ELEVATED WORK POLICY

1.0 BACKGROUND

The purpose of this program is to prevent accidents and injuries to workers from falls and to provide employees with the information for the safe use of fall protection and ladders in elevated work environments. This program is intended to comply with the requirements in NC OSHA's standards 1910 Subpart D and 1926 Subpart M Fall Protection Codes.

2.0 DEFINITIONS

Aerial Lift- a generic term for elevated work platforms which include certain designs such as a scissors lift, cherry picker, bucket truck, etc.

Competent Person- one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, dangerous to employees, and who has authority to take prompt action to correct them.

Connectors- used to couple or connect components of a personal fall arrest system or positioning device; only double locking snap hook connectors with 5,000 lbs of tensile strength will be used; D-ring connectors must also meet the 5,000 lb tensile strength criteria.

Construction- work for construction, alteration, and/or repair, including painting and decorating

Fall Restraint System- system consisting of full body harness, lanyard and connectors designed to prevent employee from falling. Body belts **cannot** be used as part of Personal Fall Arrest System.

Full Body Harness- A full body harness means a design of straps which may be secured about the employee in a manner to distribute the fall arrest forces over at least the thighs, pelvis, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Guardrails- railings installed along elevated work surfaces in compliance with applicable building codes used to prevent fall accidents.

Ladder- is an appliance usually consisting of two side rails joined at regular intervals by cross pieces called steps, rungs or cleats on which a person may step in ascending or descending order. Ladders may be fixed or portable, free standing or non-self supporting in design.

Lanyard- means a flexible line of wire, rope, or strap, suitable for supporting one person. One end is fastened to a harness and the other end is secured to a deceleration device, lifeline or anchorage. The lanyard will have a maximum length at a level to provide for a fall of no greater than 6 feet and comply with current CFR 1926 Fall Protection Standards.

Low slope roof- roof having a slope of least than or equal to 4 in 12 (vertical to horizontal).

Personal Fall Arrest System (PFAS) - system consisting of full body harness, impact absorbing lanyard, anchor and connectors designed to arrest an employee's fall; system must be set up so than an employee can neither free fall more than 6 feet, nor contact any lower surface.

Safety Net- approved safety nets will be provided when work places are more than 30 feet above the ground, water or other surfaces where the use of ladders, scaffolds, platforms, or body harnesses and lifelines are impractical. Maximum size of each safety net mesh opening must not exceed 36 square inches, and the opening cannot be longer than 6 inches on any side or center-to-center. The safety net must be installed as close as possible below the work surface.

Safety Monitoring System- set of monitoring procedures assigned to a competent person for warning workers when they appear unaware of fall hazards or when they are acting in an unsafe manner. These systems do not provide a physical means of preventing or arresting falls.

Standard guardrail system- guardrail system consisting of top rail (42 inches plus or minus 3 inches), a mid-rail and toeboard; guardrail must be able to withstand 200 pounds of applied force.

Toeboards- a vertical barrier at floor level erected along exposed edges of a floor opening, wall opening, platform, runway or ramp to prevent falls of materials.

Warning Line Systems- consist of ropes, wires, or chains and supporting stanchions that form a barrier to warn workers they are near an unprotected roof sided or leading edges.

3.0 RESPONSIBILITIES OF XYZ COMMUNITY COLLEGE

The responsibilities of XYZ include the following:

- Develop a written elevated work policy and ensure that the program is periodically reviewed and updated as necessary.
- Develop employee training programs pursuant to the program.
- Conduct periodic work practice audits and inspections to ensure compliance with the program.
- Review Contractor Fall Protection Procedures as part of the award process.

3.1 Area Manager/Supervisors

The responsibilities of Area Mangers and Supervisors include the following:

- Ensure that employees are properly trained in fall protection procedures and that appropriate and safe work practices and procedures are followed at all times.
- Periodically inspect area ladders and work platforms for evidence of wear or damage and initiates repair procedures as appropriate.

3.2 Facilities Engineering and Maintenance

The responsibilities of Facilities Engineering and Maintenance include the following:

- Perform preventative and remedial maintenance procedures on equipment as necessary.
- Perform routine inspections on ladders, manlifts, and elevated platforms and initiates repair procedures as appropriate.

4.0 PROCEDURES

4.1 Ladder Safety

- Only portable ladders meeting OSHA requirements are acceptable for use by XYZ personnel.
- Only ladders rated for load and type of use (as indicated on the manufacturer's label) shall be used in accordance with work performed.
- Ladders are inspected daily or before each use using the Ladder Inspection Form attached below.
- Ladders found to be damaged or in need of repair will be immediately taken out of use and marked "Dangerous-Do Not Use". This label will remain on the ladder until it can be fixed or replaced. If a wooden ladder has a broken rung or siderail, the laddrer shall be discarded.
- Ladders are not to be painted to prevent the covering of damaged or weakened areas.
- Ladders shall be equipped with proper feet.
- Never stand on the top two rungs of a ladder.
- When using a straight or extension ladder, the 4:1 ratio for distance from the support is used. (ex. If the distance from the ground to your work level is 20 feet, the ladder should be 5 feet away from the base of the structure.)
- The ladder is blocked at the base, secured at the top and extended 3 feet above the landing.
- Workers must always face the ladder when ascending or descending and must not carry loads by hand
- Never overreach or use ladders to support airlines, welding leads and hoses.
- Use at least one hand to grasp the ladder when ascending or descending.
- Use barricades or other appropriate means needed to prevent unexpected collisions with ladder being used in doorways and/or high traffic areas.

- Never use metal or wet wooden ladders when there is a potential for electrical shock.
- Never stand on the top of a stepladder or used it folded and leaning against a wall
- Contractors are not allowed to use XYZ ladders.

4.2 Elevated Working Platform Safety

Scaffolds and Aerial Lifts

- Scaffolds work levels above 10 feet must be equipped with standard guardrails systems or individuals must utilize a Personal Fall Arrest System.
- Fall protection must be used when erecting and dismantling scaffolding when feasible.
- Independent vertical lifelines must always be utilized while on suspended scaffolds at heights greater than 10 feet.
- Scissors lifts must be equipped with surrounding guardrail system and closing gate or latch chain.
- When operating an articulating boom lift, employees must be tied off inside the basket with a lanyard and harness (fall restraint system) in addition to surrounding standard guardrail system.

Floor Openings

- Hole covers must be secured in place so as not to be dislodged.
- Covers must be labeled with high visible working such as “cover” or “hole”.
- Covers must be able to withstand 2 times the intended weight of traffic or load. This includes equipment traffic.
- A standard guardrail system may also be used as protection for floor openings.
- All floor and wall openings, open-sided floors, platforms, and runways 4 feet (general industry) or 6 feet (construction) or more above the ground will be guarded with standard railings and toeboards on all exposed sides.

Safety Monitoring System

- Monitoring systems may only be used for roofing operations on low-sloped roofs when the roof is 50 feet or less and must be used in conjunction with a warning line system (see below).
- Safety monitors must be located on the same surface as the workers they are monitoring.
- Monitors must be able to see workers at all times, be close enough to verbally warn them of fall hazards, and not have any other duties that could distract them from monitoring
- Only persons engaged in roofing work on low-sloped roofs or covered by a fall protection plan are permitted in areas defined by safety monitoring systems.

Warning Line System

- A warning line system marks off an area within which persons may do roofing work without using guardrails, Personal Fall Arrest System or safety nets.
- Warning lines must be erected around all sides of the roof work area and must not be less than 6 feet from the roof edge.
- Lines must be flagged with high visibility material every 6 feet and be between 39" and 45" in height from the working surface.
- No employee shall be allowed in the area between a warning line and a roof edge unless the employee is performing roofing work in that area.
- Warning lines many only be used on low-slope roofs.

4.3 Personal Fall Protection Systems

- Personal Fall Arrest Systems (PFAS) will be used under the following conditions:
  - When working/walking on a surface with an unprotected side or edge which is 6 feet or more above a lower level;
  - When working on a scaffold greater than 10 feet above lower work area (see 4.2);
  - When working on roofs with unprotected edges 6 feet or greater above lower levels; or
  - When specified by the supervisor or foreman.
- Personal fall protection systems will be inspected before each use.
- Damaged harnesses, lanyards, lifelines or anchor points will be immediately removed from service, labeled "Dangerous- Do Not Use". Equipment which cannot be repaired will be destroyed.
- Personal Fall Arrest Systems must limit a worker's free-fall distance to six feet without contacting a lower level.
- Any PFAS or component subjected to a fall must be immediately removed from service until the designated competent person determines it is undamaged and can be used again.
- Personal fall arrest systems must be inspected for wear, damage or deterioration prior to each use. Defective components must be removed from service.
- Most lanyards cannot be clipped or tied back to itself.

5.0 EMPLOYEE TRAINING

- Fall protection training will be provided to employees who may be exposed to fall hazards.
- The training will enable employees to identify fall hazards and the procedures to follow to reduce the risk of a fall.
- Training conducted must be in compliance with 1926.454(a) and 1926.503(a).
- Training records will be certified and include the employee name and signature, date of training, name and signature of trainer and summary of material covered.
- The latest training certificate shall be maintained.
- Retraining will be conducted when deficiencies in the program are noted, changes in the workplace render previous training obsolete, or changes in types of fall protection systems or equipment to be used render the previous training obsolete.