Fall Protection Program

For

<Insert Organization Name>

Adopted
<Insert date policy is adopted>
I. Introduction
As part of <insert the name/title of the organization> overall safety and health program, a fall protection program has been established. This fall protection program is designed to comply with the standards set forth in the Occupational Safety and Health Administration’s (OSHA) 29 CFR 1910 Subpart D, Walking/Working Surfaces.

II. Objective
The objective of this fall protection program is to prevent occupational injuries related to slips, trips and falls by educating employees about safe work practices and to increase the awareness of fall hazards in the workplace or home for all Organization employees. It is intended to meet the requirements of OSHA’s 29 CFR 1910 Subpart D, Walking/Working Surfaces.

III. Scope
This program applies to all walking/working surfaces located within the <insert the name/title of the organization> facilities. Further, this program specifically addresses employees who in the course of their employment, are exposed to an unprotected side or edge of a walking/working surface that is four (4) or more feet above a lower level.

IV. Responsibilities
A. Members of senior management are responsible for the following:
   1. Require the full application and integration of this policy into daily operations, as applicable, in all areas of responsibility and with all direct reports.
   2. Assess managers and supervisors on their ability to apply this policy in their areas of responsibility.
   3. Provide fall protection to affected employees.

B. <Insert the name/title of the Program Coordinator> is designated as the Program Administrator. This position is responsible for all facets of this program and has full authority to make necessary decisions to ensure the safety of employees and success of this program. Duties of the program administrator are:
   1. Maintaining and updating the written program as required.
   2. Coordinating necessary training for all affected employees.
   3. Providing necessary technical assistance to managers and supervisors.
   4. Periodically assessing the effectiveness of this program and its implementation in all affected areas of the company.

C. Supervisors are responsible for ensuring that the fall protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor are:
   1. Know how this policy applies to those under their direct control.
   2. Integrate and enforce the provisions of this policy in their areas of responsibility.
   3. Periodically audit the effectiveness of this policy in their areas of responsibility.
   4. Coordinate training for all affected employees.
   5. Provide appropriate coaching and corrective action when necessary to ensure this policy is fully integrated.
   6. Investigate and document all incidents that result in employee injury.
D. All affected employees are responsible for the following:
   1. Integrate the provisions of this policy into their daily activities as applicable.
   2. Follow all training, instructions and directives relative to this policy.
   3. Seek clarification whenever there are questions concerning the application of this policy into daily operations.
   4. Bring to management’s attention any unsafe or hazardous conditions or practices that may cause injury to themselves or other employees.
   5. Report any incident that causes injury to an employee, regardless of its nature

V. Definitions
   A. Dockboard – A portable or fixed device for spanning the gap or compensating for the difference level between platforms and carriers.
   B. Handrail – Rail used to provide employees a handhold for support.
   C. Opening – A gap 30 inches or more high and 18 inches or more wide in any wall or partition through which employees can fall.
   D. Riser – The upright member of a step situated at the back of a lower tread and near the leading edge of the next high tread (step).
   E. Stair Rail or Stair Rail System – A vertical barrier (such as rails, decorative panels and mesh) erected along open sides of stairways to prevent employees from falling to lower levels. The top surface of a stair rail system may also be a handrail.
   F. Standard Stairs – Permanently installed stairway excluding ship stairs, spiral stairs and alternating tread-type stairs.
   G. Toeboards – A low protective barrier that is designed to prevent the fall of materials and equipment to lower levels and provide protection from falls for employees.
   H. Tread – The horizontal member of a step.

VI. General Requirements – Walking/Working Surfaces
The following requirements will apply to all walking and/or working areas in the facility. The responsible manager for each area shall periodically survey their areas of responsibility to ensure these requirements are being met. When necessary, maintenance or repairs shall be made to meet these requirements.

   A. Housekeeping: Passageways, storerooms and service rooms will be kept clean, orderly and in a sanitary condition. In all areas of the facility, workroom floors must be maintained in a clean, and as much as possible, dry condition. Where wet conditions exist, management will install proper drainage or, when drainage is not feasible, mats should be provided.
   B. Aisles and Passageways: All aisles and passageways will have sufficient safe clearances when material handling equipment is in operation. Sufficient space for people must also always be maintained in aisles and passageways. Further, aisles and passageways must be maintained in good repair, and all permanent aisles shall be marked with either tape or paint.
   C. Access and Egress: A safe means of access and egress from one walking/working surface to another will be provided to all employees.
   D. Floor Loading Protection: All walking/working surfaces will be designed, constructed and maintained to support their maximum load. At no time will they be loaded beyond their maximum intended load.
VII. General Requirements – Stairways

The following requirements will apply to all stairways in the facility. The responsible manager for each area shall periodically survey their areas of responsibility to ensure these requirements are being met. When necessary, maintenance or repairs shall be made to meet these requirements.

A. Standard Stairs: All standard stairs, purchased or installed, must meet the following requirements:
   1. Standard stairs will be provided for access from one level to another where operations necessitate normal travel between levels and for access to operating platforms for any equipment that requires routine attention.
   2. Standard stairs must be capable of carrying a load five times the normal live load anticipated with a minimum ability to safely carry a moving, concentrated load of 1,000 pounds.
   3. Standard stairs must have a minimum width of 22 inches.
   4. Standard stairs must have uniform riser heights and tread depths between landings.
   5. Standard stairs must be installed at angles to the horizontal of 30 to 50 degrees.
   6. Standard stairs shall have a maximum riser height of 9.5 inches and a minimum tread depth of 9.5 inches.
   7. Stairway platforms may be no less than the width of the stairway and a minimum of 30 inches in length, measured in the direction of travel.
   8. The vertical clearance above any stair tread to an overhead obstruction must be at least 6 feet 8 inches, measured from the leading edge of the tread.

B. Stairway Railings and Guards: Each employee exposed to a fall 4 or more feet from an unprotected side of a stairway must be protected by a guardrail or stair rail system.

C. Every flight of stairs having 3 treads and 4 or more risers must be equipped with a stair rail system or handrail as follows:
   1. On stairways less than 44 inches wide with both sides enclosed, at least one handrail on the right side descending.
   2. On stairways less than 44 inches wide having one side open, at least one stair rail system on the open side.
   3. On stairways less than 44 inches wide but with both sides open, one stair rail system on each side.
   4. On stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair rail system on each open side.
   5. On stairways 88 inches or more wide, one handrail on each enclosed side, one stair rail system on each open side and one intermediate stair railing located approximately midway of the width.

D. Stair Rail Systems and Handrail Specifications: Stair rail systems and handrails shall be purchased or installed in accordance with the following guidelines:
   1. Handrails’ vertical height must not be less than 30 inches and no more than 37 inches from the upper surface of the tread.
   2. Stair rail systems’ vertical height must not be less than 30 inches and can have openings no more than 19 inches in their least dimension.
   3. Handrails and the top rails of stair rail systems must be capable of withstanding a force in any downward or outward direction of at least 200 lbs.
   4. Handrails and the top rail of the top edge of the stair rail system must be surfaced to prevent injury to employees from punctures or lacerations and have a minimum distance of 3 inches from any obstructions.
VIII. General Requirements – Floor and Wall Openings

A. Whenever an employee is working on, at, above or near a wall opening where they are exposed to a fall 4 feet or more, fall protection will be provided. The following fall protection systems are applicable: guardrail system, designated area, safety net system, travel restraint and personal fall arrest system.

B. Every overhead walking/working surface shall be outfitted with toeboards for protection from falling objects. All toeboards, purchased or installed, must meet the following requirements:
   1. Toeboards must be a minimum of 3.5 inches in vertical height from their top edge to the level of the walking/working surface.
   2. Toeboards must be capable of withstanding, without failure, a force of at least 50 pounds in any downward or outward direction.

C. Every floor hole shall be guarded by a guardrail system on all exposed sides except that of an entrance to a stairway. If a hole is used for the passage of materials, it cannot have more than two sides fitted with removable guardrails and must be covered or guarded when not in use.

IX. Fall Protection Systems

It is the responsibility of <insert the name/title of the organization> to provide and install one of the following fall protection systems whenever an employee is exposed to a walking/working surface with an unprotected side or edge which is 4 feet or more above a lower level. The following fall protection systems must meet the criteria set forth in 29 CFR Subpart D 1910.29.

A. Guardrail System: All guardrail systems, purchased or installed, must meet the following requirements:
   1. The top rail must have a height of 42 inches (plus or minus 3 inches) above the walking/working level and be able to withstand 200 pounds of force applied within 2 inches of the top edge of the top rail.
   2. Midrails, screens, mesh or vertical members able to withstand 150 pounds of force applied in any outward or downward direction must be installed between the walking/working surface and the top rail.
      a. Midrails must be installed at a height midway between the top edge of the top rail and the walking/working surface.
      b. Screens and mesh must extend from the top rail to the walking/working surface and along the entire opening of the guardrail.
      c. Intermediate members must not be more than 19 inches apart.
   3. Steel or plastic banding shall not be used as top rails or midrails.
   4. The surface of all guardrail systems must be surfaced to prevent injury to employees and must not overhang the terminal post to present as a projection hazard.
   5. When guardrail systems are used on ramps and runways, they must be erected on each unprotected side or edge.

B. Designated Areas: All designated areas must meet the following requirements:
   1. Designated areas shall only be used when work is temporary in nature and the slope of the surface is 10 degrees or less.
   2. Employees must remain inside the designated area while work operations are underway.
   3. The perimeter of the designed area must be constructed with a line of rope, wire or chain in accordance with the following criteria:
      a. Must have a minimum breaking or tensile strength of 500 lbs.
b. Must be erected at least 6 feet from an unprotected side or edge.
c. Stanchions must be capable of resisting, without tipping over, a force of at least 16 lbs.
d. The line must be visible from at least 25 feet away and be installed in such a manner that its lowest point is no less than 34 inches.

C. Safety Net System: Safety net systems, purchased or installed, must meet the following requirements:
1. Safety net systems must be installed as close as practical to the walking/working surface, but no more than 30 feet below such level. The following chart lists the minimum distances safety net systems must extend from the walking/working surface:

<table>
<thead>
<tr>
<th>Vertical Distance from Working Level to Horizontal Plane of Net</th>
<th>Minimum Required Horizontal Distance of Outer Edge of Net from the Edge of the Working Surface</th>
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<tbody>
<tr>
<td>Up to 5 feet</td>
<td>8 feet</td>
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<tr>
<td>More than 5 feet up to 10 feet</td>
<td>10 feet</td>
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<tr>
<td>More than 10 feet</td>
<td>13 feet</td>
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2. The maximum size of each safety net mesh opening shall not exceed 36 square inches.
3. All safety net systems must be able to withstand a drop test. The drop test shall consist of dropping a 400 lb. bag of sand, measuring 28 to 32 inches in diameter, from the highest walking/working surface at which employees are exposed to fall hazards. When employers can demonstrate that it is unreasonable to perform a drop test, a competent person shall certify that the safety net system is in compliance with the provisions located in 29 CFR 1926.502.
4. Safety nets shall be inspected at minimum once a week for wear, damage and other deterioration. Further, safety nets shall be inspected after any occurrence which could affect the integrity of the safety net system. Defective nets shall not be used.

D. Personal Fall Arrest System: All personal fall arrest systems must meet the following requirements:
1. All components of a personal fall arrest system, including a harness, fall deceleration device, hooks and attachment points, etc., shall be designed and constructed specifically for fall protection.
2. Personal Fall Arrest Systems shall be secured to anchor points capable of supporting 5,000 pounds for each employee attached to it.
3. The personal fall arrest system shall be rigged to provide a fall distance of no greater than six feet prior to the activation of the deceleration device.
4. Fall deceleration devices must limit the maximum arresting force on a employee to 1,800 pounds and have a maximum deceleration distance of 3.5 feet.
5. All fall arrest system components shall be thoroughly inspected by the user and their Supervisor prior to, and at the end of each use. Damaged or worn equipment shall be marked or destroyed (cut) in a manner to insure its discontinued use.
6. After a fall occurs, the body harness, deceleration device and all harness fittings shall be permanently removed from service.
7. The anchor point shall be kept as midline with the individual using the fall arrest system as possible. If a swing hazard exists, the anchor point shall be moved closer to the worker using the fall arrest system.
8. Care shall be taken by the individual using the fall arrest system and their supervisor to ensure that the appropriate total fall distance is calculated and that sufficient clearance is provided.
9. Prompt rescue procedures shall be in place in the event of a fall.

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

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X. **Fall Protection Hierarchy**

The following hierarchy, or preferred order of control, will be used to choose methods to eliminate or control fall hazards:

A. Eliminate the need to work at height.
B. Use of engineering controls such as guardrails and/or work platforms.
C. Use of personal positioning system to prevent a fall.
D. Use of a personal fall arrest system.
E. Administrative controls.

XI. **Calculating Total Fall Distance**

Prior to using a fall arrest system, the appropriate total fall distance will be calculated to ensure the affected employee will have sufficient clearance below his/her working surface in the event of a fall. To calculate the total fall distance, the following measurements will need to be determined:

A. **Freefall Distance (FFD):** The vertical distance a worker travels between the onset of a fall until just prior to the point where the fall arrest system begins to arrest. This distance shall be no longer than 6 feet.
B. **Deceleration Distance (DD):** The vertical distance a worker travels between the activation of the fall arrest system and the final fall arrest. This distance shall be 3.5 feet or less.
C. **Harness Effects (HEFF):** The stretch of the harness when the fall arrest system is subject to stopping a fall. Typically this distance is 1 foot but some elastic-type webbing can stretch to 2 feet. Be sure to check manufacturers’ specifications for further information.
D. **Vertical Elongation (VEL):** A measure of the stretch of the lifeline included in the fall arrest system. This distance varies depending on what type of fall arrest system is being used. Manufacturers’ specifications should be checked for exact measurements.
E. **Safety Factor (SF):** An additional factor added into the equation to provide further protection to the employee if subject to a fall. This variable should be at least one foot but can reflect any distance the employee feels comfortable with.

Equation: Total Fall Distance = FFD + DD + HEFF + VEL + SF

XII. **Training**

A. All employees will receive some level of training relative to fall protection. All employees will receive awareness-level training, which is designed to convey the concept of elevated platforms and performing work at elevated heights.

B. Any employee who has the requirement to perform work at heights as a part of their job will have practitioner-level training that describes the steps that have been taken to provide fall protection measures and when additional measures must be employed. Specifically, this training will include:
   1. Recognition of fall hazards.
   2. Methods to eliminate or control fall hazards.
   3. Specific requirements as outlined in various standards.

C. The training frequency will be as follows:
   1. **Awareness-Level Training:** Provided to employees who do not have job responsibilities that involve working at elevated heights. Training will be provided within the first week of employment or reassignment into a new area. Refresher training will be provided when conditions in the workplace warrant new training.
   2. **Practitioner-Level Training:** Provided to employees who have job responsibilities that will require them to work on or at elevated heights. Training must be provided before the employee is required to perform any
job that will have them working at an elevated height. Practitioner-level training will be provided on an annual basis or whenever conditions in the work environment warrant more frequent training (such as when new equipment with new working platforms is delivered to the facility.)

D. Elements of the training will include:
   1. Nature of fall hazards to which employees may be exposed.
   2. Correct procedures for erecting, maintaining, disassembling and inspecting fall protection systems.
   3. Use and operation of controlled access zones, guardrails, personal fall arrest systems, safety nets, warning lines and safety monitoring systems.
   4. Role of each employee in the safety monitoring system (if one is used).
   5. Limitations of the use of mechanical equipment during roofing work on low-slope roofs.
   6. Correct procedures for equipment and materials handling as well as storage and erection of overhead protection.
   7. Requirements of OSHA’s 1910 Subpart D, Walking/working Surfaces.

XIII. Bucket Truck Safety
A. The following safety guidelines shall be adhered to when operating a bucket truck:
   1. Employees required to operate bucket trucks shall be properly trained on the safe use of the equipment.
   2. Never override hydraulic, mechanical or electrical safety devices.
   3. Never move the equipment with workers in an elevated platform unless this is permitted by the manufacturer.
   4. Do not allow workers to position themselves between overhead hazards, such as joists and beams, and the rails of the basket. Movement of the lift could crush the worker(s).
   5. Maintain a minimum clearance of at least 10 feet, or 3 meters, away from the nearest energized overhead lines.
   6. Always treat power lines, wires and other conductors as energized, even if they are down or appear to be insulated.
   7. Use a body harness or restraining belt with a lanyard attached to the boom or basket to prevent the worker(s) from being ejected or pulled from the basket.
   8. Set the brakes and use wheel chocks when on an incline.
   9. Use outriggers, if provided.
   10. Do not exceed the load limits of the equipment. Allow for the combined weight of the worker, tools and materials.

XIV. Dockboards
A. All dockboards, purchased or installed, must meet the following requirements:
   1. Portable and powered dockboards must be capable of supporting their maximum intended load.
   2. Dockboards must be designed, constructed and maintained to prevent equipment from running off the edge.
   3. When vehicles are placed onto dockboards that employees are working on or near, it must be prevented from moving.
   4. Each employee on a dockboard must be protected from falling 4 feet or more to lower levels by a guardrail or handrail system, except when the dockboard is solely used for operations with motorized equipment or when those employees have been properly trained to recognize and avoid fall hazards related to dockboards.
Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

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Fall Protection Training Log

Instructor: ____________________________ Date: ____________________________

I have trained the employees listed below on the Walking/Working Surfaces Standard, 29 CFR 1910 Subpart D. A copy of the training outline is attached.

Instructor’s Signature: ____________________________

I have received training in this topic, understand the information and have no further questions regarding this information.

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<th>Employee’s Name (Print)</th>
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