

Fall Protection Procedure

January 2023

To effectively reduce employees' exposure to fall hazards the primary means shall be through engineering and planning, workers' knowledge, and adherence to safe work practices. A fall protection plan will be developed specifically for each site by the IPS★ITCS HSEQT Manager or other qualified person.

Fall protection shall be utilized by IPS★ITCS employees when working at unprotected elevations which potentially expose the employee to a fall greater than 6 feet or when Standard Methods or protection is not feasible.

In the event of an accident/near miss occurs, a thorough investigation shall be performed to determine adequacy of this program.

A. Fall Hazards

1. Standard protection against falls shall primarily be achieved with adequate guard rails (handrails, mid-rails, toe plate) are installed on work platforms, scaffolds, or stairways (with four or more risers).
2. An attempt shall be made to either install permanent guardrails/temporary guardrails on/around surfaces that are four feet above floor level.
3. Floor holes/openings shall be covered with a minimum of ¾ inch plywood, stocked to prevent movement and labeled as "hole" so as not to create a tripping hazard.
 - a) Floor holes/openings where work activities are taking place shall be protected by hard barricades, capable of withstanding 200 lbs. lateral force.

B. Fall Protection Methods/Systems

1. Fixed Guard Rail System – The use of fixed fall protection such as a complete guard railing system around elevated structures is always preferred, if available.
2. Controlled Access Zone – A controlled access zone provides a physical barrier such as a cable place at least six (6) feet from the exposure that excludes personnel from the area.

3. Safety Monitor – A safety monitor is a competent person placed in a strategic location to warn workers when they get too close to an unprotected elevated location. The safety monitor must be able to see and communicate with workers while the fall hazard exists.

4. Restraining Line – A restraining line is a physical barrier placed between the workers and an unprotected edge of a fall hazard. This barrier device must be clearly visible and be placed at least 6 ft. from the exposed edge of the fall hazard. Streamers must be used for visibility.

5. Personal Fall Arresting System – A personal fall arresting system consists of a full body harness; a shock absorbing lanyard and an anchor point capable of supporting 5,000 lbs. of force for each line attached. This system is designated to limit the fall distance and arrest the fall.

The Project Manager or his designee will determine the type of fall protection to be used for each exposure and train the affected employees in the method to be used. The Project Manager will be designated as the competent person for fall protection determination purposes. All purchased equipment must meet OSHA, ANSI and/or ASTM applicable requirements.

C. Lanyards And Lifelines

1. Lanyards shall be a minimum of 1/2 inch nylon, flexible steel or equivalent, with a breaking strength of at least 5,400 pounds.

2. Lanyards shall be of a length to provide a fall of not greater than 6 feet.

3. Lifeline/lanyards shall be secured above the point of operation.

4. Lifelines, lanyards and safety harnesses shall be protected from cutting, pinching, or exposed to sharp edges.

5. Lifelines with multiple lanyard attachments shall have a strength factor of at least 5,400 pounds for each attached lanyard.

6. While working in facilities requiring a 100% tie off system, for their protection employees will be provided with a mandatory two-lanyard system.

D. Storage/General Use

1. Harnesses and all supporting equipment must be stored in a clean, dry place,

free from abrasive or cutting materials.

2. Any lifeline, safety harness/lanyard actually subjected to in-service loading, shall be immediately removed from service.

E. Inspection

1. Prior to each use safety harnesses, lanyard and lifelines shall be inspected.

2. A visual inspection shall require attention to:

a) General appearance

1. Stitching, rivets, buckles
2. Cuts, burns, abrasions, fraying
3. Snaps and attachment points, D-ring

3. Any harness, lanyard/lifeline not in acceptable condition shall be removed from service.

F. Training

1. Trainer must meet "Competent Person Train-the-Trainer" requirements set forth in 29 CFR 1926.500.

2. All employees shall be trained in the recognition of hazards while working at elevated heights, proper use and care of fall protection equipment, and procedures to minimize the hazards.

3. IPS★ITCS shall conduct re-training if it is determined that deficiencies are discovered in proper use, workplace conditions have changed, or previous systems become obsolete.

4. Documentation of employee completion of training shall be maintained including employee name, date, social security number, and person conducting the training.

G. Program Evaluation

1. On each site, the Safety Representative or Supervisor shall perform an evaluation to establish fall protection requirements. If they are uncertain, the HSEQT Manager shall be notified.

2. In the course and scope of IPS★ITCS' work activities, no work is performed in controlled access zones, leading edges, or with the use of safety monitors. If these situations should occur, a specific revision to this program shall be established.

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	12.20.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	☒
Environmental Aspect and Impact	☒
Training and Competency	☒
Measure and Evaluation Tools	☒

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

Process: insert// Procedure: Insert //			Date:	Audited by:
			Location of Audit:	Area Mgr/Supervisor:
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE: SAFETY REP'S SIGNATURE:		CONFORMANCE SCORE: / 25 CONFORMANCE %:		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance