This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

WORKING AT HEIGHTS PROCEDURE

Date of Issue:	
Written by:	**Date:**
Reviewed by:	**Date:**
Approved by:	**Date:**

PURPOSE
The purpose of this program is to ensure workers have an awareness of the hazards and controls associated with falls. The program will also ensure compliance to legislation.
SCOPE
This procedure applies to all employees, visitors and contractors on site. Specific working at heights rescue plans will be created.
RELATED DOCUMENTATION
Internal Rescue Plan **External** *Ontario Regulation 297/13 Health and Safety Awareness Training* *Ontario Regulation 213/91 Construction Projects*

DEFINITIONS	
Fall Protection	Is an assembly that provides a barrier to prevent a worker from falling from an edge of a surface.
Guardrail	is any system that serves to protect a worker from falling, or minimizes the travel distance in the event of a fall
Roof	is the exterior surface on the top of a building.
Unprotected Edge	Is any side or edge (except at entrances to points of access) of a walking/working surface, e.g. floor, ramp, or runway where there is no wall or guardrail system.

ROLES & RESPONSIBILITIES

Senior Management is responsible for:

- Ensuring the policy is in place
- Ensure training is provided
- Monitoring any gap related to working at heights

Supervisors/Managers are responsible for:

- Ensuring workers are following the policy
- Ensuring all workers have appropriate and current training
- Maintaining proper rescue is in place

Health and Safety Designate is responsible for:

- Ensuring risk assessments are conducted, as per the Hazard Identification and Risk Assessment Procedure
- Ensuring that any gaps identified are built into an improvement action plan, and completed
- Ensuring any submitted reports and subsequent action plans are shared with the JHSC/Health & Safety Representative

Joint Health & Safety Committee (JHSC)/Health & Safety Representative is responsible for:

- Reviewing, at least annually and provide feedback to the Health & Safety Designate

Employees are responsible for:

- Being aware of all the hazards associated with falls
- Following the fall protection policy
- Using proper methods and techniques to avoid injuries
- Making others aware of the hazards associated with falls when they see others not using proper techniques

Subcontractors are responsible for:

- Following the working at heights program
- Subcontractors shall be considered as employees on the site and shall carry the same responsibilities as employees
- Using proper methods and techniques to avoid injuries
- Having adequate training

PROCEDURE

1. Ensure those working with the opportunity of falling have been properly trained in working at heights and fall protection.
2. Fall protection controls shall be used when a worker is exposed to falling:
    a. More than 3 meters
    b. More than 1.2 meters, if the work area is used as a path for a wheelbarrow or similar equipment
    c. Into operating machinery
    d. Into water or another liquid
    e. Into or onto a hazardous substance or object
    f. Through an opening on a work surface

3. Fall protection controls can include the following
    a. Guardrails
        i. Shall have a top rail, intermediate rail and a toe board
        ii. The intermediate rail may be replaced by material that can withstand a point load of 450 newtons applied in a lateral or vertical downward direction
        iii. The top of the guardrail system shall be located at least 0.9 metres but not more than 1.1 metres above the surface on which the system is installed.
        iv. The intermediate rail shall be located midway between the top rail and the toe board
            1. The toe board shall extend from the surface to which the guardrail system is attached to a height of at least 89mm
        v. If the guardrail system is located at the perimeter of a work surface, the distance between the edge of the surface and the guard rail system shall not be greater than 300mm
        vi. Distance between two posts of the guardrail system to be no more than 2.4 metres apart
        vii. Will be constructed of wood
            1. Spruce, pine or fir timber of any grade, not showing any visible defects that would affect its load carrying capacity
            2. Shall be free of sharp objects (eg., splinters, nails)
            3. Shall have posts that are at least 38mm by 89mm and are securely fastened
            4. Shall have top rails and intermediate rails that are at least 38mm by 89mm
    b. Barriers
    c. Protective covers
        i. Completely covers the opening
        ii. Is securely fastened
        iii. Adequately identified as covering an opening
        iv. Is made from material adequate to support all loads to which the covering may be subjected
        v. Is capable of supporting a life load of at least 2.4kN per square metre without exceeding the allowable unit stresses for the material used
    d. Travel restraint systems
        i. Shall consist of a full body harness with adequate attachment points or a safety belt
        ii. The full body harness or safety belt shall be attached by a lifeline or lanyard to a fixed support
        iii. Shall be inspected by a competent worker before use
            1. If a component of the system is found to be defective on inspection, the defective component shall immediately be taken out of service
    e. Fall restricting systems
        i. Shall consist of an assembly of components that is
            1. Attached to an independent fixed support
            2. Designed and arranged in accordance with the manufacturer's instructions and so that a worker's free fall distance does not exceed 0.6 metres

f. Fall arrest systems
    i. Shall consist of a full body harness with adequate attachment points and a lanyard equipped with a shock absorber or similar device
    ii. Shall be attached by a lifeline or by the lanyard to an independent fixed support
    iii. Shall be arranged so that a worker cannot hit the ground or an object below the work (also known as “bottoming out”)
        1. A shock absorber shall not be used if wearing one could cause a worker to hit the ground or an object or level below the work
    iv. Shall not subject a worker who falls to a peak fall arrest force greater than 8kN
    v. Shall be inspected by a competent worker before each use
        1. If a component of the fall arrest system is found to be defective on inspection, the defective component shall immediately be taken out of service
        2. If the fall arrest system is activated to arrest the fall of a worker, the fall arrest system shall be immediately removed from service and shall not be used again by a worker unless all components of the system have been certified by the manufacturer as being safe for re-use

4. Guardrail systems and protective coverings may be removed temporarily to perform work in or around the opening if a worker is adequately protected and signs are posted
5. Lanyards or lifelines that are used as part of a travel restraint system or a fall arrest system
    a. Shall not be used in such a way that it is likely to be cut, chafed or abraded
    b. Shall not be subjected to extreme temperature, flame, abrasive or corrosive materials or other hazards that may damage it
    c. The free end of the lanyard or lifeline shall be kept clear of equipment and machinery
    d. Only one person at a time may use a lanyard
    e. The connecting ends of a lanyard shall be wrapped around a protective thimble and securely fastened with a swaged fitting or eye splice supplied by the manufacturer of the lanyard
    f. Horizontal or vertical lifelines shall be kept free from splices or knots, except knots used to connect it to a fixed support
    g. Only one person at a time may use a vertical lifeline, and
        i. Shall extend to the ground or have a positive stop that prevents the robe grab or other similar device from running off the end of the lifeline
    h. Horizontal lifelines
        i. Shall be designed by a professional engineer in accordance with good engineering practice
        ii. Shall be installed or erected, and maintained, in accordance with the professional engineer’s design
        iii. Shall be inspected by a competent worker or supervisor before each use
        iv. Shall have the design at the project while the lifeline is in use

Dated at _____this _____ day of _____, 20___.

_____ _____

Signature **Witness**

_____ _____

Name & Title (please print) **Name**

Continuous Improvement Review Tracking		
Date of Review/Change	**Notes**	**Name of Reviewer**