

Reviewed: 10-2006

## **Walking/Work Surfaces – Fall Protection Program**

It is the responsibility of all supervisors and/or administrators to implement this safety program. Their responsibility includes yearly, planned assessments of the work place, continual observational safety checks of their work operations and enforcement of the safety policy and procedures. It is the responsibility of the employee to understand and adhere to the procedures of this program and to follow the instructions of their supervisor. It is also the responsibility of the employee to bring to the supervisor's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees.

This program is to be reviewed annually by all supervisors to insure the program's effectiveness and determine whether it needs to be changed or updated.

### **Housekeeping:**

To avoid slips and falls, employees must pay attention to their surroundings, and to avoid walking while reading papers, talking on the phone, or doing other tasks that could take their attention away from the hazards in their path.

All working and walking surfaces within our buildings are to be kept clean and maintained in a dry condition. During wet mopping procedures, signs are to be posted to note "Wet Floor". Custodial staff will be provided rubber booties for summer floor cleaning safety. Matting is to be provided at all entrances to prevent slips and falls. Mats need to be maintained and inspected for trip hazards.

Outside surfaces such as sidewalks and parking lots must be cleared of snow and ice as quickly as possible during and after a snow/ice event. Salt/sand is to be used for additional safety where necessary. Green spaces also are to be well maintained. Report immediately any trip or fall hazards; such as holes, raised or cracked concrete/asphalt. Ensure that any manholes remained covered. If work is occurring in a manhole or open pit area a guard rail must be set up around the work space.

Storage rooms are to be kept clear of clutter. Materials are not to be stored in aisle ways or stairs. If a repair job is being performed in a stairway, the person making the repairs should alert people entering the area that work is being performed. Stairway treads, walls and railing should be cleaned regularly, especially in harsh environments. All fire exits must remain clear for safe exiting.

Warehouse upper storage area guard rail must be in place when material handling is not occurring. Storage platforms 4 feet high or more are to have guard rails and toe boards around the perimeter.

### **Portable Step and Straight Ladders:**

All newly purchased ladders are to be fiberglass. 300 lb. weight load.

#### Safe Ladder Use:

The following precautions should be observed when working with portable ladders:

- Always inspect a ladder before use.
- When using a straight ladder follow the 4-to1 rule: Set the base of the ladder 1 foot away from a wall or other support for every 4 feet of ladder height.
- All ladder work is to be completed within the side rails. If the employee's belt buckle goes outside the side rails, the ladder should be repositioned to reduce the amount of reach.
- Ladders will not be used in excess of their rated capacities. Carry necessary tools in your belt and use a rope to raise heavier equipment.
- Allow only one person on a ladder at a time.
- Ladders will be placed so the side rails have secure footing both on the ground and the object on which the top end rests.
- Ladders will not be placed in front of doors opening toward the ladder unless the door is open, locked or guarded.

- Ladders will not be placed on boxes, barrels, etc. to gain additional height.
- The top level of a step ladder will not be used as a step. The bracing on the back of the ladder is not to be used for climbing.
- When using a ladder to gain access to a roof or platform, at least 3 feet of the ladder will extend above the roofline or platform floor.
- Secure side rails at the top to a rigid support and use a grab device when 3 foot extension is not possible.
- Non-slip bases are to be attached to all portable straight ladders where there is a hazard of slipping. Don't assume that non-slip bases ensure the ladder won't fall-use additional precautions when necessary.

#### Maintenance:

To ensure the safety and serviceability of ladders the following precautions will be observed:

- Ladders will be maintained in a good condition at all times. This includes tight joints between steps and side rails, securely attached hardware and fittings, and properly operating movable parts.
- Metal bearings of locks, wheels, pulley, etc. should be frequently lubricated.
- Frayed or badly worn rope on extension ladders must be replaced.
- Safety feet and other auxiliary equipment should be kept in good condition.
- Rungs and steps will be kept free of grease, oil, and other slippery substances.
- Ladders should be inspected frequently for defects that may have developed. When defects are noticed, the ladder should be removed from service and tagged **“Dangerous- Do Not Use”** until they can be repaired (required work order) or disposed.

#### Ladder Training:

Training is to be provided at time of hire and as needed thereafter. It is recommended that training be provided annually by supervisors in custodial, food & nutrition services and maintenance departments. Training is to be documented with employee sign off sheets, date of training, and agenda. Scope of the training must include:

- Choosing the right ladder for the task. Discuss which ladders to use in which situations
- Inspecting the ladder before and after each use.
- Setting up and taking down the ladders. Make sure to discuss clearing the area around the ladder as well.
- Preparing to go up and down the ladder, making sure the hands are free and soles are clean.
- Facing the ladder when climbing or descending, always maintaining 3 point of contact.
- Working from the ladder. Discuss keeping the center of the body between the side rails.

**Scaffolding:**

Scaffold and scaffold components will be inspected before each work shift and after any occurrence that could affect the scaffold's structural integrity.

Scaffold Construction:

- The platforms on all working levels are to be fully planked or decked between the front uprights and the guardrail supports.
- Each platform unit may have no more than 1 inch between it and the adjacent platform unit.
- The platform unit is to be at least 18 inches wide.
- All platform ends, unless restrained, are to extend over the centerline of their supports by at least 6 inches. For scaffold less than 10 feet in height, the overlap should be no more than 12 inches. For scaffolds over 10 feet in height, the over lap should be no more than 18 inches.
- The scaffold planks, when abutted end to end, are to rest on separate supports, use a common support design, or

use hook-on platforms that are designed to rest on common supports.

- Guardrail systems will be installed along open sides and ends of platforms.
- A toeboard or other protective measure should be installed around the edge of platforms more than 10 feet in height to protect employees below from falling objects. Toeboards should be at least 3 ½ inches high from the top edge of the toeboard to the level of the walking/working surface.
- Any scaffold with a height-to-base ratio of 4-to-1 or greater shall be restrained from tipping by means of outriggers, guying, tying, or bracing.
- The scaffold poles, legs, posts, frames and uprights shall be plumb, braced to prevent swaying and displacement, and rest on base plates or other firm foundation.
- The scaffold footings and supports will be level, in good condition, and capable of load support.

#### Scaffold Access:

- There should be a clear point of access when a platform is 2 feet or more above or below another level.
- The point of access will be a portable ladder, hook-on ladder, attachable ladder, stairway-type ladder, ramp, or walkway.
- Portable, hook-on, and attachable ladders should be designed for use with the scaffold and positioned so the scaffold will not tip when the ladder is accessed.
- The area around the scaffold access points will be clear of debris and clutter.
- Cross braces shall not be used as a means of access to the scaffold.

#### Scaffold Use:

- Scaffold components are to be inspected prior to erection, and defective items shall be tagged (Do Not Use) and removed from service for repair or replacement.
- Scaffolds will not be loaded in excess of their maximum intended load or rated capacities.

- Employees on scaffolds 10 feet or more above a lower level will be protected from falling through the use of guardrails or a personal fall arrest system.
- Employees working directly below scaffolds are to wear hard hats.
- A scaffold is not to be moved horizontally while employees are on it. Tools and materials should be removed before moving.
- All Scaffold casters shall be provided with a positive wheel and/or swivel lock to prevent movement. Casters are to be in the locked position when employees are on the scaffold.
- A scaffold should not be erected, used, dismantled, altered or moved such that it or any conductive material on it might come close to an exposed and energized power source.
- Employees will not work on scaffolds covered with snow, ice, or other slippery materials, or in high wind or storm conditions.
- Makeshift devices (boxes, buckets, step stools, ladders, etc.) will not be used on scaffold platforms to increase the working height of an employee.

#### Training:

Training is to be provided at time of hire and as needed thereafter. It is recommended that training be provided annually by supervisors in custodial and maintenance departments. Training is to be documented with employee sign sheets, date of training, and agenda.

#### Elevated Working Surfaces:

- Any floor, platform, or catwalk that is four feet or more above an adjacent floor will have a standard 42 inch high railing, where practical.
- A four inch toe board will follow the bottom of the railing.
- Intermediate railings will be located between the top rail and the toe board.

- All railings are to be inspected yearly for sturdiness.
- Guard any temporary floor openings.
- When guard rails are not practical safety nets or fall arrest devices must be used.

#### Leading Edge Work/Roof Work:

- Employees working within 6 feet of an unprotected edge will be tied off at all times or guard rails will be installed.
- Employees working more than six feet from an unprotected edge are not required to wear fall protection providing a warning line or control line is erected to remind employees they are approaching an area where fall protection is required.
- Under no circumstance should any employee be within 6 feet of an unprotected edge without being tied off.
- Use of a lift is the preferred method of access to leading edge work, as long as the employee stays within the lift basket, fall protection is not required.
- Parapet walls must be at least 42 inches high to be considered as a guard rail.
- Employees working on pitched roofs at 4 feet or more above the next lower surface will be tied off.
- All fall arrest and restraint equipment is to be used in accordance with the manufacturer's instructions.
- Fall protection procedures must be strictly adhered to except when doing so would expose the employee to a greater risk. If, in the employee's opinion, this is the case, the employee is to notify their supervisor of the concern and the concern is to be addressed before proceeding with work.

#### Training:

- Training is to be provided at time of hire and annually thereafter by supervisors in custodial and maintenance departments.
- Proper selection, use and maintenance of fall protection systems must be included.
- Training is to be documented with employee sign off sheets, date of training, and agenda.

## Training Materials

Videos (available through EMC Safety Video Lending Library). Videos can be borrowed by visiting the EMD website at [www.emcinsurance.com](http://www.emcinsurance.com)

- Don't Fall Down on the Job (GEN114)
- Extension Ladder Safety (GEN130)
- Basic Ladder Safety (GEN 115)
- Fall Prevention – Ladder Safety (GEN060)
- Step Right Up (GEN029)
- Slips & Falls – Restaurant (SCH017)
- Aerial Work Platform Safety Training (GEN105)
- Scaffolds (CON004)
- Working at Height (CON090)
- Fall Protection – Taking Control (CON016)
- Personal Fall Protection – One Step Beyond (CON073)