administrator is responsible for:

- Ensuring each department or functional area has a copy of the program
- Scheduling employee training and ensuring new hires are properly trained on the program
- Identifying and providing the necessary personal fall protection methods, or equipment for working in fall hazard situations
- Stopping any unsafe work practice that is not in accordance with this program
- Periodically reviewing the program and updating it as needed to ensure compliance with all applicable federal and state regulations

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**Check Your Understanding.** Four feet above the ground is widely understood among general industry employers as the “trigger height” that requires you to take action to protect your employees from falls, but there are some exceptions. Working above or adjacent to dangerous equipment requires action to protect employees from falls onto that equipment, regardless of height.

**Supervisors.** Supervisors are responsible for:

- Ensuring assigned employees are properly trained on the Elevated Fall Prevention Program
- Fulfilling the role of competent person, as defined by OSHA, or assigning an appropriate person to be the competent person for the crew
- Identifying and correcting any unsafe acts or conditions immediately

**Check Your Understanding.** OSHA defines a competent person as someone who:

1. Is capable of identifying existing and predictable hazards in the surroundings or identifying working conditions which are hazardous or dangerous to employees
2. Has authorization to take prompt corrective measures to eliminate them or stop the work

**Employees.** Every NAME employee is responsible for conducting himself/herself in accordance with this program. All employees will:

- Attend assigned training
- Understand and follow all procedures in this program
- Wear the appropriate fall protection equipment when directed
- Properly use, care for and inspect assigned fall protection equipment
- Report any unsafe conditions to a supervisor

**Check Your Understanding.** Roofing and carpentry workers encounter serious hazards on a regular basis. Falls from heights comprise a significant portion of their injuries and costs. The average cost of a fall from elevation by roofers and carpenters is approximately twice that of all other occupational classifications.

## Procedures

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### General

All employees will be protected from falling when working on a surface that has an unprotected side, edge, etc. <6> feet or more above an adjacent lower level; when working from aerial lifts or other elevated work platforms; and when working above dangerous equipment.

Fall hazards will be evaluated by the Program Administrator to determine the best method to protect the employee. When selecting what type of fall protection to use, the Program Administrator will consider the hierarchy of hazard control, which organizes risk control techniques from most- to least-effective (examples are show below in order of decreasing effectiveness and preference).

1. Elimination of the fall hazard by bringing the work down to safe ground level.
2. Passive fall protection systems, such as guard rails, that do not require active participation by the worker

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3. Fall restraint that prevents a person from reaching a fall hazard
4. Fall arrest that utilizes equipment to stop a fall after it occurs
5. Administrative controls such as work practices or procedures to signal or warn a worker to avoid approaching a potential fall hazard

**Check Your Understanding.** According to OSHA's Hierarchy of Fall Protection Controls, **elimination** is the best way to control a hazard. An example of eliminating a hazard would be to complete work at ground level instead of working at heights. The next best option is to utilize a passive fall protection system, such as guardrails. Passive systems do not require special equipment or active participation from the worker.

## Fall Hazard Evaluation

The Program Administrator will assess each assigned job task and area for potential fall hazards. This evaluation will document (**Appendix A**) the required steps for protecting employees from the identified fall hazards. A list of fall hazard locations and protective measures/procedures will be maintained in the Program Administrator's office.

## Fall Hazards

Leading Edges - Each worker working on or near a leading edge <6> feet or more above a lower level will be protected by guardrail systems, safety net systems or personal fall arrest systems.

Low-Slope Roofs - Workers on a low-slope (less than or equal to 4/12 pitch) roof that has one or more unprotected side or edge shall be protected from falling by one of the following:

- Guardrail system
- Safety net system
- Personal fall arrest system
- A combination of conventional fall protection system and warning line system
- A warning line system and a safety monitoring system (Note: *When engaged in roofing work on low-slope roofs 50 feet or less in width, the use of a safety monitoring system without a warning line system is permitted*)

Steep Roofs - Workers on a steep roof (greater than 4/12 pitch) that has one or more unprotected side or edge shall be protected from fall by one of the following:

- Guardrail systems with toeboards
- Safety net systems
- Personal fall arrest systems

Wall Openings - All wall openings 4 feet or more above an adjacent surface will be guarded. A rail, picket fence, half door or equivalent barrier will be placed across the wall opening. If the wall opening extends to the floor, a toe board at least four inches high shall be installed to prevent materials accidental falling from the edge.

All workers working on, at, above or near wall openings (including those with chutes attached), where the bottom edge of the wall opening is less than 39 inches above the walking /working surface, must be protected by a guardrail system, safety net system or personal fall arrest system.

Floor Openings - All floor holes two inches in diameter or more will be guarded by one of the following:

- A standard railing with toeboard on all exposed sides

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- A covering of sufficient strength and construction to handle the heaviest load that could be placed on it (*Note: While the cover is not in place, the floor hole must be constantly attended by someone or protected by a standard railing*)

Excavations - Excavations 6 feet or more deep shall be protected by a guardrail system, fence or barricade when the excavation cannot be readily seen because of plant growth or other visual barrier. Workers at the edge of a well, pit, shaft or similar excavation 6 feet or more deep will be protected from falling by a guardrail system, fence, barricade or cover.

Dangerous Equipment or Materials - When working at any height above dangerous equipment or materials, each worker will be protected from falling into or onto the dangerous equipment or materials by a guardrail system, equipment guards, safety net system or personal fall arrest system.

Loading docks - Loading docks will be protected by a guardrail system. The guardrail will have removable sections to provide access for loading vehicles but rails must remain in place when loading is not in progress.

Skylights - Skylights are considered an opening when present on a roof. A standard guardrail or skylight screens capable of supporting at least 200 pounds must be provided around the opening. Skylights constructed at least 42 inches above the roof deck with sides capable of supporting 200 pounds do not require additional protection.

Aerial Lifts and Self-Powered Work Platforms - Body harnesses must be worn with a lanyard, not to exceed 3 feet in length, or a self-retracting lifeline when working from all elevated mobile work platforms. The point of attachment must be the anchor point installed and designated by the equipment manufacturer. Personnel will not attach lanyards to adjacent poles, structures or equipment while they are working from the aerial lift. Personnel will not move an aerial lift while the boom is in an elevated working position and the operator is inside the lift platform. Scissor lifts and telescoping lifts that can only move vertically do not require the use of a harness and lanyard as long as the work platform is protected by a proper guardrail system.

## Fall Protection Systems

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### Guardrail Systems

After eliminating the elevated work, guardrails are the preferred method for the protection of fall hazards. Typical locations that require guardrails include floor openings, wall openings, open-sided floors, platforms and runways.

All guardrail systems used by NAME will meet the following criteria:

- Toprail is 42 inches, +/- 3 inches above the walking/working level.
- Midrail is located midway between the top rail and the walking/working level.
- Toprails and midrails will be constructed of materials at least one-quarter inch in thickness or diameter. If wire rope is used for toprails, it must be flagged with a high-visibility material at least every 6 feet and can have no more than 3" of deflection.
- The toprail must be capable of withstanding a force of 200 pounds when applied in any downward or outward direction.
- The midrail must withstand a force of 150 pounds applied in any downward or outward direction.

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- Toeboards are required for all guardrails on elevated walking or working platforms where employees working below are exposed to falling objects.
- Toeboards must be 4 inches in height and must be securely fastened.
- The system will be smooth to prevent punctures, lacerations or snagging of clothing.
- The ends of the top rail should not overhang the terminal posts, except when such overhang does not present a projection hazard.
- When a hoisting area is needed, a chain, gate or removable guardrail section must be placed across the access opening when hoisting operations are not taking place.

## **Safety Nets**

When safety nets are the appropriate option for fall protection, they will be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 feet below such level. Safety nets must meet the following criteria:

- Pass a 400-pound drop test or certified by employer or competent person before being used as a fall protection system, whenever relocated, after major repairs or at 6-month intervals if left in place
- Extend sufficiently from outer edge of the walking/working surface to catch a falling employee
- Have a maximum mesh size not exceed 6 inches by 6 inches
- Be inspected at least weekly for wear, deterioration and damage
- All objects must be removed from net by the end of the shift
- Have a 5000 pounds minimum breaking strength of border rope
- Have an unobstructed fall area

## **Personal Fall Arrest Systems**

If a fall occurs, the employee must not be able to freefall more than 6 feet, nor contact a lower level. To ensure this, the Program Administrator will add the height of the worker, the lanyard length and an elongation length of 5.5 feet to determine the anchorage point. All personal fall arrest system components that are subjected to an impact load must be removed from service immediately. Personal fall arrest systems will be inspected prior to each use, and damaged or deteriorated components removed from service and destroyed.

There are three main components to a personal fall arrest system:

- Anchorage point
- Body harness
- Connecting devices

All personal fall arrest system components must meet the requirements of the ANSI Z359 Standards.

### Anchorage

Secure anchor points are the most critical component when employees must use fall arrest equipment. Some NAME buildings have existing identified anchor structures. Other work locations may require the installation of a temporary or permanent anchor.

All anchor points will be:

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- Sound and capable of withstanding a 5000 lb. static load per employee attached and independent of any anchorage used to support or suspend platforms.
- Easily accessible by employees to avoid fall hazards during hook-up.
- Free of sharp edges that could reduce breaking strength when tying off. Chafing pads or abrasion-resistant straps must be used on any sharp edged structures to prevent cutting of safety lanyards or lifelines.
- At the worker's shoulder level or higher to limit freefall to 6 feet or less and prevent contact with any lower level (except when using a self-retracting lifeline or 3 foot lanyard).
- Able to prevent or limit swing fall hazards. Horizontal lifelines will be used to keep the attachment point overhead and limit the fall vertically.
- Guardrails and hoists cannot be used as anchorage points.

In addition to all the criteria listed above, permanent anchor points will be inspected annually and re-certified to meet static load requirements. They will be visibly labeled as permanent anchors and all anchors must be immediately removed from service and re-certified if subjected to fall arrest forces.

#### Body Harness

- A full body harness is required. The use of body belts is prohibited.
- The only attachment point allowed on the body harness is the center D-ring on the harness back.
- Employees must always tie off at or above the D ring of the harness except when using lanyards 3 feet or less in length.
- Fall protection equipment will never be load tested.

**Check Your Understanding.** A body harness is defined by OSHA as, "straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system."

#### Connecting Devices

- Allowable devices include rope or web lanyards, rope grabs or retractable lifelines.
- All snap hooks must be self-locking.
- Horizontal lifelines will be designed by a qualified person and installed in accordance with the design requirements.
- Lanyards and vertical lifelines must have a minimum breaking strength of 5,000 pounds.
- The length of a single lanyard will not exceed six feet.
- The use of steel lanyards is prohibited.
- A lanyard may not be clipped back to itself (e.g. around an anchor point) unless specifically designed to do so.
- If vertical lifelines are used, each employee must be attached to a separate lifeline.
- Lifelines must be protected against cuts and abrasion.

**Check Your Understanding.** A connecting device is defined by OSHA as, "a device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system (such as a

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buckle or D-ring sewn into a body belt or body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard.)"

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**Check Your Understanding.** A warning line system is a barrier erected on a roof to warn workers that they are approaching an unprotected roof side or edge, and to designate an area in which roofing work may take place without the use of guardrails, body harnesses or safety net systems to protect workers in the area.

A controlled access zone is an area designated and clearly marked in which leading edge work may take place without the use of conventional fall protection systems. Worker access to these areas must be carefully controlled.

## Warning Line Systems and Controlled Access Zones

Warning line systems and work in controlled access zones will be developed, based on the task, in accordance with OSHA regulation 1926.502 and must be approved by the Program Administrator before employees are exposed to fall hazards.

Control zone systems must comply with the following:

- Controlled access zones will be defined by a control line or other means that restricts access.
- Control lines will extend the entire length of the unprotected or leading edge and be approximately parallel to the unprotected or leading edge.
- Control lines must be connected on each side to a guardrail system or wall.
- Control lines may consist of ropes, wires, tapes or equivalent materials, and supporting stanchions.
- Control lines must be flagged or otherwise clearly marked at 6-foot intervals (maximum) with high-visibility material.
- Control lines must be rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches from the walking/working surface and the highest point is not more than 45 inches above the walking/working surface.
- Control lines must have a minimum breaking strength of 200 pounds.

## Ladders

All ladders used by NAME employees or contractors will meet the following requirements:

- Rated greater than the weight of the worker and any tools or equipment carried by the worker
- Appropriate ladder style for the job (i.e. step ladders will not be used in a folded position, step ladders will be tall enough to perform work without standing on the top step, extension ladders will extend a minimum of three feet above the discharge point, etc.)
- Inspected prior to each use using form in **Appendix B**
- Metal ladders will not be used near electrical lines or sources
- All safety feet must be in place, secure and in sound condition

Ladders must be set up on a surface that is firm, flat and is not slippery. The top of extension ladders must be against a solid, fixed surface and extend at least three feet above the landing surface. Extension ladders will be set up using the 4-to-1 principal (base of the ladder placed at a distance from the wall that is equal to one fourth of the height that the ladder is extended). When employees are on extension ladders at heights of 20 feet or higher, either a second person must steady the ladder base or the top of the ladder must be effectively tied off to a sound anchor point.

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**Check Your Understanding.** Ladders are rated according to the maximum weight they can safely support. The five rating classes are shown in the table below. Keep in mind that these ratings are for the combined weight of the user and any materials carried.

| Type | Rating   | Description                        |
|------|----------|------------------------------------|
| 1AA  | 375 lbs. | Extra-heavy-duty industrial ladder |
| 1A   | 300 lbs. | Heavy-duty industrial ladder       |
| 1    | 250 lbs. | Heavy-duty industrial ladder       |
| 2    | 225 lbs. | Medium-duty commercial ladder      |
| 3    | 200 lbs. | Light-duty household ladder        |

## Scaffolds

Scaffolds are complex systems with multiple connection points, subject to a number of factors that could affect their stability and reliability. NAME will use only a competent person/company who has received specific training to erect scaffolds.

Basic requirements:

- The working edge of the scaffold will be placed no more than 14 inches from the front of the building or structure.
- Platforms will extend over the end supports by at least 6 inches, and not more than 12 inches, unless cleated or restrained.
- All components that are supplied by the manufacturer will be used unless they are parts specifically designed for optional uses and are not being used at the time.
- All parts, including casters, pipes/poles, rails, toe boards, platforms, cams, locking pins and all connection devices must be inspected and found to be in good condition prior to each use. See **Appendix C**.
- A workplace inspection will be conducted and documented prior and during the erection of the scaffolding, as well as prior to each use. See **Appendix D**.
- Guardrails are to be placed between 36 and 45 inches high and placed at the open ends and sides of the platform, and must be able to withstand a force of 200 pounds. Midrails will be placed halfway between the toprail and the toeboard. Toeboards must be in place where employees working below are exposed to falling objects.
- Cross bracing and railings should not be used as a means of climbing to or accessing the platform. Workers will only use the installed ladders.
- For mobile scaffolds, the caster wheels must be locked and all locking pins in place prior to use.
- Fall protection systems are required when employees erect and disassemble scaffolding.
- Hard hats are to be worn at all times while working on or around scaffolding.

## Personal Fall Arrest System Inspection

Employees must visually inspect their entire personal fall arrest system prior to every use (**Appendix E**). The inspection will follow the manufacturer's recommendations. Any damaged components must be removed from service immediately.

**Webbing** - The entire surface of webbing must be inspected for damage. Beginning at one end, bend the webbing in an inverted "U." Holding the body side of the belt toward you, grasp the belt with your hands six to eight inches apart. This surface tension makes the damaged fibers or cuts easier to see. Watch for frayed edges, broken fibers, pulled stitches,

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cuts, burns and chemical damage. Check the tongue for loose, distorted or broken grommets. The webbing cannot have any additional punched holes.

**D-Rings/Back Pads** - D-rings will be checked for distortion, cracks, breaks, and rough or sharp edges. The D-ring should pivot freely. D-ring back pads should also be inspected for damage.

**Buckles** - Buckles will be inspected to identify any unusual wear, frayed or cut fibers or distortion. Buckle tongues must be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. The roller should turn freely on the frame. Friction and mating buckles must be inspected to ensure the outer bars and center bars are straight. Pay special attention to corners and attachment points of the center bar.

**Snaps** - Must be inspected closely for hook-and-eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should seat into the nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to firmly close the keeper. Keeper locks must prevent the keeper from opening when the keeper closes.

**Thimbles** - The thimble must be firmly seated in the eye of the splice, and splice should have no loose or cut strands. The edges of the thimble must be free of sharp edges, distortion or cracks.

**Web Lanyard** - Inspect the lanyard by bending the webbing over a curved surface, such as a pipe, observing each side of the webbed lanyard for any cuts or breaks. Examine the webbing for swelling, discoloration, cracks or burns. Check closely for any breaks in the stitching.

**Rope Lanyard** - Rotate the rope lanyard while inspecting from end to end. This will make any fuzzy, worn, broken or cut fibers more apparent. The rope diameter should be uniform throughout, following a short break-in period. Weakened areas from extreme loads will appear as a noticeable change from the original diameter. Make sure the rope has no knots tied in it. Knots can reduce the strength of the rope by up to 60 percent.

**Shock-Absorbing Lanyard** - Shock-absorbing lanyards should be examined similarly to a web lanyard. However, also look for signs of deployment. If the lanyard shows signs of having been put under load (e.g. torn out stitching), remove it from service.

**Self-Retracting Lanyard/Lifeline** - The lanyard housing must be inspected to ensure that casing bolts are tight and that there are no loose fasteners, missing parts, cracks or excessive wear or corrosion. Webbing must be inspected for cuts, nicks or tears as well as for any broken fibers, stitching or fraying. Steel lanyards will be inspected for cuts, fraying, broken wires, overall deterioration and excessive wear. Check fittings for wear or cracks and obvious damage. Employees will follow manufacturer's recommendations for additional inspection tasks and for any requirements that the unit be sent in to the manufacturer for periodic inspection.

## Rescue

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Personnel requiring the use of personal fall protection equipment will use a "Buddy System" or have an observer to render assistance when and if required. Prior to tying off to perform the work, a means of rescue in the event of a fall must be immediately available if employees cannot be expected to rescue themselves. All components of fall arrest system impacted by a fall event shall be removed from service. The components will be tagged with employees name, date and activity at time of fall and give the equipment to the Program Administrator. Rescues will be documented using **Appendix F**.

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**Check Your Understanding.** OSHA states that, "The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves." Workers must be made aware that if they are exposed to fall hazards, they also will be provided with a means to be rescued or rescue themselves.

Suspension trauma is a serious medical condition that can lead to unconsciousness, injury or death, and can occur when a worker is suspended in a harness for too long after a fall. The recommended goal for rescue subject contact is less than six minutes, per ANSI Z359.2-6.1.

## Self-Rescue

Persons working at heights may be able to perform a self-rescue by climbing back up to the level from which they fell, typically a few inches to 3 feet. Employees who fall any distance should return to the floor or ground to be medically evaluated.

## Assisted Rescue

Persons unable to self-rescue will be assisted, if appropriate, by their "buddy" or other observer. The "buddy" will obtain the approved rescue and descent device and secure it to an anchor rated for at least 3,000 pounds. They will attach the haul line to the worker's fall arrest system using one of the following methods:

- Attaching the line directly to a D-ring on the worker's harness
- Using a rescue pole for attaching the line
- Attaching a rescue grab to the lanyard or vertical lifeline

The "buddy" will raise or lower the fallen worker to the appropriate work platform or ground and provide any needed medical aid.

## Assisted Rescue with Aerial Lift

Aerial lifts can also be used to assist a fallen employee to safety. The lift can be maneuvered underneath the fallen worker. A second lanyard or self-retracting lifeline will be attached in the aerial lift to the fallen worker. Disconnect the rescued worker from the impacted fall arrest equipment. Lower the worker to the ground and provide any needed medical aid.

## Rescue Training

All persons assigned to rescue duty must be trained by a competent rescuer trainer. Training will include how to inspect, anchor, assemble and use the fall protection and rescue equipment used in locations where the employee works. Training will include physical demonstrations by trainees to demonstrate their proficiency with the equipment.

Training will cover all types of equipment and systems used in locations where rescues may be required, including:

- Inspection of systems prior to use
- Common hazards associated with each system and component
- Component compatibility
- Descent control
- Dismantling and storage

## Employee and Supervisor Training

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Each employee who may be exposed to fall hazards must be trained to recognize the hazards and the procedures to follow to minimize the hazards. Training will consist of the following:

- Fall hazards in the work area
- Correct procedures for erecting, using, maintaining, disassembling and inspecting the fall prevention and protection systems
- Selection, proper use and care of equipment of a personal fall arrest system
- Limitations of fall protection equipment
- Role of employees in fall protection plans
- Rescue procedures to follow in case of a fall
- Overview of the OSHA fall protection requirements

Supervisors must review the Fall Prevention Program with their employees at the following times:

- Upon initial development of the plan
- Whenever the employee's responsibilities or designated actions under the plan change
- Whenever changes are made to the plan
- Whenever there is a change in the type of fall protection equipment used
- Whenever a new employee is hired or assigned
- Whenever a known hazard is added to the work environment
- Whenever a fall protection procedure fails

All training will be recorded on the Employee Training Record Form located in **Appendix H**.

## Outside Contractors

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Each contractor who is retained to perform operations that require fall protection will:

- Obtain all information regarding NAME's identified fall hazards and required protective measures.
- Coordinate fall protection with NAME Program Administrator.
- Provide NAME Program Administrator with a copy of their Fall Protection Program.
- Debrief NAME Program Administrator immediately prior to beginning operations.

## Periodic Program Review

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At least annually, the Program Administrator will conduct a review to assess the plan's effectiveness. The review will consider the following:

- Injury trends and general safety observations
- Lessons learned from accidents and near misses
- Changes in operations or equipment
- New technology
- Regulatory changes

The annual review report will be submitted to senior management using the form in **Appendix G**.

## Record Retention

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NAME will maintain Elevated Fall Prevention Program training records for **three years**. All program records will be kept by the Program Administrator.

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## **Appendix A - Fall Protection Checklist**

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**Work performed**  Indoors  Outdoors

**Work surface elevation (feet)** \_\_\_\_\_

**Fall hazards present:**

- Unprotected sides or edges
- Leading edges
- Holes
- Excavations
- Ramp, runways and other walkways
- Dangerous equipment
- Wall openings
- Other

**Type of surface** \_\_\_\_\_

**Frequency of task** \_\_\_\_\_

**Task requires**  Vertical movement  Horizontal movement

**Number of workers exposed to a fall hazard** \_\_\_\_\_

**Protection systems used:**

- Guardrail systems
- Covers
- Safety net systems
- Personal fall arrest systems
- Positioning device systems
- Warning lines
- Safety monitor

**Can the fall hazard be eliminated or prevented by:**

1. Process change?  Yes  No
2. Working in a guarded area, utilizing guardrails or gates?  Yes  No
3. Using a fall restraint system?  Yes  No

**If "no" to all of these questions, a pre-engineered fall arrest system may be required**

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## **Appendix B - Ladder Inspection**

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The condition of the ladder should be inspected prior to each use.

### **Ladder Condition**

- This is the proper ladder type for the job
- No cracks in rungs or sides of ladder
- No loose rungs
- No slippery contaminants on rungs or side rails
- Connection hardware is in good condition
- No broken locks or pulleys
- No damage to ladder feet/base
- No frayed or warn ropes
- Frame is not bent, warped or uneven

### **Ladder Setup**

#### Extension Ladders

- Firm, level ground
- Firm/proper top resting point
- Top extends at least four rungs above resting point if accessing roof
- Level ladder legs
- No electrical hazards
- No horizontal forces
- Rung locking devices secure
- Area cordoned off (if necessary)
- If 20 or more feet high, secure top of ladder or have a second person stabilize the base

#### Step Ladders

- Firm, level ground
- Reaches proper height
- No electrical hazards
- No horizontal forces required
- Work zone barricaded (if necessary)

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## **Appendix C - Scaffold Component Inspection**

All scaffold components will be inspected before use.

- Frame posts in good condition
  - Runner poles in good condition
  - Bearer poles in good condition
  - Cross bracing poles in good condition
  - Horizontal poles in good condition
  - Panel guard rails in good condition
    - Top rail
    - Mid rail
    - Uprights
    - Toe kicks
  - Connector clamps
  - Locking pins
  - Base plates
  - Casters with locking equipment
  - Climbing ladders
  - Climbing ladder brackets
  - Outrigger brackets (if applicable)
  - Outriggers (if applicable)
  - Planking (solid treated lumber, LVL, metal, etc.)
  - Additional components
    - 
    - 
    - 
    - 
    -
  - Additional accessories added
    - 
    - 
    - 
    - 
    -

## Comments

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## **Appendix D - Scaffold Workplace Inspection**

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Date \_\_\_\_\_

Department \_\_\_\_\_

Inspector \_\_\_\_\_

- Is scaffold equipment inspection complete?
- No electrical within 10 feet (or insulation if <300 V)
- No overhead obstruction
- Scaffold grounded if powered equipment is used
- Only trained personnel erecting or using scaffolding
- Ground or floor is providing adequate support
- Ground or floor flat and level, or adjustments have been made
- Area around base is cordoned off
- If casters are used, they are locked
- Base plates are in place and secured
- Each frame and panel is braced by
  - Horizontal bracing
  - Cross bracing
  - Diagonal bracing
- Diagonal and cross bracing is used near bottom and every 20 feet
- All bracing connections and couplers are secured
- All vertical post connections and couplers are secured
- All locking pins and locking mechanisms are in place and engaged
- All posts are plumb and planking is level
- All planking overhangs the ends by 6-12 inches
- All 4:1 sections properly secured (when height exceeds four times the width)
  - Tied to wall or fixed surface
  - Guyed
  - Outriggers used
  - Other effective restraints used
- A means of access to all platforms is provided (e.g. ladder)
- No climbing of cross bracing, horizontal or diagonal parts is necessary
- No homemade or makeshift devices used
- No additional ladders or devices used to gain height on platforms
- Erected scaffolding reaches safe working height
- Weight capacity of the scaffold system will not be exceeded

Comments \_\_\_\_\_

---

Provided By:



---

SAMPLE

Provided By:



## **Appendix E - Fall Arrest System Inspection**

---

### **Body Harness**

- Body harness is fully intact and not modified by user
- No missing straps
- No unintended holes on the harness
- No discoloration of any harness straps on the discolored
- No fraying on harness components
- No burnt or melted fibers
- All clips and attachment points present
- All springs in working condition
- No cracked/bent clips or buckles

### **Lanyards**

- Lanyard is fully intact and not modified by user
- No broken or cut fibers
- No kinks or knots
- No burnt or melted fibers
- No discoloration, fraying or holes in fabric
- No bent or stretched links (if metal links)
- Cable lines not snapped or frayed
- Retracting feature functions properly
- Clips and attachments are not cracked or bent

### **Connectors**

- All hooks and carabiners are intact and not modified by user
- Locking mechanism is present and in working order
- Connectors are not stretched, cracked or modified
- Stitching is not torn or ripped
- No cracks or excessive wear

Provided By:



## Appendix F - Rescue Plan

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Task Description: \_\_\_\_\_  
\_\_\_\_\_

| Rescuers           | Rescue Equipment   | Anchor Point         |
|--------------------|--|----------------------|
|                    | <input type="checkbox"/> Ladder                                |                      |
|                    | <input type="checkbox"/> Rescue Pole                           |                      |
|                    | <input type="checkbox"/> Rescue Rope                           |                      |
|                    | <input type="checkbox"/> Scaffold                              | Landing Area         |
|                    | <input type="checkbox"/> Crane                                 |                      |
|                    | <input type="checkbox"/> Aerial Lift                           |                      |
| Emergency Contacts | <input type="checkbox"/> Alternative Lifting & Lowering Device | Obstructions/Hazards |
|                    |  |                      |
|                    |  |                      |
| Comments           |  |                      |

Provided By:



## **Appendix G – Annual Program Evaluation Report**

|  |                                  |
|--|----------------------------------|
| Date of Evaluation:  | Evaluated By (list all present): |
| Written Program Reviewed: Yes No   |                                  |
| Do injury records indicate a need for additional employee training on the elevated fall prevention program? Yes No |                                  |
| Have any jobs, processes or areas produced a high incidence of fall incidents or near misses? Yes No               |                                  |
| If yes, list:  |                                  |
| Is there any record of failure to correct reported fall hazards in a timely manner?                                |                                  |
| If yes, what corrective action is needed?  |                                  |
| The following content was added/modified/removed from the written program:   |                                  |
| Comments:  |                                  |

Provided By:



SAMPLE

Provided By:



## **Appendix H – Training Record - Elevated Fall Prevention Program**

The following individuals received training on NAME's Elevated Fall Prevention Program.

The undersigned conducted training in accordance with NAME's Elevated Fall Prevention Program.

|                         |  |
|-------------------------|--|
| Print Instructor's Name |  |
| Instructor's Signature  |  |
| Instructor's Title      |  |

Provided By:



|                  |  |
|------------------|--|
| Date of Training |  |
|------------------|--|

SAMPLE

Provided By:

