



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

729 Fall Prevention

DIRECTIONAL POLICY

700 Healthy Schools and Workplaces

Title of Administrative Procedure:

Fall Prevention

Date Approved:

February 2024

Projected Review Date:

February 2029

Directional Policy Alignment:

This administrative procedure aligns with the *Healthy Schools and Workplaces Directional Policy*. The Board recognizes that the health and safety of our school community members is of utmost importance. Providing guidelines to be used when working from heights will help to ensure all appropriate CDSBEO staff, whose job requires them to work at heights, understand the expectations.

Alignment with Multi-Year Strategic Plan:

The *Fall Prevention Administrative Procedure* supports our vision of cultivating the heart, mind, body, and soul of our students and staff. This administrative procedure is aligned with the tenant of "Protecting" which reflects our priority of promoting actions that ensure the protections of God's creation.

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

The purpose of the *Fall Prevention Administrative Procedure* is to ensure all appropriate CDSBEO employees, whose job requires them to work at heights 3 meters (10 feet) or more, follow safe work procedures which incorporate the appropriate precautions to prevent falls from height. The Board is committed to providing effective training, engineering and administrative controls

and use of fall protection systems, for all appropriate staff of the Board, whose job requires them to work at heights.

Action Required

Fall prevention and protection training is required whenever the potential to fall three (3) meters or more exists. Three (3) meters is measured from the workers' feet to the surface below. The following areas (this is not an exhaustive list) have been identified as having the potential for falls from heights:

- Roof access from outside the building.
- Roof access from inside the building (fixed access ladders).
- Roof checks.
- Maintenance of items located within 2 meters of any unprotected edge.
- Changing light bulbs, ceiling tiles or any item that exposes the worker to a potential fall of 3 meters or more.
- Working from portable ladders.

All appropriate CDSBEO staff will complete Fall Prevention Training as required, on a three-year cycle. The appropriate training will be provided through the online training system and monitored by the Human Resources Department.

Responsibilities

The Board of Trustees is responsible for:

- Reviewing the *Fall Prevention Administrative Procedure* as part of its regular policy and administrative procedures review cycle.

The Director of Education is responsible for:

- Ensuring the implementation of and compliance with this administrative procedure, including the designation of required resources.

The Superintendents of the Board are responsible for:

- Ensuring principals, vice-principals, managers, and supervisors are consistent with the application of this administrative procedure.
- Ensuring that any employee for whom they have supervisory responsibility is aware of the *Fall Prevention Administrative Procedure* and that they comply with its requirements.

Managers and Supervisors are responsible for:

- Ensuring that all appropriate staff whose job requires them to work at heights follow the *Fall Protection Administrative Procedure*, including *Appendix A: Ladder Inspection*.
- Ensuring that all appropriate staff, whose job requires them to work at heights of 3 meters or more, complete Fall Prevention Training every three (3) years.
- Ensuring that suitable Fall Prevention Systems are provided to all appropriate CDSBEO staff.
- Ensuring that all appropriate CDSBEO staff use and know how to wear the appropriate fall protection equipment and that it is kept in good working order.
- Act on information provided by workers (e.g., safety concerns about the situation, when equipment is broken, defective, or missing, etc.).

Staff, whose job requires them to work at heights of 3 meters or more, are responsible for:

- Understanding and complying with the *Fall Prevention Administrative Procedure*.
- Use all equipment and protective devices required by the employer.
- Report any workplace hazards, incidents, or defects in safety equipment or material that they become aware of to their supervisor.

Progress Indicators

- Employees whose job requires them to work at heights will do so in compliance with this Administrative Procedure and in a safe, secure, and effective manner.

Definitions

- **Travel restraint system** prevents a worker from getting too close to an unprotected edge to prevent the worker from falling.
- **Fall arrest system** prevents a falling worker from hitting the ground and preventing severe injury.

Related Documents

- [Appendix A- Ladder Inspection](#)

References

- [CCOHS: Fall Protection - Government of Canada](#)
- [O. Reg. 213/91: CONSTRUCTION PROJECTS \(ontario.ca\)](#)
- [Fall Prevention and Working at Heights \(ihsa.ca\)](#)