**COMPANY NAME FALL PREVENTION POLICY**

**Management Statement**

**COMPANY NAME provides employees with a work environment which is safe and free from recognized hazards. To this end we have a fall prevention policy which sets forth guidelines for any employee who has exposure to fall hazards or be required to work from heights. The COMPANY NAME Fall Prevention policy has been developed to be compliant with OSHAs standard 1910 Subpart D on Walking Working Surfaces.**

**Scope**

All employees who may work in elevated areas will be trained and held accountable for following the requirements set forth by the fall protection policy. The program scope will include provisions for:

* Identifying potential and existing fall hazards.
* Identifying tasks which may expose employees to fall hazards.
* Employee training on identification, and control of safety exposures.
* Employee training on application and use of Personal Fall Arrest Systems.
* Fall protection guidelines
* Good Housekeeping Guidelines
* Recordkeeping.

**Policy**

It is the policy of **COMPANY NAME** that all employees:

* Be protected from falls 4 feet or greater in height.
* Have the knowledge to identify fall exposures/hazards
* Receive training for personal fall protection equipment if work from heights is part of normal job duties.
* Understand applicable controls.
* Understand and follow Housekeeping guidelines
* Be familiar with the guidelines set forth by OSHA 1910 Subpart D

Should an employee have any questions, it is expected that the employee talk to his or her supervisor to discuss possible solutions.

**Hazard Assessments/Inspections**

**Per OSHA standard 1910 subpart D employers must ensure that Walking-working surfaces are inspected, regularly and as necessary, and maintained in a safe condition.**

* It is the policy of **COMPANY NAME** to conduct quarterly inspections on the facility to identify fall hazards or damage to working surfaces and protective structures such as railing and guards.
* An annual Fall Protection assessment will be performed to identify potential fall hazards and jobs/tasks for which employees could be exposed to fall hazards. This information will be covered at hire and in the annual fall prevention training.
* Any identified discrepancy or damage to walking surfaces or protective structures must be immediately taken to supervision so repairs can be performed.

**General Housekeeping Requirements**

Housekeeping and facility upkeep is a key component of preventing falls. The following guidelines must be observed at all times:

* All walking surfaces and floors must kept clean, dry and free of excessive dirt and clutter.
* Any noted damage to working surfaces or protective structures must immediately be reported to supervision and facility maintenance.
* Supervision should be immediately notified of any slip/trip/fall hazards such as spills and safety signage or caution markers put in place to warn bystanders.
* Hazardous conditions or damage to working surfaces must be corrected or repaired before being used again. If the correction or repair cannot be made immediately, the hazard must be guarded to prevent employee contact.
* All work areas must be cleaned at the end of each shift
* ***HOUSEKEEPING IS EVERYONES JOB***

**Fall Protection Requirements**

We have evaluated our procedures and determined that fall protection must be used by employees in the following positions during the following duties, tasks or activities:

|  |  |
| --- | --- |
| **Employee position or activity** | **When used** |
| Roofs or unprotected walking surfaces above 4 ft. | Always |
| Aerial Lifts | Always |

**Walking/Working Surfaces**

Any surface used by employees to perform work which includes floors, roofs, ladders, aerial lifts and catwalks to name a few. Any employee on a walking/working surface, that is 4 feet or more above the adjacent ground level shall be protected from falling by a Standard Railing or personal fall arrest system.

**Floor Holes/ Openings /Skylights/Etc.**(A floor hole is defined as a gap or void less than 12 inches in its least dimension. An opening is greater than 12”) Employees on a walking/working surface over 4’ in height shall be protected from unguarded holes and openings. Floor Holes and Openings must be guarded by covers, standard railing or Personal Fall protection.

**Wall Openings**

Each employee working on, at or near a wall opening where the outside edge of the wall opening is 4 feet or more above the adjacent ground and where the wall opening is less than 36 inches above the walking/working surface shall be protected from falling by a guardrail system or personal fall arrest system.

**Aerial Lifts**

* Employees on mobile, aerial work platforms (boom lifts, JLG lift, man lift, etc.) will adhere to all manufacturers’ guidelines and the following safety requirements.
* Only trained personnel will be permitted to operate aerial lifts or other equipment used for the purposes of working from elevations.
* Personal fall arrest systems will be worn at all times while working from aerial lifts. The anchor point used will be as per the equipment manufacturer’s guidelines.
* Anchoring to structures outside the lift is not permitted.
* Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders or other devices while working in the basket.
* An aerial lift may not be moved when the boom is elevated in a working position with persons in the basket, except for equipment, which is specifically designed for this type of operation.
* Only use equipment and attachments intended for lifting of personnel.

**Ladders**

* Ladders used on site (or remote locations) shall comply with the following requirements:
* Wood ladders are not permitted.
* Ladders shall be maintained free from oil, grease and other slipping hazards.
* Ladders shall be used only for the purpose for which they designed and intended.
* Ladders shall be used only on stable, slip-resistant surfaces unless they are secured to prevent accidental displacement.
* Slip-resistant feet shall not be used as a substitute for care in placing, lashing or holding a ladder that is used on slippery surfaces.
* Ladders placed in any location in which they could be displaced shall be secured.
* The area around the top and bottom of ladders shall be maintained free from debris. A 6-foot radius at the bottom of the ladder is to be clear.
* The spreaders on a stepladder are to be fully extended and locked.
* A stepladder is not to be used in the folded position.
* Ladders shall not be moved, shifted or extended while occupied.
* Ladders that could make contact with live electrical equipment shall have non-conductive side rails.
* Ladders shall be inspected by a competent person for visible defects on a periodic basis, and after any occurrence that could affect their safe use.
* A damaged ladder is to be removed from service immediately.
* Ladders shall not be tied or fastened together.
* When ascending or descending a ladder, the user shall face the ladder and utilize the 3-point-of-contact rule.
* An employee shall not carry any object or load while ascending or descending the ladder.
* Extension Ladders should always have an angle of 4-1 (for every 4 feet of vertical measure the ladder should be one foot out at the base). For example: If climbing a 20’ wall, the base of the ladder would be 5’ from the base of the wall.
* Extension ladders must always extend at least 3’ past the leading edge if the ladder is being used to access another working surface.

**Personal Fall Arrest Systems**

Where fall risks have been identified and a personal fall arrest system is determined to be necessary, the following criteria will be met:

**Equipment**

* Body belts are not permitted. Only full body harnesses will be used.
* All components used in a fall arrest system shall be compatible.
* All components will be visually inspected prior to each use for wear, damage or deterioration.
* Any Fall Protection equipment with visible wear, damage or deterioration must be immediately removed from service.
* Personal fall arrest systems subjected to impact loading shall be taken out of service immediately and not used again until recertified for use by the manufacturer.
* Personal fall arrest systems should limit the movement of the employee to that necessary to complete the work.
* Employees must receive formal training prior to use.
* Fall Protection training will be conducted annually.

**Anchor Points**

Personal fall arrest systems shall only be attached to approved anchor points. The anchor point must be capable of supporting a minimum tensile strength of 5,000 pounds per employee connected.

**Rescue Plan**

* In cases where fall protection equipment will be used, a rescue plan will be developed to determine how a worker will be retrieved should a fall occur and a worker be suspended.
* Anyone working at a height must be within verbal range of another person who could raise an alarm should a fall occur.
* Rescue equipment will be selected and training provided to all affected employees. All employees will be trained on how to initiate the rescue program.

**Employee Training**

**A key component to preventing falls is employee awareness and education. Employees will receive training and education based on their roles and responsibilities. In accordance with OSHA 1910 Subpart D all employees will receive fall hazard awareness training at hire and annually thereafter.**

* Fall Hazard awareness training will be provided for each employee who may be exposed to fall hazards at hire and annually thereafter.
* Training will also be provided if conditions or equipment is changed.
* The training program shall enable employees to recognize and eliminate falling hazards.
* Additional training will be provided for employees who may operate aerial lifts or utilize personal fall protection equipment.
* Training must be completed PRIOR to the use of any equipment associated with work from heights.
* All training will be documented and maintained on file.
* Additional training will be required when:
  + Proficiency or understanding of guidelines is not observed.

**Disciplinary Action**

The Fall Prevention policy has been developed to help ensure the well-being of all employees. All employees are expected to know and follow all rules, policies and procedures set forth in the policy.

Any employee who violates or disregards any portion of the company policy may be subject to disciplinary action. Such action may include a verbal warning, written warning, suspension with or without pay, and/or termination of employment.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that on this \_\_\_\_\_day of \_\_\_\_\_ 20\_\_\_, I have read, fully understand and agree to comply with all requirements set forth by the **COMPANY NAME** safety policy. I understand that my failure to comply with this policy may result in disciplinary action, including termination of employment.

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Name Witness

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Signature Date