WORKING AT HEIGHTS/FALL PROTECTION POLICY

<ORGANIZATION NAME> places the health, safety and well-being of all workers and volunteers as its highest priority. <ORGANIZATION NAME> has established this policy to ensure all workers who work at heights are provided with important safety guidelines and information. We understand the organization is responsible for the safety of the workplace and we will take all steps needed to provide a healthy and safe working environment.   
  
SCOPE

The New Brunswick *Occupational Health and Safety Act* requires 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, when working above any surface that could injure an employee during a fall or when working above an opening.

DEFINITIONS   
  
“fall-protection system” means a guardrail, a travel restraint system, a fall-arresting system, a fall restricting system, that is either a personal fall restricting system or a collective fall restricting system that was designed to:

* prevent or eliminate the risk of falling,
* restrain an employee who is at risk of falling, or
* stop an employee who has fallen.

“fall-arresting system” means a permanent or temporary assembly of fall-protection components designed to arrest the fall of one or more employees.

“guardrail” means an assembly of components joined together to form a barrier that is designed to prevent an employee from falling off the edge of a surface, but excludes a permanent guardrail system.

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.

All employees must report defective or inadequate equipment to the organization and not use the equipment.

POLICY

<ORGANIZATION NAME> (the “Employer”) will uphold all requirements set out in the Occupational Health and Safety Act and WorkSafeNB and will ensure all employees and managers are provided with information and safety protocols for safely working at heights.

Employer Responsibilities

* The employer must establish a code of practice when employees are required to work from a height of 7.5 m or more, where a safety monitor and work procedure is used while weatherproofing, or as required by an officer.
* The employer must provide a fall-protection system and all necessary components (E.g., including full body harness, self-retracting lanyard,) when an employee is at risk of falling.
* The employer must ensure the components of the fall-protection system are designed, erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired and dismantled according to the manufacturer’s specifications and meet the specified CSA standards.
* Before any fall-arresting system is used, the employer must establish a procedure for rescuing an employee in an emergency and provide training on the rescue procedure.
* The employer must ensure that a competent person trains employees on use, maintenance and inspection of a fall-protection system, unless the system used is a guardrail, and that this training is documented and made available to an officer on request.
* The employer must ensure all employees are trained and instructed in the fall-protection systems and in all post-fall rescue procedures before being allowed into an area where there is a risk of falling.
* Training on fall protection must include all of the following, as applicable to the nature of the work:
  + a review of all applicable health and safety legislation, regulations and standards;
  + identification of fall hazards;
  + a review of the hierarchy of controls that may be used to eliminate or minimize risk of injury from a fall;
  + the different methods of fall protection and the most suitable application of the methods;
  + fall-protection and safe-work procedures;
  + instruction on assessing and selecting specific anchors that may be used for various applications;
  + instruction on selecting and correctly using fall-protection components, including connecting hardware;
  + information about the effect of a fall on the human body.
* The employer will provide all necessary equipment and personal protective equipment required for safely working at heights, including but not limited to: body belts, harnesses, anchorages, etc.
* The employer will ensure that all workers are trained and instructed in the safe usage of all fall-protection equipment.
* The employer will ensure that all workers are trained and instructed to report any defective or malfunctioning equipment promptly.
* The employer will ensure that all defective fall protection equipment is repaired and replaced as necessary.
* The employer will maintain written records of all repairs and replacements of fall protection equipment.

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.
* Employees must ensure that all equipment is stored, maintained, and cared for properly.

Supervisor Responsibilities

* Supervisors must acquaint employees with the hazards and control measures associated with their work
* Supervisors must provide the information and instruction necessary to ensure their health and safety
* Supervisors must enforce company safety rules, programs, codes of practice and procedures, including ensuring employees comply with the requirements

Please note that this Working at Heights Policy contains general guidelines as set out by the New Brunswick Occupational Health and Safety Act and WorkSafeNB. <ORGANIZATION NAME> reserves the right to amend this policy as necessary to ensure the continued health and safety of our employees. Any changes or updates to this policy will be communicated and implemented accordingly.