## WORKING AT HEIGHTS POLICY

Working from heights and falls from heights, even relatively low elevations, can result in serious injuries. The proper use of fall protection equipment-in addition to planning, supervision, and training as it can reduce or eliminate the risk of falling. This policy will outline the requirements that must be satisfied according to the Canada [*Occupational Health and Safety Regulations*](https://laws-lois.justice.gc.ca/eng/regulations/sor-86-304/page-22.html#h-1187581) and the Canada Labour Code: Part II.

SCOPE

The [*Occupational Health and Safety*](https://search-ohs-laws.alberta.ca/legislation/occupational-health-and-safety-code/part-9-fall-protection/) *Regulations* require all workers, contractors, and/or visitors to use fall protection systems when they could fall from a height of 3 m (10 ft.) or more, or where a fall from a lesser height could result in serious injury.

STANDARDS

Anyone working at heights 3 metres (10 ft) or above must be trained and qualified in the proper use of Fall Protection systems.

All employees are to follow manufacturer’s instructions in the use, care, storage, inspection and maintenance of all fall protection equipment.

POLICY

<Organization Name> will uphold all requirements set out in the *Occupational Health and Safety Regulations* and will ensure all employees and managers are provided with information and safety protocols for safely working at heights.

Fall Protection Plan

Sections 12.01 to 12.09 of Canada’s *Occupational Health and Safety Regulations* require employers to prepare a fall protection plan when there is a risk of injury due to falling in any of the following circumstances:

· If work is to be performed from a structure or on a vehicle at a height of 3 m or more;

· If work is to be performed from a ladder at a height of 3 m or more if, because of the nature of the work, the person performing it is unable to use at least one hand to hold onto the ladder; or

· If work is to be performed at a height of less than 3 m if the surface onto which the person might fall would present a greater risk of injury than a solid, flat surface.

A fall protection plan must specify

· The hazards that have been identified for each work area and each activity to be carried out at the workplace;

· The fall-protection systems that have been chosen to protect against the identified hazards;

· The anchors to be used during the work,

· That clearance distances below the work area, if applicable, have been confirmed as sufficient to prevent a worker from striking the ground or an object or level below the work area;

· The procedures used to assemble, maintain, inspect, use and disassemble the fall protection system, where applicable, and;

· The rescue procedures to be used if a worker falls and is suspended by a personal fall arrest system or safety net and needs to be rescued.

Inspection and Maintenance

 Equipment used in a fall protection system must be:

· Inspected by a qualified person before use on each work shift,

· Kept free from substances and conditions that could contribute to its deterioration, and;

· Maintained in good working order.

Employer Responsibilities

· The employer must develop procedures that comply with Section 12 of OHS regulations in a fall protection plan for a work site if a worker at the work site may fall 3 metres or more.

· The employer must ensure that the fall protection plan is available at the work site and is reviewed with workers before work with a risk of falling begins.

· The employer must ensure that the plan is updated when conditions affecting fall protection change.

· The employer is responsible for ensuring that all fall protection equipment is provided for the type of work that is to be completed and utilised correctly.

· The employer and/or management must ensure all workers are adequately trained in fall protection systems including their use and practical application.

Employee Responsibilities

· Employees must visually inspect their equipment before each use – if it is damaged, worn, or defective, it must be immediately removed from service and tagged.

· Employees must report to their supervisor if any equipment is defective or damaged.

· Employees must follow all safety procedures and make all efforts to perform their duties safely and in accordance with protocol.

· Employees must ensure that where personal protective equipment is required, they are wearing it properly and at all times.

· Employees must visually inspect the work area prior to working at heights to ensure that the area is free from obstructions, debris, or uneven surfaces.