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

TheNova Scotia *Occupational Health and Safety Act and* [*General Regulations*](https://www.novascotia.ca/Just/Regulations/regs/ohsworkplace.htm#TOC1_21:~:text=access%20or%20scaffold.-,When%20Fall%20Protection%20is%20Required,-Fall%20protection%20required)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.

DEFINITIONS

“fall-arrest system” means a fall-protection system consisting of an assembly of components that stops a person’s fall when properly assembled, used together and connected to a suitable anchorage.

“fall-protection system” means any secondary system that is intended to prevent a person from falling or arrests a fall that occurs, and includes guardrails, temporary flooring, travel-restraint systems, personnel safety nets and fall-arrest systems.

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> (the “Employer”) will uphold all requirements set out in the *Occupational Health and Safety Act and General Regulations* 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 written fall-protection safe-work procedure for the type of work to be performed in any work area where fall protection is required and the maximum fall distance is less than 7.5 m.
* The fall-protection safe-work procedure must be based on a hazard assessment of the work typically performed by the employer and must include all of the following information:
  + the nature of the work to be performed;
  + the typical duration of the work;
  + a description of the work;
  + a list of the primary tools or equipment used in the work;
  + reference to applicable health and safety legislation and regulations;
  + a list of potential fall hazards of the work and their associated risks;
  + the risk controls to be used to prevent injury to persons coming in contact with known hazards;
  + the effect of weather conditions;
  + the name of the person or position that has supervisory responsibility for the work, whether the person is present at the work area or not;
  + the training and qualifications required for persons who will perform the work, as determined by the employer;
  + a method for communicating the fall-protection safe-work procedure to any person who may be affected by the procedure.
* The employer must ensure that a guardrail that is used as a means of fall protection is installed at all of the following places in a work area:
  + around any uncovered opening in any surface;
  + at the perimeter or other open side of a work area.
* The employer must ensure that temporary flooring that is used as a means of fall protection is able to withstand 4 times the maximum load likely to be on it and is installed so that it meets all of the following:
  + it extends over the entire work area with the exception of any openings necessary for the carrying out of work;
  + it is securely fastened to prevent lateral and upward movement.
* The employer must ensure that a fall-arrest system that is used as a means of fall-protection is installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected, serviced, tested, cleaned and dismantled in accordance with the manufacturer’s specifications and designed in accordance with the requirements of the latest version of CSA standard CSA Z259.16: “Design of active fall-protection systems”.
* 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.
* The employee will ensure that all workers complete training on fall protection before they do any of the following:
  + use fall protection;
  + work in, supervise or plan the work for a work area where fall protection is required;
  + once at least every 3 years.
* All training must be instructed by a competent person and the person conducting the training must identify a method of evaluating the workers taking the training and determining whether the worker has successfully completed the training.
* 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.
* A record of fall-protection training for each participant who successfully completes the training must be maintained by the employer and the training provider.
* A person who conducts training must give each participant who successfully completes the fall-protection training a training certificate or card, signed by the instructor.

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.

Please note that this Working at Heights Policy contains general guidelines as set out by the Nova Scotia Occupational Health and Safety Act and General Regulations. <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.