LP 4.19

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Policy Owner:
Board of Trustees

Policy Administrator:
VP for Finance and Administration

Affected Parties:
Employees

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Walking-Working Surfaces and Fall Protection

1 Purpose

1.1 The purpose of the Walking-Working Surfaces and Fall Protection Policy is to ensure a safe and healthful working environment and to act as a performance standard for all Lander University employees.

2 Scope

2.1 This policy addresses the safe environment of working surfaces, including working from heights at Lander University.

2.2 Lander University shall ensure that each employee on a walking-working surface that is four feet or more above a lower level is protected from falling by one or more of the following:

2.2.1 Guardrail systems.

2.2.2 Safety net systems.

2.2.3 Personal fall arrest systems.

3 Responsibilities

3.1 Safety and Regulatory Compliance Officer

The Safety and Regulatory Compliance Officer has overall responsibility for policy implementation to ensure that:

3.1.1 A Walking-Working Surfaces and Fall Protection Plan is implemented on the Lander University campus.

3.1.2 Compliance with state and local regulations is maintained.

3.2 Facilities Operations Manager

The Facilities Operations Manager is responsible for ensuring:

3.2.1 That the Walking-Working Surfaces and Fall Protection Plan is implemented in their area(s) of responsibility.

3.2.2 That workplace safety audits are conducted on a monthly basis.

3.2.2.1 See Walking-Working Surfaces Inspection Form in Appendix D.

3.2.3 That, in collaboration with the Safety and Regulatory Compliance Officer, the correct type(s) of personal fall arrest systems are utilized, when required.

3.2.3.1 See Section 7 of this policy.

3.2.4 That inspection and maintenance records are maintained.

3.2.5 That all inspections are completed as described in Sections 6 and 7 of this policy.

3.3 Supervisors

Supervisors are responsible for:

3.3.1 Ensuring that all aspects of this plan are implemented in their area(s) of responsibility.

3.3.2 Conducting routine inspections to ensure that all walking-working surfaces are free from slip, trip, and fall hazards.

3.3.3 Ensuring that workers who work on elevated platforms are properly trained.

3.3.4 Ensuring that workers are provided with the proper personal fall arrest systems, when needed.

3.3.5 Ensuring that workers who utilize personal fall arrest systems are properly trained on:

3.3.5.1 The completion of proper inspections on personal fall arrest systems.

3.3.5.2 The proper use of personal fall arrest systems.

3.4 Employees

Employees must:

3.4.1 Attend all required trainings.

3.4.2 Maintain organized work areas that are free from slip, trip, and fall hazards.

3.4.3 Correct or immediately report slip, trip, and fall hazards.

3.4.4 Use proper fall prevention, fall arrest, and other working-at-heights equipment for assigned tasks.

3.4.5 Perform documented inspections on personal fall arrest systems prior to their use.

3.4.6 Immediately report any unsafe condition(s), defective equipment, or unsafe acts to their supervisor.

4 Definitions

4.1 Anchorage: A secure point of attachment for equipment (e.g., lanyards, deceleration devices). All elevating lifts and platforms shall be equipped with an anchorage point.

4.2 Authorized employee: An employee who has been designated to work at heights at or above four feet, which require a fall arrest system.

4.3 Competent person: An individual knowledgeable about fall protection equipment (including the manufacturer's recommendations and instructions for their proper use, inspection, and maintenance) who is capable of identifying existing and potential fall hazards; who has the authority to take prompt corrective action(s) to eliminate those hazards; and who is knowledgeable about the rules contained in this section regarding the erection, use, inspection, and maintenance of fall protection equipment and systems.

4.4 D-ring: An attachment point, connected to the back of a body harness, which provides a means for attachment of other components of the fall arrest system.

4.5 Deceleration distance: The additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's full body harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.

4.6 Fall hazard: Any condition on a walking-working surface that exposes an employee to a risk of harm from a fall of four feet or more, on the same level or to a lower level.

4.7 Fall protection: Any equipment, device, or system that prevents an employee from falling from an elevation or mitigates the effect of such a fall; this includes guardrails and fall arrest systems.

4.8 Fixed industrial stairs (fixed stairs): Interior or exterior stairs serving machinery, tanks, and equipment, and stairs to or from floors, platforms, or pits.

4.9 Free fall: The act of falling before a personal fall arrest system begins to apply force to arrest the fall.

4.10 Harness: A configuration of connected straps to distribute a fall arresting force over at least the thighs, shoulders, and pelvis, with provisions for attaching a lanyard, lifeline, or deceleration device.

4.11 Lanyard: A flexible line of rope, wire rope, or strap which has a connector at each end for connecting the body harness to an anchorage point.

4.12 Lifeline: A vertical line from a fixed anchorage or between two horizontal anchorages, independent of walking or working surfaces, to which a lanyard or device is secured.

4.13 Personal fall arrest system (PFAS): A system used to arrest an employee in a fall from a walking-working surface. It consists of a body harness, lanyard, and anchorage point.

4.14 Self-retracting lifeline/lanyard: A deceleration device containing a drum-wound line which may be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

4.15 Snap-hook: A self-closing connecting device with a gatekeeper latch or similar arrangement that will remain closed until manually opened. This includes single action snap hooks that open when the gatekeeper is depressed and double action snap hooks that require a second action on a gatekeeper before the gate can be opened.

4.16 Standard railing (guardrail system): Standard railing consisting of a top rail, mid rail, and posts that has a vertical height of 42 inches nominal from the upper surface of top rail to floor, platform, runway, or ramp level. Normal height of mid-rail is 21 inches. Guardrail systems must be capable of withstanding, without failure, a force of at least 200 pounds applied in a downward or outward direction.

4.17 Standard stair railing (stair rail): Similar to standard railing, but the vertical height shall not be more than 34 inches nor less than 30 inches from the upper surface of the top rail to the surface of the tread in line with the face of the riser at the forward edge of the tread.

4.18 Tie-off: The act of an employee, wearing personal fall protection equipment, connecting directly or indirectly to an anchorage. It also means the condition of an employee being connected to an anchorage.

4.19 Toe board: A protective barrier installed on the edges of elevated work platforms to prevent objects from falling to lower levels. The standard toe board is four inches nominal in vertical height, with no more than ¼ inch clearance above floor level.

5 General Requirements

5.1. Housekeeping

5.1.1 All work areas, passageways, storage areas, and service/maintenance areas shall be kept clean, orderly, and in a sanitary condition.

5.1.2 The floor of every area shall be maintained in a clean and dry condition, as far as possible.

5.1.3 Where wet processes are used, drainage shall be maintained, and gratings, mats, or raised platforms shall be provided.

5.1.4 Spills shall be cleaned up as soon as discovered.

5.1.5 For temporary leaks, spills, mopping, and other wet areas, warning signs shall be posted until the wet areas can be cleaned up.

5.1.6 Floors, work areas, and passageways shall be kept free from protruding nails, splinters, holes, or loose objects.

5.2 Aisles and Passageways

5.2.1 Aisles and passageways shall be kept clear and in good repair with no obstructions.

5.2.2 Where powered industrial trucks are used, aisles shall be sufficiently wide.

5.2.3 Emergency egress paths and exits shall be kept clear and unobstructed.

5.3 Floor Loading Protection

5.3.1 All elevated platforms shall be marked with one of the following:

5.3.1.1 Weight capacity ratings.

5.3.1.2 Signage stating that storage is not allowed on the platform.

5.3.2 Items shall not be stored on elevated roofs or platforms when they weigh more than the rated weight capacity of the platform or roof.

5.4 Protection for Floor or Wall Opening

5.4.1 Standard railings shall be provided on all exposed sides of a stairway opening, except at the stairway entrance.

5.4.1.1 For stairways where traffic across the opening prevents the use of a fixed standard railing, the guard shall consist of a hinged floor opening cover of standard strength and construction along with removable standard railings on all exposed sides, except at the stairway entrance.

5.4.2 Floor openings may be covered rather than guarded with rails.

5.4.2.1 When the floor opening cover is removed, a temporary guardrail shall be in place or an attendant shall be stationed at the opening to warn personnel.

5.4.3 Every hole into which a person can accidentally walk shall be guarded by either:

5.4.3.1 A standard railing with a toe board; or

5.4.3.2 A floor hole cover of standard strength and construction.

5.4.4 When guardrail systems are used around holes that serve as points of access (e.g., ladderways), the guardrail system opening shall:

5.4.4.1 Have a self-closing gate that slides or swings away from the hole and is equipped with a top rail and mid-rail or equivalent intermediate; or

5.4.4.2 Be offset to prevent an employee from walking or falling into the hole.

5.5 Stairway Railings and Guards

5.5.1 Every flight of stairs with four or more risers shall have standard stair railings or standard handrails as specified below:

5.5.1.1 On stairways less than 44 inches wide having both sides enclosed, at least one handrail shall be affixed, preferably on the right-side descending.

5.5.1.2 On stairways less than 44 inches wide with one side open, at least one stair rail shall be affixed on the open side.

5.5.1.3 On stairways less than 44 inches wide having both sides open, two stair rails shall be provided, one for each side.

5.5.1.4 On stairways more than 44 inches wide, but less than 88 inches, one handrail shall be provided on each enclosed side and one stair rail on each open side.

5.5.1.5 On stairways 88 inches or more in width, one handrail shall be provided on each enclosed side, one stair rail on each open side, and one intermediate stair rail placed approximately in the middle of the stairs.

5.6 Fixed Industrial Stairs

5.6.1 Fixed industrial stairs shall be strong enough to carry five times the normal anticipated live load.

5.6.1.1 At the very minimum, any fixed stairway shall be strong enough to carry safely a moving concentrated load of 1,000 pounds.

5.6.1.2 All fixed stairways shall have a minimum width of 22 inches.

5.6.1.3 Fixed stairs shall be installed at angles to the horizontal of between 30° and 50°.

5.6.1.4 Vertical clearance above any stair tread to an overhead obstruction shall be at least seven feet measured from the leading edge of the tread.

5.7 Portable Dock Boards (Bridge Plates)

5.7.1 Portable dock boards shall be secured in position either by being anchored or equipped with devices which will prevent them from slipping.

5.7.1.1 Portable dock boards that are not moved by forklift shall contain handles to permit safe handling when the dock board must be repositioned or relocated.

5.7.1.2 Portable dock boards shall be inspected prior to use.

5.7.1.3 When not in use, dock boards shall be stored in a manner to prevent damage.

6 Manually Propelled Mobile Ladder Stands and Scaffolds (Towers)

6.1 All exposed surfaces of mobile ladder stands and scaffolds shall be free from sharp edges, burrs, or other safety hazards.

6.2 The maximum work height shall not exceed four times the maximum base dimensions unless outriggers or braces are added to provide stability.

6.3 Guardrails and toe boards for work levels 10 feet or more above the lower level are required.

6.4 The design of this equipment shall meet the requirements of ANSI A14.7.

6.5 Climbing a damaged ladder stand or ladder stand platform is not permitted.

6.6 Ladder stands and ladder stand platforms must never be moved while occupied.

6.7 Units must not be loaded beyond their rated load capacity.

6.8 The locking mechanism must be engaged before climbing.

6.9 Materials and/or equipment must not be stored on the steps or platform of a unit.

6.10 Additional height must not be gained by placement of any type of extension or object upon the unit.

6.11 Users must remove foreign materials (e.g., mud, grease) from their shoes prior to climbing.

6.12 Handrails, when provided, shall be used while ascending or descending.

6.12.1 The user must face the steps while ascending or descending except when the slope of the steps is 50° or less above the horizontal.

6.13 When electrical lines are present, proper safety measures to avoid contact with energized conductors, insulated or un-insulated, shall be taken to avoid electrical shock or electrocution.

6.13.1 At no time shall a ladder or scaffold come within 10 feet of an overhead powerline.

6.14 Occupied units must not be placed in front of a door unless the door is secured in an open position, locked, attended, or barricaded.

6.15 Avoid overreaching while on the unit; place the unit in close proximity to the work.

6.16 Only use ladder stands and ladder stand platforms on level surfaces.

6.17 Access to or egress from a step or platform from any other elevated surface is prohibited unless the unit has been secured against movement.

6.18 Users are not permitted to stand on components of the unit other than the steps or platform.

6.19 Manufacturer's labels and markings shall not be removed and shall be maintained in good and legible condition.

6.19.1 Labels or markings that are not legible shall be replaced.

6.19.2 Labels or markings shall include the maximum rated load.

6.20 Standard railings shall be provided on all exposed sides of scaffolding.

6.21 A "standard railing" consists of a top rail, a mid-rail, and posts, and shall have a vertical height of 42 inches nominal from the upper surface of the top rail to the floor, platform, runway, or ramp level.

6.22 The nominal height of a mid-rail is 21 inches.

6.23 A "standard toe board" is four inches nominal in vertical height, with no more than ¼ inch clearance above floor level.

6.24 Guardrail systems must be capable of withstanding, without failure, a force of at least 200 pounds applied in a downward or outward direction and not deflect greater than two inches.

6.24.1 Each scaffold and scaffold component shall be capable of supporting its own weight and at least four times the maximum intended load.

6.24.2 The still load of any scaffold hoist shall not exceed three times its rated load capacity.

6.24.3 Each platform on all working levels of scaffolds shall be fully planked or decked between the front uprights and the guardrail with no more than one inch of space between adjacent units.

6.24.4 Each scaffold platform and walkway shall be at least 18 inches wide.

6.24.5 Guying ties (cables) shall be installed according to manufacturer's recommendations or when the base reaches a height ratio of 4:1, to prevent tipping.

6.24.6 Only trained and qualified persons are authorized to plan, erect, use and/or dismantle scaffolding.

6.24.7 A qualified scaffolding erector, or inspector, shall thoroughly inspect the scaffolding, prior to each shift, for any unsafe conditions.

6.24.8 Personal fall arrest systems shall be utilized when working above six feet.

7 Personal Fall Arrest Systems

7.1 Standard railings shall be provided on all exposed sides of scaffolding.

7.2 Employees who are exposed to a fall hazard of greater than four feet, or any height while working over dangerous equipment, and who are not protected by a standard guardrail system, shall be protected from falling by use of a personal fall arrest system or a fall restraint system.

7.3 Personal fall arrest systems shall consist of:

7.3.1 A full body harness.

7.3.2 An approved anchorage point.

7.3.3 A shock-absorbing lanyard or self-retracting lanyard.

7.3.3.1 NOTE: Shock-absorbing lanyards shall only be used when the employee is working at a height greater than 18 feet from the lower level.

7.4 In order to ensure the safe usage of personal fall arrest systems, the following shall be followed:

7.4.1 A Personal tie-off shall be required.

7.4.2 Body harnesses shall be properly fitted to the employee's body type.

7.4.2.1 A chest strap shall be positioned in the mid-chest area and tightened for a snug fit.

7.4.2.2 A D-ring shall be positioned in the middle of the back, between the shoulder blades. The user's hand should be able to reach over the shoulder and grasp the D-ring with the thumb, if properly positioned.

7.4.2.3 Leg straps shall be tightened to a snug fit, with a maximum of four fingers of slack in between the leg straps and the thigh.

7.5 Training

7.5.1 Only employees who have been properly trained on personal fall arrest systems shall be permitted to utilize them.

7.5.2 Training shall include information about:

7.5.2.1 The importance of completing inspections prior to use.

7.5.2.2 The proper inspection of personal fall arrest systems.

7.5.2.3 The proper methods of storing personal fall arrest systems.

7.5.2.4 The estimation of free fall distance, including the determination of deceleration, distance, and total fall distance, to prevent striking a lower level.

7.5.2.5 Avoiding the use of a shock absorbing lanyard when working at heights less than 18 feet above a lower level.

7.5.2.6 Proper anchoring and tie-off techniques.

7.5.2.7 The proper method for donning a personal fall arrest system.

7.6 Inventory, Storage, and Inspections

7.6.1 All body harnesses and lanyards shall be inventoried and documented on the Fall Arrest Equipment Inventory and Inspection Matrix (Appendix B of this policy) prior to being put into service.

7.6.2 Body harnesses and lanyards shall be inspected by a competent fall protection trainer on a quarterly basis, with documentation of the results on the fall arrest equipment inventory and inspection matrix (Appendix B of this policy).

7.6.3 Body harnesses and lanyards shall be inspected by the authorized user prior to use at the beginning of each shift, utilizing the Personal Fall Arrest Equipment Pre-Use Inspection Form (Appendix A of this policy).

7.6.3.1 If a body harness or lanyard was previously used and inspected and another employee is utilizing the body harness or lanyard, a new inspection shall be conducted.

7.6.4 Body harnesses and lanyards shall be properly discarded under the following circumstances:

7.6.4.1 The body harness or lanyards fails any question on the Pre-Use Inspection Form.

7.6.4.2 The manufacturer's inspection/information tag has been removed from the body harness or lanyard.

7.6.4.3 The body harness or lanyard has been utilized to arrest a fall.

7.6.4.4 The body harness or lanyard is damaged or worn.

7.6.5 When disposing of a body harness or lanyard, the shoulder straps on the item shall be cut with scissors to prevent their further use.

7.6.6 Fall arrest systems shall be stored in a manner which will not cause damage.

7.6.7 Body harnesses and lanyards shall be cleaned on a quarterly basis with warm water and dishwashing detergent.

7.7 Fall Rescue Plan

7.7.1 A Fall Rescue Plan (Appendix C of this policy) shall be developed for each facility.

7.7.2 The plan shall be reviewed annually and revised, as needed.

7.7.3 Once a year, following the annual review of the plan, all employees who utilize fall arrest systems, their supervisors, and any other individual who has responsibilities listed in the plan or may be involved in rescuing a person who has fallen shall be trained on the plan.

8 Walking-working Surfaces Inspections

8.1 Monthly inspections shall be conducted on all walking-working surfaces (see Appendix D of this policy).

8.1.1 All deficiencies noted during the inspection shall be corrected in a timely manner.

8.1.2 Hazards shall be barricaded to prevent employee exposure until corrections have been made.

9 Recordkeeping

9.1 All training shall be documented.

9.2 Facility management shall maintain the training records.

9.3 Corporate Safety shall ensure that training records are maintained.

10 Policy Revision History

- First draft of policy submitted by Finance and Administration on 1/6/2025.
- Review by Policy Coordinator on 1/28/2025.
- Reviewed by Board of Trustees Policy Committee on 2/13/2025.
- Submitted for full board review by Policy Coordinator on 2/18/2025.
- Approved by Lander University Board of Trustees on 3/4/2025.

Personal Fall Arrest System Pre-Use Inspection

(LP4.19 – Appendix A)

Instructions: All personal fall arrest equipment must be inspected daily, prior to use. Use the checklist below to fully and properly inspect the equipment. If the equipment is found to be deficient in any of the areas listed below, do not use the item. Report the defective equipment to management. Utilize scissors to cut the straps on the item and dispose of it in the trash.

Use an X to indicate the item has passed and an O to indicate a failure.

Week of: _____

SECTION 1: INSPECTION INFORMATION								
Item	**Inspection Criteria**	**S**	**M**	**T**	**W**	**T**	**F**	**S**
	Date:							
	Inspector's Initials							
SECTION 2: HARNESS								
Item	**Inspection Criteria**	**S**	**M**	**T**	**W**	**T**	**F**	**S**
D-Ring	No damage, cracks, corrosion or sharp edges							
Buckles	No damage, cracks, corrosion or distortion							
Leg Strap Grommets	Firmly attached, not free spinning or damaged							
Straps	Good condition -free from frays or discoloration							
Stitching	Good condition - free from cut or pulled stitching							
Impact Indicators	In tact and undamaged							
Labels	Present, securely held in place and legible							
SECTION 3: LANYARD								
Item	**Inspection Criteria**	**S**	**M**	**T**	**W**	**T**	**F**	**S**
Snaphook & Carabiner	No damage, cracks, corrosion or sharp edges							
Entire Length of Strap	Good condition - free of frays, cuts or discoloration							
Energy Absorber	No tears, elongation or discoloration							
Locking Action	Working properly; when strap is pulled lock engages							
Labels	Present, securely held in place and legible							
SECTION 4: TIE-OFF ANCHOR								
Item	**Inspection Criteria**	**S**	**M**	**T**	**W**	**T**	**F**	**S**
Anchorage Point	No damage, distortion, sharp edges, burrs, cracks and corrosion							

Fall Arrest Equipment Inventory & Inspection Matrix

(LP4.19 - Appendix B)

INSTRUCTIONS FOR USE: Each site must maintain a current inventory of all fall arrest equipment in use at the site. For each piece of fall arrest equipment, complete all fields in the table below. When a piece of equipment is found to be damaged and must be removed from service indicate the date the equipment was destroyed and discarded. On an quarterly basis, an inspection must be performed by a competent inspector, notating a pass by initialing and dating below *** Note that multiple sheets of this form may be used as needed to document the entire inventory of fall protection equipment in use.*

1)

Harness or Lanyard	
Model Number	
Serial Number	
Manufacture Date	
In-Service Date	
Remove From Service Date	

	Q1		Q2		Q3		Q4	
	Initial	Date	Initial	Date	Initial	Date	Initial	Date
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								

2)

Harness or Lanyard	
Model Number	
Serial Number	
Manufacture Date	
In-Service Date	
Remove From Service Date	

	Q1		Q2		Q3		Q4	
	Initial	Date	Initial	Date	Initial	Date	Initial	Date
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								

3)

Harness or Lanyard	
Model Number	
Serial Number	
Manufacture Date	
In-Service Date	
Remove From Service Date	

	Q1		Q2		Q3		Q4	
	Initial	Date	Initial	Date	Initial	Date	Initial	Date
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								

HARNESS NUMBER

___

Harness or Lanyard	
Model Number	
Serial Number	
Manufacture Date	
In-Service Date	
Remove From Service Date	

	Q1		**Q2**		**Q3**		**Q4**	
	Initial	Date	Initial	Date	Initial	Date	Initial	Date
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								

___

Harness or Lanyard	
Model Number	
Serial Number	
Manufacture Date	
In-Service Date	
Remove From Service Date	

	Q1		**Q2**		**Q3**		**Q4**	
	Initial	Date	Initial	Date	Initial	Date	Initial	Date
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								

___

Harness or Lanyard	
Model Number	
Serial Number	
Manufacture Date	
In-Service Date	
Remove From Service Date	

	Q1		**Q2**		**Q3**		**Q4**	
	Initial	Date	Initial	Date	Initial	Date	Initial	Date
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								

___

Harness or Lanyard	
Model Number	
Serial Number	
Manufacture Date	
In-Service Date	
Remove From Service Date	

	Q1		**Q2**		**Q3**		**Q4**	
	Initial	Date	Initial	Date	Initial	Date	Initial	Date
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								
2 0 __ __								

Fall Rescue Plan

(LP4.19 – Appendix C)

PURPOSE: The purpose of this document is to assist with developing an effective fall rescue plan, which will ensure timely response to rescue an individual who has fallen, suspended, and unable to perform a self-rescue.

INSTRUCTIONS FOR USE: Complete this document to establish procedures to be followed in the event someone falls while wearing personal fall arrest equipment and is in need of rescue. This document must be reviewed and updated annually.

TRAINING: All employees who utilize a personal fall arrest system or who could potentially be involved in a rescue must be trained on this completed plan annually, after the annual review/update.

Date Created: _____ Date Updated: _____ Date of Last Training: _____

Preparation

1. All leadership (managers, supervisors, etc.) who are responsible for operations involving fall protection must be trained on this *Fall Rescue Plan*. These leaders will be the Fall Rescue Leader, responsible for overseeing the rescue, in the event of a fall. List these individuals below:

2. Emergency responders (911) must be contacted immediately following a fall. Please plan for the following:

   - What method will be used to contact emergency responders (i.e. cell phone, desk phone in lobby, etc...)
   - During a fall, contacting first responders can be overlooked during the haste of a fall rescue. What controls will be planned/practiced to ensure this step is not missed?

3. If a self-rescue is not possible, what method/equipment is available to assist in a fall rescue? (i.e. forklift man lift cage, scissor lift, extension ladder, etc.…). Describe below:

4. The most experienced operators, if immediately available, should be tasked with rescuing a fallen Associate with an aerial lift. Please list operators, by shift, who will be the primary rescuers in the event aerial equipment is necessary. (i.e. scissor lift, forklift with man lift cage, boom lift)

5. If a fallen associate is left suspended for more than 15 minutes, cardiac arrest can occur. Does your facility have volunteer CPR/1st Aid trained individuals available? If so, please list the individuals, and their shifts, below:

Steps to Preform a Rescue

1. Alert critical personnel (who have been identified in this plan) that a fall has occurred. Things that will be communicated:
   - Location of the fall
   - Time the fall occurred
   - Disposition of the individual who has fallen (injured, unconscious, alert, etc…)
   - If a self-rescue is possible
   - If a fall rescue needs to be conducted

2. Contact emergency responders (911). This must be completed every time someone falls and cannot self-rescue. Getting emergency responders there quickly is key in case someone loses consciousness and goes into cardiac arrest as a result of suspension trauma.

3. Determine the method of rescue:
   - Self-rescue is always preferred. This is conducted when the fallen associate climbs back into the adjacent structure.
   - Ground Level Emergency Lowering Button is the next most preferred option. (if available on lift equipment)
   - If self-rescue or a ground level emergency lowering button is not possible, a fall rescue will be conducted.

4. Determine how the fall rescue will be conducted:
    - Based off of several factors, including location of the fall; rescue equipment's path and distance to the fallen associate; height of the fallen associate, the Fall Rescue Leader will determine how the fall rescue will be conducted.
    - Identify the equipment being used
    - Identify who utilize the equipment and perform the rescue
    - Determine the path of travel to the fall associate
    - Execute the fall rescue

5. Stay in constant verbal communication with the fallen associate:
    - Reassure them help is on the way
    - Instruct them to continuously kick their legs to encourage blood flow (bicycle kick)

6. Once rescued, determine if 1st Aid/CPR is needed.

Suspension Trauma – Occurs after an Employee has fallen into a fall arrest harness and is suspended in a hanging position until rescue arrives. When hanging in a fall harness, the leg straps support the body's weight. During this time, the leg straps of the fall protection harness crush the femoral arteries on the inside of the legs, cutting off blood circulation. Blood enters the legs but is unable to escape. If this position is maintained for several minutes, unconsciousness and cardiac arrest may occur.

Walking Working Surfaces Inspection

(LP4.19 - Appendix D)

Instructions: Complete the inspection form by placing an X into correct blank for each item. The inspection should be completed once per month.

Inspection Completed By: _____ Date of Inspection: _____

FALL PROTECTION			
Inspection Item	**Yes**	**No**	**N/A**
Employees are protected from tripping or stepping into or through any hole that is 4 feet or more above a lower level by covers, guardrail systems, or personal fall arrest systems.			
Personal fall arrest systems are of the proper size and is adequate for the persons who are utilizing them.			
The Personal Fall Arrest Inspection and Training Matrix is current for all lanyards and harnesses.			
Employees are completing pre-use inspections on all personal fall arrest systems prior to use.			
Personal fall arrest equipment is in good condition, has no fraying or damage, and has not been involved in a fall.			
All stairways are properly guarded with a fixed railing system.			
Employees are protected from falling into a ladderway floor hole or ladderway platform hole by a guardrail system and toe-boards, erected on all exposed sides, except at the entrance to the hole, where a self-closing gate or offset must be used.			
Access to repair/service pits are limited to authorized employees who are trained in hazard recognition and take proper precautions when entering the area.			
Areas around repair/service pits are guarded by protective railing, to prevent employees from accidently falling into them.			
If deficiencies are discovered on any walking-working surface, it is corrected before employees are allowed into the area again.			
All repairs to walking-working surfaces that involves structural integrity are completed by a qualified person.			

WORK PLATFORMS AND FLOORS			
Inspection Item	**Yes**	**No**	**N/A**
The walking-working surface is rated to support the maximum intended load.			
There is a safe means of access and egress to and from the walking working surface.			
All floors are clean (no debris or trip hazards) and, to the extent feasible, in a dry condition.			
Floors are maintained free of hazards such as sharp or protruding objects and free of corrosion and loose flooring materials.			
When wet processes are used, proper drainage is maintained, and, to the extent feasible, places, such as false floors, platforms, and mats are provided.			
LADDERS			
Inspection Item	**Yes**	**No**	**N/A**
Ladders are used only for the purpose for which they are designed.			
Ladder inspections are completed as required (pre-use and monthly).			
Ladders are stored properly and in a manner that will not cause damage.			