

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Safety and Benefits
Chapter:	Fall Protection Plan
Current Effective Date:	3/1/16
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Purpose

This plan establishes requirements and criteria for fall protection in compliance with OSHA Standard 29 CFR 1926.500 for all workers performing work in areas which could result in the worker being able to fall a distance of four feet or more before contacting the next lower level.

Policy

It is the policy of DHHS to protect employees, patients, clients, residents, and any other individuals from hazards associated with work at elevated levels. This policy applies to all DHHS staff who may perform work at a height of four feet or more above the next lower level. This policy ensures compliance with federal and state regulations, including the Occupational Safety and Health Administration (OSHA) standards.

Definitions

Controlled Access Zone: An area in which certain work may take place without the use of guardrail systems, personal fall arrest systems, or safety nets. Access to the zone is controlled.

Guardrail System: A barrier erected to prevent employees from falling to lower levels.

Low Slope Roof: A roof having a slope of less than or equal to 4 in 12 (vertical to horizontal).

Lower Level: Those areas or surfaces to which a worker can fall, including but not limited to ground levels, floors, excavations, etc.

Personal Fall Arrest System: A system used to arrest an employee in a fall from a working level. This system consists of an anchorage, connectors, and a body harness.

Roof: The exterior surface on the top of a building.

Roofing: The hoisting, storage, application and removal of roofing materials and equipment.

Safety Monitoring System: A safety system in which a competent person is responsible for recognizing and warning workers of fall hazards.

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Safety Net System: A net installed under the walking/working surface to catch employee when falling.

Unprotected sides and edges: Any surface, whether horizontal or vertical on which a person works or walks, including, but not limited to, floors, roofs, ramps, bridges, runways, but not including ladders.

Roles and Responsibilities

Safety Programs Manager

The Safety Programs Manager (SPM) ensures that a written plan is in place to establish a policy for fall protection at DHHS. The SPM reviews the policy periodically.

Safety Officer

The Safety Officer monitors his/her assigned area to ensure compliance with this policy. The Safety Officer is responsible for coordinating training for applicable staff on fall protection.

Manager/Supervisor

The manager/supervisor ensures that only authorized and trained staff work in elevated areas where fall protection is required. The manager/supervisor ensures that designated staff complete required training prior to working in these environments. The manager/supervisor ensures that appropriate protection devices and materials are provided as needed.

DHHS Staff

Staff are responsible for complying with this policy. Affected staff complete training as required.

Implementation

Work Activities

This policy is applicable for work including, but not limited to, work performed on roofs, leading edge work, and work performed over or adjacent to openings in floors, walls, walkways, etc. which could result in the worker falling through or over the edge.

- Staff performing work on walking or working surfaces with an unprotected side or edge which is six feet or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.
- The performance of work activities involving leading edge and roof fall hazards shall be performed using ladders, scaffolding, man lifts, or bucket truck whenever appropriate.
- The provisions of this plan do not apply when employees are making an inspection, investigation, or assessment of workplace conditions prior to the

actual start of construction work or after all construction work has been completed.

- The provisions for fall protection for employees working on scaffolds, stairways and ladders are provided in 29 CFR 1926 subparts L and X respectively.

Fall Protection Systems

Appropriate fall protection will be determined by the task (job) to be performed.

- Guardrails, warning line system or safety-monitoring system, as appropriate, shall be the normal methods of fall protection on flat roofs or areas having unprotected sides or edges whenever feasible. Guardrails include a toe board, mid-rail, and top-rail.
- An articulating man lift provided with a restraint system and full body harness to an anchor point below the waist (preferably at the floor level).
- Staff working on sloped roofs must be trained to use and must use personal fall arrest systems. Personal fall arrest systems may include:
 - Anchor points (rated at 5000 pounds per person)
 - Full body harness
 - Restraint line or lanyard
 - Retractable lanyard
 - Rope grabs
 - Connectors (self-locking snap hooks)
- Engineered lifelines.
- Safety monitor systems.
- A safety net system will not be used unless no other feasible method of fall protection can be employed.

Fall Protection Locations

Fall protection is required wherever the potential to fall 6 feet or more exists. The following places are recommended for fall protection:

- Flat and low sloped roof locations, when within 15 feet of the roof edge or during roof repair/maintenance (4:12 pitch or less).
- Exterior and interior equipment platforms, catwalks, antennas/towers, etc.
- Exterior and interior fixed ladders above 20 feet.
- Mezzanine and balcony edges.
- Open excavations or pits.
- Tasks requiring use of the articulating man lifts.
- Tasks requiring employees to lean outside the vertical rails of ladders (i.e., painting, stairwell light bulb replacement, etc.).
- Scaffolding erection – 10 feet in height or greater.
- Tuck pointing – chimney repair.

Protection of Open-Sided Floors, Platforms, and Runways

Every floor opening measuring twelve (12) inches or more in its' least dimension will be provided with a cover or a guardrail. The cover or guardrail will be designed to prevent persons from accidentally walking into the opening and shall also be so designed as not to

Stairway Railings and Guards

A standard stair railing must be equipped with standard stair railings or standard handrails on the open sides of any steps that have four or more risers. A standard stair railing is between 34 and 30 inches measured from the leading edge of the treads:

- On stairways less than 44 inches wide having both sides enclosed, at least one handrail, preferably on the right side descending.
- On stairways less than 44 inches wide having one side open, at least one stair railing on open side.
- On stairways less than 44 inches wide having both sides open, one stair railing on each side.
- On stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair railing on each open side.
- On stairways 88 or more inches wide, one handrail on each enclosed side, one stair railing on each open side, and one intermediate stair railing located approximately midway of the width.

Ladders

- Only wooden ladders or ladders made of other synthetic materials shall be used where an electrical hazard exists.
- All ladders must be inspected daily before use.
- Ladders should be stored in such a way as to prevent damage from sagging, weather conditions, excessive heat, etc.
- If a ladder is found to be damaged and is deemed unsafe, it shall be tagged "out of service", made inoperable, or removed from the jobsite.
- Ladders shall not be left unattended in the upright position and should be removed once the worker has ascended the ladder.
- When setting up a portable ladder, be sure to set the ladder at the proper angle to the building (usually about 25% of the ladder's vertical height).
- Never lean a ladder against cables or wires of any type.
- Use the help of another worker to extend the ladder to the proper height and positioning.
- Be sure the locks are secure.
- When a climber is ascending the ladder, another worker should be used to stabilize the ladder by holding the sides and supporting the feet of the ladder.
- The climber should use the three point method when climbing a ladder. This means that two hands and one foot or two feet and one hand should be in contact with the ladder at all times during the climb.
- Never carry tools up the ladder in one hand. Always use two hands to climb.
- Never climb a ladder from the side or underside.

- Never “walk” or “shift” a ladder while standing on it.

Storage of Fall Protection Equipment

Fall protection equipment must be appropriately stored to prevent damage or aging of material.

Inspections

A visual inspection of each item of fall inspection equipment must be completed prior to each use. Thorough inspections of fall protection equipment are completed and documented annually (see attachments).

Protection from Falling Objects

At no time shall staff be beneath the work site. Ground area beneath work site will be barricaded off to comply with Warning Line area with no one allowed within the barricaded area.

Contractors

Contractors performing work on state property shall follow all OSHA guidelines for fall protection as applicable in 29 CFR 1926.500.

References

- OSHA Fall Protection Scope, Definitions, and Applications, 29CFR 1926.500
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10756
- OSHA Duty to Have Fall Protection, 29CFR 1926.501
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10757
- OSHA Fall Protection Systems Criteria and Practice, 29CFR 1926.502
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10758
- OSHA Fall Protection Training Requirements, 29CFR 1926.503
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10759
- OSHA Scaffolds, General Requirements, 29CFR 1926.451
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10752
- OSHA Stairways and Ladders, General Requirements, 29CFR 1926.1051
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10837
- OSHA Ladders, 29CFR 1926.1053
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10839

For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).



Fall Protection Inspection Checklist

Full Body Harness

Users of a full body harness perform annual inspections of this equipment to maintain the service life and performance, in addition to a visual inspection prior to each use. If you have any questions or concerns, please contact the Safety Officer. Keep this form on file for your records.

Division:	Facility:
Building:	Location/Area:
Inspector:	Date:
Harness Model/Name:	Serial Number:
Date of Manufacture:	Date of Purchase:

General Factors	Accepted	Rejected	Comments
Hardware: includes D-rings, buckles, keepers and back pads. Inspect for damage, distortion, sharp edges, burrs, cracks and corrosion.			
Webbing: Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discoloration.			
Stitching: Inspect for pulled or cut stitches.			
Labels: Inspect, making certain all labels are securely held in place and are legible.			
Other:			
Other:			
Overall Disposition:			

Comments:



Fall Protection Inspection Checklist

Lanyards

Users of a fall protection lanyards perform annual inspections of this equipment to maintain the service life and performance, in addition to a visual inspection prior to each use. If you have any questions or concerns, please contact the Safety Officer. Keep this form on file for your records.

Division:	Facility:
Building:	Location/Area:
Inspector:	Date:
Harness Model/Name:	Serial Number:
Date of Manufacture:	Date of Purchase:

General Factors	Accepted	Rejected	Comments
Hardware: (includes snap hooks, carabiners, adjusters, keepers, thimbles and D-rings) Inspect for damage, distortion, sharp edges, burrs, cracks, corrosion and proper operation.			
Webbing: Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discoloration.			
Stitching: Inspect for pulled or cut stitches.			
Synthetic Rope: Inspect for pulled or cut yarns, burns, abrasions, knots, excessive soiling and discoloration.			
Energy Absorbing Component: Inspect for elongation, tears and excessive soiling.			
Labels: Inspect, making certain all labels are securely held in place and are legible.			
Other:			
Overall Disposition:			

Comments:



Fall Protection Inspection Checklist

Snap Hooks/Carabiners

Users of a snap hooks/carabiners perform annual inspections of this equipment to maintain the service life and performance, in addition to a visual inspection prior to each use. If you have any questions or concerns, please contact the Safety Officer. Keep this form on file for your records.

Division:	Facility:
Building:	Location/Area:
Inspector:	Date:
Harness Model/Name:	Serial Number:
Date of Manufacture:	Date of Purchase:

General Factors	Accepted	Rejected	Comments
Physical Damage: Inspect for cracks, sharp edges, burrs, deformities and locking operations.			
Excessive Corrosion: Inspect for corrosion, which affects the operation and/or the strength.			
Markings: Inspect and make certain marking(s) are legible.			
Other:			
Other:			
Other:			
Overall Disposition:			

Comments:

Users of a self-retracting lanyard/lifeline perform annual inspections of this equipment to maintain the service life and performance, in addition to a visual inspection prior to each use. If you have any questions or concerns, please contact the Safety Officer. Keep this form on file for your records.

Division:	Facility:
Building:	Location/Area:
Inspector:	Date:
Harness Model/Name:	Serial Number:
Date of Manufacture:	Date of Purchase:

General Factors	Accepted	Rejected	Comments
Impact Indicator: Inspect indicator for activation (rupture of red stitching, elongated indicator, etc.)			
Screws/Fasteners: Inspect for damage and make certain all screws and fasteners are tight.			
Housing: Inspect for distortion, cracks and other damage. Inspect anchoring loop for distortion or damage.			
Lanyard/Lifeline: Inspect for cuts, burns, tears, abrasion, frays, excessive soiling and discoloration. (See impact indicator section.)			
Locking Action: Inspect for proper lock-up of brake mechanism.			
Retraction/Extension: Inspect spring tension by pulling lanyard out fully and allowing it to retract fully (lifeline must be taut with no slack).			
Hooks/Carabiners: Inspect for physical damage, corrosion, proper orientation and markings.			
Labels: Inspect, making certain all labels are securely held in place and are legible.			
Other:			
Overall Disposition:			

Comments