

1. Purpose:

The purpose of a Fall Prevention Program is to establish procedures to protect all employees engaged in outdoor or indoor work activities that expose them to potential falls from elevations. This program includes all Catholic District School Board of Eastern Ontario buildings, and all persons, i.e. students, volunteers, principals; or any other person on the property not identified in this description.

2. Definition:

Persons who are engaged in work activities, which expose them to falls from heights of 3 meters or more. For the purpose of this program the 3 meter level is measured from the person's feet to the surface below.

3. Implementation Plan:

The objective of the Fall Prevention Program is to prevent the occurrence of falls from heights. This objective will be accomplished through effective education, engineering and administrative controls, use of fall protection systems, and enforcement of the program.

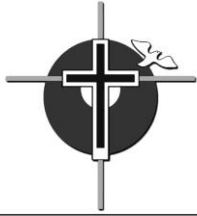
Roles & Responsibilities: (This procedure applies to all persons)

Plant Operations Supervisors, Maintenance Supervisors, Site Based Managers

To ensure that all designated custodial and maintenance staff attends Fall Prevention Training every 3 years and that suitable Fall Prevention Systems are provided and kept in good working order.

Employees:

To attend training every 3 years and wear or use any Fall Prevention System as required by the Plant Operations Supervisors, Custodian in Charge, or direct Supervisor.



Contractors:

It is the responsibility of the person who tenders, arranges or brings in a contractor to work and any part of the work entails working at heights greater than 3 meters, to ensure the fore mentioned have been trained by a competent person and adhere to this program. Contractors are expected to adhere to this program at the minimum.

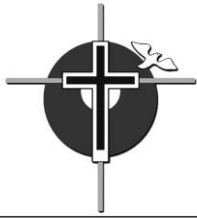
FALL PREVENTION & PROTECTION LOCATIONS IN CDSBEO BUILDINGS

Fall prevention or protection is required whenever the potential to fall 3 meters or more exists. CDSBEO has identified the following places concerning possible falls (do not consider this list inclusive).

1. Roof access from outside the building.
2. Roof access from inside the building (fixed access ladders).
3. Roof checks.
4. Maintenance of items located within 2 meters of any unprotected edge.
5. Changing light bulbs, ceiling tiles or any item that exposes the worker to a potential fall of 3 meters or more.
6. Working from portable ladders.
7. Decorating activities, school functions, and community use.

TYPES OF FALL PREVENTION AND ARREST SYSTEMS

1. **Guardrail** with a toe board, mid rail and top rail. Guardrails must:
 - Be installed no farther than .3 meters from an unprotected edge,
 - Be able to resist 675 newtons applied laterally to the top rail,
 - Be able to resist 450 newtons applied in a downward direction to the top rail,
 - Be able to resist 450 newtons applied lateral or vertical downward direction to the mid rail,
 - Be able to resist 225 newtons applied laterally to the toe board,
 - Have a top rail between .9 and 1.1 meter high,
 - Have a toe board that is at least 89 cm. high installed flush with the surface,
 - and
 - Support posts no more than 2.4 meters apart.



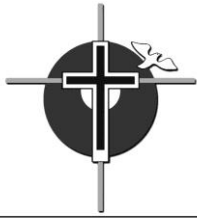
- 2. Travel Restraint Systems** consist of:
- CSA approved full body harness,
 - Lanyard,
 - Lifeline,
 - Rope grab, and
 - Adequate anchorage (capable of supporting a static load of 2 kilonewtons with a safety factor of 2.
- 3. Fall Protection Systems** consist of:
- Anchor point (rated 8 kilonewtons per person),
 - Full body harness,
 - Lanyard and shock absorber,
 - Retractable lanyard,
 - Rope grabs,
 - Connectors (self-locking snap-hooks), and
 - In accordance with equipment manufacturers' instructions.

The appropriate fall prevention or protection will be determined by the task (job) to be performed.

4. PROCEDURE:

Accessing the roof from outside the building

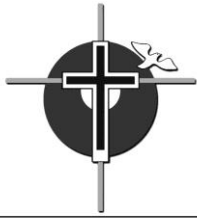
- i) Always assess the job to identify and rectify any actual or potential hazards prior to commencing the work.
- ii) If there is a safer way to perform the job discuss it with your Supervisor.
- iii) Ensure you have the proper extension ladder for the job. Always use CSA approved "Industrial Heavy Duty" ladders. Never use a step ladder propped against a wall or other surface to gain access to the roof.



- iv) Single ladders shall not be more than 9 meters in length.
- v) Inspect the ladder for defects (Appendix A). If a ladder is found to be defective, immediately tag the ladder and remove it from service.
- vi) Always check to see that the work area is free from any electrical conductors and/or equipment.
- vii) Set the ladder up on firm level footing. Never place a ladder on uneven or unstable footings.
- viii) Ensure that the ladder is erected .3 meters out from the wall for every 1 meter in ladder height and .9 meter overhand at the point of contact with the structure (Appendix B).
- ix) If the ladder is being set-up or used, or left in an area of vehicle or pedestrian traffic it must be protected from being struck. Barriers, warning signs or other safe guarding means must be utilized.
- x) Before proceeding up and down the ladder ensure that the base of the ladder is equipped with a stabilizer or have someone at the bottom of the ladder supporting its base.
- xi) Always maintain 3-point contact (one hand and two feet or two hands and one foot) and face inwards when climbing up and down the ladder. Utilize a tool pouch for carrying tools up and down the ladder.
- xii) Advise someone of authority that you are doing work at height and advise again once complete.

Accessing the roof from inside the building (fixed access ladders)

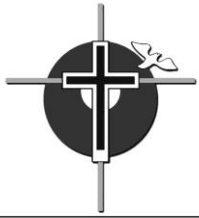
- i) Always assess the job to identify and rectify and actual or potential hazards prior to commencing the work.
- ii) If there is a safer way to perform the job discuss it with your Supervisor.



- iii) Accessing the roof from within the building is done using a fixed access ladder or extension ladder. Never use a stepladder to gain access to another level.
- iv) Before using the fixed access ladder make sure that:
 - ✓ the wall anchors are in good condition and are not loose or pulling out of the wall,
 - ✓ there's no excessive rust between rungs and side rails, between side rails and wall brackets or between brackets or rails,
 - ✓ your foot wear and ladder rungs are free from oil, grease or other slippery substances, and
 - ✓ a fixed access ladder higher than 5 meters above grade is equipped with a safety cage commencing not more than 12 meters above grade or is equipped with other means of fall protection.
- v) Always maintain 3-point contact (one hand and two feet or two hands and one foot) when climbing up and down from the ladder.

Roof Checks and Maintenance

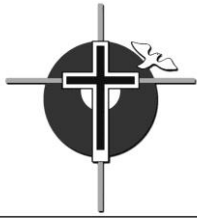
- i) ***At no time is any individual to come within 2 meter of an unprotected edge*** unless protected by a fall prevention or protection system.
- ii) ***At no time shall any individual go onto a sloped roof*** unless protected by a fall prevention or protection system.
- iii) When conducting roof checks stay 2 meter away from any unprotected roof edge. If a ball or object is located within 2 meter of an unprotected edge use a stick to knock it towards you.
- iv) If maintenance is required to an object (i.e. exhaust fan, roof top ventilation unit) that is located within 2 meters of an unprotected edge then a guardrail system, travel restraint system or fall arrest system must be used and shall meet the requirement as outlined in this program. Always consult your Supervisor prior to using the system. Working at Heights Rescue Plan may be required (Appendix C)



- v) Never anchor to:
- Roof vents or stink pipes,
 - Roof hatches,
 - Small pipes or ducts,
 - Metal chimneys,
 - TV antennas, or
 - Stair or balcony railings.
- vi) Always inspect the fall prevention or protection system prior to using it as per manufacturer's recommendations.
- vii) Any defective component(s) must be replaced by one that meets or exceeds the manufacturer's minimum standards

Changing light bulbs, ceiling tiles or any item that is over 3 meters

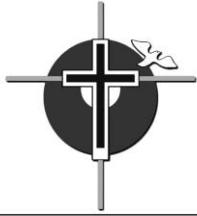
- i) *At no time* shall work be conducted from a portable ladder when the work is over 3 meter from the surface below (measured from the bottom of your feet to the surface below) unless a fall arrest system is used.
- ii) If work is to be conducted at a height greater than 3 meters and a fall arrest system is not practical then a powered elevating work platform or man-lift must be used.
- iii) Before using any powered elevating work platform or man-lift for the first time, ensure that you have received oral and written training and certification is achieved on the safe operation of the device by a competent person and you have reviewed the owner's manual.
- iv) Ensure that the lift is equipped with a guardrail system. If the lift is equipped with an approved anchorage point then a fall arrest system must be used in conjunction with the guardrail system.
- v) Never move the lift while it is in the upright position.
- vi) Always operate the lift on a firm level surface.



- vii) Always inspect the work area for additional hazards such as grade changes, curbs or drop-offs.

Working from portable ladders less than 3 meters

- i) This procedure applies the use of stepladders at a height no greater than 3 meters.
- ii) Always assess the job to identify and rectify any actual or potential hazards prior to commencing the work.
- iii) If there is a safer way to perform the job discuss it with your Supervisor.
- iv) Ensure you have the proper stepladder for the job. Always use CSA approved “Industrial Heavy Duty” ladders. If changing light bulbs always use fibreglass ladders.
- v) Inspect the ladder for defects (Appendix A). If a ladder is found to be defective immediately tag the ladder and remove it from service and advise your Supervisor.
- vi) Always check to see that the work area is free from any electrical conductors and/or equipment.
- vii) Set the ladder up on firm level footing. Never place a ladder on uneven or unstable footings.
- viii) Make sure the legs are fully open and spreaders are pushed down and locked. Never work or use a folded up ladder that is leaned against a wall or surface.
- ix) If the ladder is being used in a pedestrian or vehicle route, ensure that the ladder is protected from being struck.
- x) Never stand on the pail shelf or work any higher than two steps down from the top of the ladder.



- xi) Always maintain 3-point contact and keep your center of gravity between the side rails of the ladder to avoid tipping.
- xii) Only light work is to be done from a stepladder such as painting, handling light or small objects, changing light bulbs or ceiling tiles.
- xiii) If heavy work is to be done from a stepladder ensure that you are low enough on the ladder so you can't fall off. Heavy work includes handling large or heavy objects, reaching or leaning, or having to pull, push or twist.

APPENDIX A

General Ladder Inspection

1. Missing or loose steps or rungs (they are loose if you can move them by hand).
2. Damaged or worn non-slip feet.
3. Loose nails, screws, bolts or nuts.
4. Loose or faulty spreaders, locks, and other metal parts in poor repair.
5. Rot, decay or warped rails in wooden ladders. (*wooden ladders must be in compliance with the Occupational Health and Safety Act and Regulations 213/91 s81-82*)
6. Cracks and exposed fibreglass in fibreglass ladders.
7. Cracked, split, worn or broken rails, braces, steps or rungs.
8. Sharp edges on rails and rungs.
9. Rough or splintered surfaces.
10. Corrosion, rust, oxidization and excessive wear, especially on treads.
11. Twisted or distorted rails. Check ladders for distortion by sighting along the rails. Using a twisted or bowed ladder is hazardous.
12. Missing identification labels.

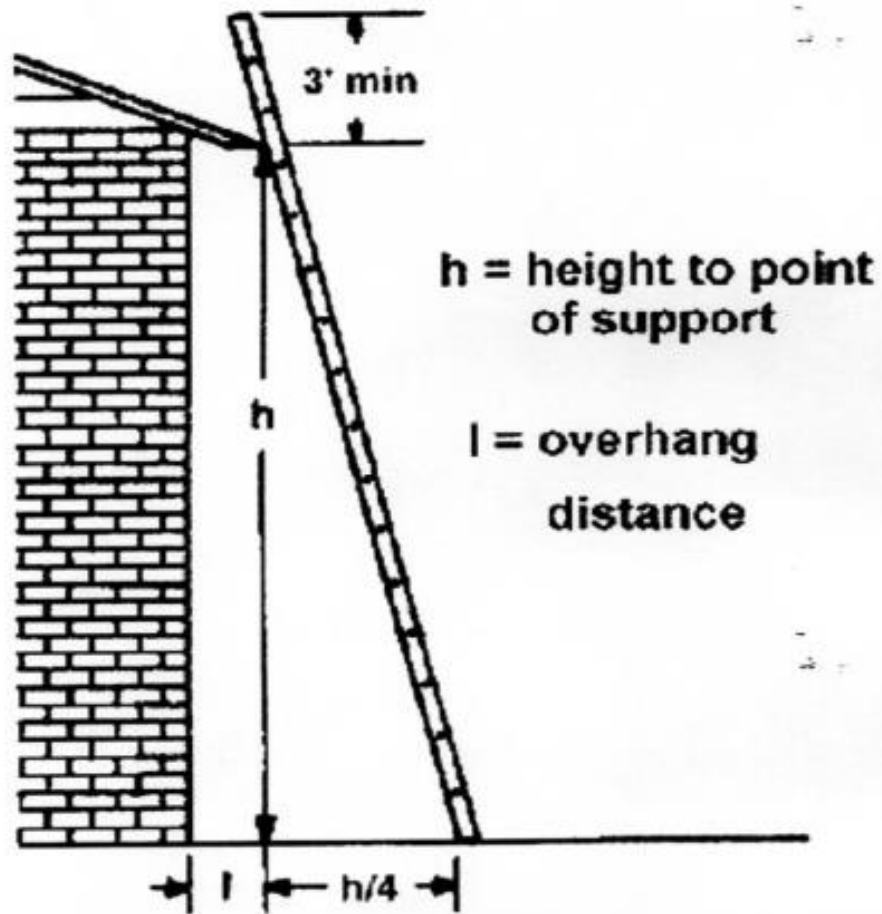
Step Ladder Inspection

1. All items listed in "*General Ladder Inspection*".
2. Wobble.
3. Loose or bent hinges and hinge spreaders.
4. Broken stop on a hinge spreader.

Extension Ladder Inspection

1. All items listed in "*General Ladder Inspection*".
2. Defective locks that do not sea properly when ladder is extended.
3. Sufficient lubrication of working parts.
4. Defective cords, chains and ropes.
5. Missing or defective pads or sleeves.
6. Loose, broken or missing extension locks.

APPENDIX B



The base of a straight ladder should be one foot out of every four of height to the point of support

Ref. UCDSB/rmb - mv.2004.02.04



APPENDIX C

Catholic District School Board of Eastern Ontario Working at Heights Rescue Plan Template

Employer: _____

Location of Work Site: _____

Start Date: _____

Brief description of the work project/task (sketch the project on next page if needed):

Fall hazards specific to work site:

Types of Fall Protection selected for this project/task:

- Fall Arrest
- Personal Safety Net
- Other: _____

Describe the procedure used to assemble, maintain, inspect, use and disassemble the type of fall protection:

Provide information for rescue if worker(s) fall:

Emergency call #: _____

First aider contact #: _____

Supervisor#: _____

Apparatus to use for rescue: _____

Part II of the Ontario OH&S Act, S.26.1 ss(4) Before any use of a fall system or a safety net by a worker at a project, the worker's employer shall develop written procedures for rescuing the worker after his or her fall has been arrested.

Fall Protection Plan Template (cont'd)

(Optional) Use this page to sketch the work area for which the means of fall protection is being used:

Warning!

An operator who has suffered a fall and is suspended in a harness for too long is subject to suspension trauma and orthostatic intolerance (lack of blood to the organs and black outs). This is a true medical emergency.

Reference: www.wcb.pe.ca

CCh/2013