

UNIVERSITY OF WISCONSIN – STEVENS POINT



FALL PROTECTION POLICY

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UW-STEVENS POINT Fall Protection Policy

1.0	PURPOSE.....	3
2.0	SCOPE.....	3
3.0	AUTHORITY.....	3
4.0	POLICY.....	3
4.1	GENERAL MAINTENANCE FALL PROTECTION REQUIREMENTS.....	4
	4.1.1 Examples of Specific Fall Protection Requirement for Maintenance Work:.....	4
4.2	CONSTRUCTION RELATED ACTIVITY FALL PROTECTION REQUIREMENTS.....	7
	4.2.1 Examples of Specific Fall Protection Requirement for Construction Work:.....	7
5.0	FALL PROTECTION SYSTEMS AND GUIDANCE.....	10
6.0	INSPECTION OF FALL PROTECTION SYSTEMS.....	12
7.0	STORAGE AND MAINTENANCE OF PERSONAL FALL PROTECTION EQUIPMENT.....	13
8.0	TRAINING.....	13
9.0	RESCUE PROCEDURES.....	14
10.0	FALL INVESTIGATION.....	14
11.0	POLICY EVALUATION.....	15
12.0	CONTRACTORS.....	15

FALL PROTECTION POLICY

1.0 PURPOSE

The purpose of this fall protection policy is to establish guidelines to protect all University of Wisconsin-Stevens Point (UW-Stevens Point) employees engaged in outdoor or indoor work activities that expose them to potential falls from elevations.

This policy has been developed to aid in the prevention of falls of 4 feet or more general maintenance work activities (1910.28(b)(1)(i)) and 6 feet or more for construction activities (1926.501(b)(1)). This goal will be accomplished through effective education, engineering and administrative controls, the use of fall protection systems, and enforcement of the policy. This fall protection policy will be continually improved upon to prevent falls from occurring.

2.0 SCOPE

This policy applies to all UW- Stevens Point employees at all UW- Stevens Point locations or at work locations conducted by UW- Stevens Point employees in the field; wherever employees are engaged in work activities that expose them to falls of 4 feet or more.

Requirements that must be met for ladders, stairs, scaffolds, and other walking-working surfaces are not specifically included in this policy but are covered by OSHA 1910 Subpart D - Walking-Working Surfaces standards 29 CFR 1910.21-.30.

3.0 AUTHORITY

The Wisconsin Department of Commerce requires state agencies to comply with OSHA regulations on walking-working surfaces, personal protective equipment, and fall protection. These regulations include 29 CFR 1926.501 for construction-related activities, 29 CFR 1910.23 and other parts of 1910 Subpart D, 1910.132 (a), and Section 5 (a) of the Occupational Safety and Health Act for general maintenance activities (the OSHA General Duty Clause).

4.0 POLICY

There are separate fall protection requirements for general maintenance work activities versus construction activities (as defined in OSHA 1926.501). At UW-Stevens Point, the vast majority of work by UW-Stevens Point employees falls under maintenance fall protection requirements. However, some construction work may be performed by UW-Stevens Point employees. See sections 4.1 and 4.2 for details on these 2 sets of requirements.

Construction activities are those that involved major renovations, remodeling, replacement of complete systems, significant altering of structures, buildings, etc. "Maintenance" means keeping the equipment or a structure in the proper condition through routine, scheduled, or anticipated measures without having to significantly alter the structure or equipment in the process.

Each employee on a walking-working surface (horizontal and vertical surface) with an unprotected side or edge which is 4 feet or more above a lower level shall be protected from

falling by the implementation of proper fall protection measures such as guardrail systems, safety net systems, personal fall protection systems, such as personal fall arrest systems, travel restraint, or positioning systems.

Employees are allowed to work only on those surfaces that have the requisite strength and structural integrity to support them and their workload. Surfaces not meeting this requirement shall not be walked or worked on without proper means of protection.

Note that normal working and walking surfaces at UW-Stevens Point including ladders (fixed or mobile), scaffolding, stairs, or stands must comply with OSHA 1910 Subpart D standards 1910.21 – 1910.30. These requirements are not specifically addressed in this policy, as 1910 Subpart D is the authority. Departments may contact EHS for compliance assistance.

4.1 GENERAL MAINTENANCE FALL PROTECTION REQUIREMENTS

Regular and normal working and walking surfaces must comply with OSHA 1910.28 which, among other requirements, mandates that every open-sided floor or platform 4 feet or more above adjacent floor or ground level to be guarded by a standard railing (or the equivalent) on all open sides except where there is an entrance to a ramp, stairway, or fixed ladder. Toeboards may also be required if there is potential for individuals to be struck below or other hazards created by objects falling.

However, in those circumstances where UW- Stevens Point employees are not in a regular and normal work area such as on a roof or other potentially unprotected edge (e.g. does not have standard railing), additional fall protection measures may be necessary. Therefore, when an employee is required to be exposed to an unprotected edge (e.g. come within six feet of the unprotected edge) or another location that presents a potential to free fall greater than four feet, proper fall protection measures must be implemented. These measures may include, but are not limited to, engineering or administrative controls to eliminate the hazard, guardrails that meet OSHA requirements (either permanent or temporary), personal fall protection equipment, or other approved measures.

Fall protection methods for each required situation shall be documented by using the UW-Stevens Point Fall Protection Assessment Form (Appendix B) and maintained on file within the affected department for future reference. The EHS Office is available to consult on appropriate fall protection means and methods.

4.1.1 Examples of Specific Fall Protection Requirement for Maintenance Work:

The following areas/situations are examples of situations that require a proper means of fall protection whenever there is potential to fall more than 4 feet:

walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 4 feet (1.2 m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, personal fall arrest systems (fall protection equipment), or other approved method. Performing maintenance work within 6 feet of any unprotected sides

and edges requires fall protection means to be implemented. Again, “ordinary” working/walking surfaces are to have permanent railings or other protections.

Roofs: Roof access at UW-Stevens Point is closely regulated. Access doors to roofs are locked in all buildings. Only authorized individuals are allowed on roofs. Unauthorized entry to roofs is a violation of Wisconsin Administrative Code UWS 18.06(9). For maintenance work on low-sloped roofs (4:12 pitch or less)– individuals must stay 6 feet away from the edge of the roof at all times or be required to implement proper fall protection measures. Work on high sloped roofs (such as Old Main) requires appropriate fall protection at all times.

All unprotected exterior and interior equipment platforms, catwalks, antennas/towers, etc.

Hoist areas: Each employee in a hoist area is protected from falling 4 feet (1.2 m) or more to a lower level by a guardrail system, personal fall arrest system, or travel restraint system.

When any portion of a guardrail system, gate, or chains is removed, and an employee must lean through or over the edge of the access opening to facilitate hoisting, the employee is protected from falling by a personal fall arrest system.

If the installation of grab handles are placed at hoist areas, they shall meet the requirements of OSHA 1910.29(l).

Holes: Each employee is protected from falling through any hole (including skylights) that is 4 feet (1.2 m) or more above a lower level by one or more of the following:

- Covers;
- Guardrail systems;
- Travel restraint systems; or
- Personal fall arrest systems.

See OSHA 1910.28(b)(3) for more details.

Dock boards: Each employee on a dock board is protected from falling 4 feet (1.2 m) or more to a lower level by a guardrail system or handrails.

A guardrail system or handrails are not required when dock boards are being used solely for materials-handling operations using motorized equipment. Additionally, if employees engaged in these operations are not exposed to fall hazards greater than 10 feet (3 m) and have been trained in accordance with part 8.0 of this policy, a guardrail system or handrails are not required.

Runways and Similar Walkways: Each employee on a runway or similar walkway is protected from falling 4 feet (1.2 m) or more to a lower level by a guardrail system. If it is not feasible to have guardrails on both sides of a runway used exclusively for a special purpose, the guardrail on one side of the runway may be omitted. Providing that the runway is at least 18 inches (46 cm) wide and each employee is provided with and uses a personal fall arrest system or travel restraint system.

Dangerous equipment: Each employee less than 4 feet (1.2 m) above dangerous equipment is protected from falling into or onto the dangerous equipment by a guardrail system or a travel

restraint system unless the equipment is covered or guarded to eliminate the hazard. If the distance is 4 feet (1.2 m) or more, the employee must be protected from falling by guardrail systems, safety net systems, travel restraint systems, or personal fall arrest systems.

Openings: Each employee on a walking-working surface near an opening, including one with a chute attached, where the inside bottom edge of the opening is less than 39 inches (99 cm) above that walking-working surface and the outside bottom edge of the opening is 4 feet (1.2 m) or more above a lower level is protected from falling by the use of guardrail systems, safety net systems, travel restraint systems, or personal fall arrest systems.

Repair Pits, Service Pits, and Assembly Pits Less Than 10 Feet in Depth: The use of a fall protection system is not required for a repair pit, service pit, or assembly pit that is less than 10 feet (3 m) deep, as long as;

- Limits access within 6 feet (1.8 m) of the edge of the pit to authorized employees trained in accordance with OSHA 1910.30;
- Applies floor markings at least 6 feet (1.8 m) from the edge of the pit in colors that contrast with the surrounding area; or places a warning line at least 6 feet (1.8 m) from the edge of the pit as well as stanchions that are capable of resisting, without tipping over, a force of at least 16 pounds (71 N) applied horizontally against the stanchion at a height of 30 inches (76 cm); or places a combination of floor markings and warning lines at least 6 feet (1.8 m) from the edge of the pit. When two or more pits in a common area are not more than 15 feet (4.5m) apart, the employer may comply by placing contrasting floor markings at least 6 feet (1.8 m) from the pit edge around the entire area of the pits; and
- Posts readily visible caution signs that meet the requirements of OSHA 1910.145 and state "Caution-Open Pit."

Fixed Ladders: Fixed ladders include the ladders that extend more than 24 feet (7.3 m) above a lower level.

Existing fixed ladders: Each fixed ladder installed before November 19, 2018, is equipped with a personal fall arrest system, ladder safety system, cage, or well;

New fixed ladders: Each fixed ladder installed on and after November 19, 2018, is equipped with a personal fall arrest system or a ladder safety system.

The ladder sections having a cage or well shall have offset from adjacent sections; and have landing platforms provided at maximum intervals of 50 feet (15.2 m). For more details about ladders, stairways, scaffolds, and rope descent systems, slaughtering facility platforms see OSHA 1910. 23, 1910.25, 1910.27, and 1910.28.

Work on Low-Slope Roofs: When work is performed less than 15 feet (4.6 m) from the roof edge, the employer must ensure each employee is protected from falling by a guardrail system, safety net system, travel restraint system, or personal fall arrest system. However, if work is performed at least 6 feet (1.6 m) but less than 15 feet (4.6 m) from the roof edge that is both infrequent and temporary, a designated area may be used.

When work is performed 15 feet (4.6 m) or more from the roof edge, each employee shall be protected from falling by a guardrail system, safety net system, travel restraint system, or personal fall arrest system, or a designated area.

OSHA 1926.502(b) also requires that the top edge height of top rails, or equivalent guardrail system members, shall be 42 inches (1.1 m) plus or minus 3 inches (8 cm) above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other required criteria. Also, when employees are using stilts, the top edge height of the top rail, or equivalent member, shall be increased an amount equal to the height of the stilts. For more details about guardrail systems see OSHA 1926.502(b) and OSHA 1910.29(b).

4.2 CONSTRUCTION RELATED ACTIVITY FALL PROTECTION REQUIREMENTS

In construction work, each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet (1.8 m) or more above a lower level shall be protected from falling by the use of guardrail systems, personal fall arrest systems, or other acceptable methods of fall protection.

Any activity which is deemed “construction” and, if performed by UW- Stevens Point employees, will require compliance with 29 CFR 1926.501 and OSHA’s 1926 Subpart M - Fall Protection standard OSHA 1926 Subpart M - Fall Protection construction standards apply to provide fall protection during the performance of roofing operations on low-sloped roofs 50 feet (15.25 m) or less in width. The fall protection construction standard has more requirements than the general industry fall protection standard (i.e. maintenance) due to the increased hazard level, exposure potential, and uniqueness of construction-related activities.

When a UW- Stevens Point employee is required to perform a construction activity that requires fall protection, the job shall be reviewed with the department as necessary to layout proper requirements for the job that meet OSHA construction fall protection standards. The UW- Stevens Point Fall Protection Assessment form in Appendix B can be used to document this process and can serve as guidance on future related jobs.

4.2.1 Examples of Specific Fall Protection Requirement for Construction Work:

The following items provide guidance on complying with fall protection requirements when performing construction activities:

- 1) Employees on a walking/working surface must be protected from falling under certain circumstances. **(29 CFR 1926.501(b)(1))**
- 2) Employees;
 - who is constructing a leading edge 6 feet (1.8 m) or more above lower levels,
 - on a walking/working surface 6 feet (1.8 m) or more above a lower level where leading edges are under construction, but who is not engaged in the leading edge work,

must be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems. If a guardrail system is chosen to provide the fall protection, and a controlled access zone has already been established for leading-edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge. **(29 CFR 1926.501(b)(2))**

3) Employees in a hoist area must be protected from falling 6 feet (1.8 m) or more to lower levels by guardrail systems or personal fall arrest systems. If guardrail systems, [or chain, gate, or guardrail] or portions thereof, are removed to facilitate the hoisting operation (e.g., during the landing of materials), and an employee must lean through the access opening or out over the edge of the access opening (to receive or guide equipment and materials, for example), that employee shall be protected from fall hazards by a personal fall arrest system. **(29 CFR 1926.501 (b)(3))**

4) Employees on walking/working surfaces with holes must be protected from;

- falling through holes (including skylights) more than 6 feet (1.8 m) above lower levels, by personal fall arrest systems, covers, or guardrail systems erected around such holes.
- tripping in or stepping into or through holes (including skylights) by covers.
- objects falling through holes (including skylights) by covers. **(29 CFR 1926.501 (b)(4))**

5) Employees on the face of formwork or reinforcing steel must be protected from falling by personal fall arrest systems, safety net systems, or positioning device systems. **(29 CFR 1926.501(b)(5))**

6) Employees on ramps, runways, and other walkways must be protected from falling 6 feet (1.8 m) or more to lower levels by guardrail systems. **(29 CFR 1926.501(b)(6))**

7) Employees at the edge of excavations 6 feet (1.8 m) or more in-depth must be protected from falling by guardrail systems, fences, or barricades when the excavations are not readily seen because of plant growth or other visual barriers. Also, if an employee at the edge of a well, pit, shaft, and similar excavation 6 feet (1.8 m) or more in-depth must be protected from falling by guardrail systems, fences, barricades, or covers. **(29 CFR 1926.501 (b)(7))**

8) Employees less than 6 feet (1.8 m) above dangerous equipment must be protected from falling into or onto the dangerous equipment by guardrail systems or by equipment guards. However, if employees 6 feet (1.8 m) or more above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems. **(29 CFR 1926.501 (b)(8))**

9) Employees performing overhand bricklaying and related work 6 feet (1.8 m) or more above lower levels must be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or shall work in a controlled access zone. If employees reaching more than 10 inches (25 cm) below the level of the walking/working surface on which they are working, shall be protected from falling by a guardrail system, safety net system, or personal fall arrest system. **(29 CFR 1926.501 (b)(9))**

10) Employees engaged in roofing activities on low slope roofs with unprotected sides and edges 6 feet (1.8 m) or more above lower levels must be protected from falling by guardrail

systems, safety net systems, personal fall arrest systems, or a combination of the warning line system and guardrail system, warning line system and safety net system, or warning line system and personal fall arrest system, or warning line system and safety monitoring system. Or, on roofs 50-feet (15.25 m) or less in width, the use of a safety monitoring system alone [i.e. without the warning line system] is permitted. **(29 CFR 1926.501 (b)(10))**

11) Employees on a steep roof with unprotected sides and edges 6 feet (1.8 m) or more above lower levels shall be protected from falling by guardrail systems with toeboards, safety net systems, or personal fall arrest systems. **(29 CFR 1926.501 (b)(11))**

12) Employees engaged in the erection of pre-cast concrete members (including, but not limited to the erection of wall panels, columns, beams, and floor and roof "tees") and related operations such as grouting of precast concrete members, who is 6 feet (1.8 m) or more above lower levels must be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems unless another provision in paragraph (b) of this section provides for an alternative fall protection measure. **(29 CFR 1926.501(b)(12))**

13) Employees engaged in residential construction activities 6 feet (1.8 m) or more above lower levels must be protected by guardrail systems, safety net system, or personal fall arrest system must be protected from falling. **(29 CFR 1926.501(b)(13))**

14) Employees working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 m) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 m) above the walking/working surface, must be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system. **(29 CFR 1926.501(b)(14))**

15) Employers must provide protection from falling objects by wearing a hard hat and implementing at least one of the following measures;

- Erect toeboards, screens, or guardrail systems to prevent objects from falling from higher levels; or,
- Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced; or,
- Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally displaced. **(29 CFR 1926.501(c))**

5.0 FALL PROTECTION SYSTEMS AND GUIDANCE

The following provides a summary of potential types of fall protection systems that could be used to comply with fall protection requirements for both maintenance and construction-related activities. The information below is not intended to provide full implementation guidance for specific jobs, rather an overview of potential systems available. Fall protection system

implementation requirements that are to be followed at UW-Stevens Point are found in [OSHA 1926.502](#).

Appropriate fall protection will be determined by the task (job) to be performed and the location of the work. The type of work, location, and type of fall protection system utilized shall be documented and filed in the affected department for future reference. See Appendix B for the Fall Protection Assessment Form to be utilized for documentation.

Engineering Controls

Engineering controls should always be the first option for selection whenever possible (i.e., light bulb changing: use the telescoping arm, changing the valve, relocate at ground level, etc.) or utilizing a compliant contractor for jobs beyond our expertise.

Administrative Controls

Fall Protection Plan: The fall protection plan shall be prepared and approved by a qualified person and developed specifically for the site where the leading-edge work, precast concrete work, or residential construction work is being performed and the plan must be maintained up to date. A copy of the fall protection plan with all approved changes shall be maintained at the job site. The implementation of the fall protection plan shall be under the supervision of a competent person.

The fall protection plan shall;

- Document the reasons why the use of conventional fall protection systems (guardrail systems, personal fall arrest systems, or safety nets systems) are infeasible or why their use would create a greater hazard.
- Include a written discussion of other measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from the conventional fall protection systems.

In the event, an employee falls, or some other related, serious incident occurs, (e.g., a near-miss) the employer shall investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g. new practices, procedures, or training) and shall implement those changes to prevent similar types of falls or incidents.

Safety Monitoring Systems: The employer shall designate a competent person to monitor the safety of other employees. The system shall comply with the following requirements.

The safety monitor shall;

- Be competent to recognize fall hazards;
- Warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;
- Be on the same walking/working surface and within visual sighting distance of the employee being monitored;
- Be close enough to communicate orally with the employee; and

- Not have other responsibilities that could take the monitor's attention from the monitoring function.

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-slope roofs.

Only an employee engaged in roofing work [on low-sloped roofs] or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

Guardrails systems will comply with the current Department of Safety and Professional Services (SPS) OSHA/SPS standards.

Permanent guardrails are recommended as fall protection whenever feasible. Normal working and walking surfaces must comply with OSHA 1910.23. All ladder stand platforms with a platform height above 10 feet (3 m) have guardrails and toeboards on the exposed sides and ends of the platform. Removable gates or non-rigid members, such as chains, may be used on mobile ladder stand platforms instead of handrails and guardrails in special-use applications.

OSHA 1926.502(b) also requires that the top edge height of top rails, or equivalent guardrail system members, shall be 42 inches (1.1 m) plus or minus 3 inches (8 cm) above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other required criteria. Also, when employees are using stilts, the top edge height of the top rail, or equivalent member, shall be increased an amount equal to the height of the stilts. For more details about guardrail systems see OSHA 1926.502(b) and OSHA 1910.29(b).

Safety Net Systems shall be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 feet (9.1 m) below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net shall be unobstructed. For more details about safety net systems see OSHA 1926.502(c) and OSHA 1910.29(c).

A personal fall arrest system means a personal protection equipment system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, dee-rings and snap-hooks, webbing, rope or wire rope, straps, lanyard, lifeline, or suitable combinations of these. The use of a body belt for fall arrest is prohibited. Body belts may only be used for positioning device systems. Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not hoist materials. For more details about personal fall arrest systems see OSHA 1926.502(d).

Positioning Device System means a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands-free while leaning but does not allow one to get near an unprotected edge, thus

eliminating or controlling the potential to fall to less than 2 feet (0.6m) free fall. For more details about positioning device systems to see OSHA 1926.502(e).

Warning Line Systems means a barrier erected to warn employees that they are approaching an unprotected side or edge, and which designates an area in which work may take place without the use of other means of fall protection. For more details about warning line systems see OSHA 1926.502(f).

Controlled Access Zones: The controlled access zone shall be defined by a control line or by any other means that restricts access where leading edge and other operations are taking place. When control lines are used, they shall be erected not less than 6 feet (1.8 m) nor more than 25 feet (7.7 m) from the unprotected or leading edge, except when erecting precast concrete members. The control line shall be connected on each side to a guardrail system or wall. For more details about controlled access zones see OSHA 1926.502(g).

Covers for holes in floors, roofs, and other walking/working surfaces shall meet the following requirements:

- Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
- All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
- All covers shall be secured when installed to prevent accidental displacement by the wind, equipment, or employees.
- All covers (except cast iron manhole or steel grates) shall be color-coded or they shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

Protection From Falling Objects toeboards, guardrail systems, or canopies may use as falling object protection. See OSHA 1926.502(j) to requirements for each protection measure.

6.0 INSPECTION OF FALL PROTECTION SYSTEMS

All fall protection equipment and systems must be inspected prior to each use and on a regular and routine basis following manufacturers' recommendations to ensure proper working condition. A competent person must inspect the equipment on an annual basis. This annual inspection must be documented. All users of the equipment are to be trained in proper inspection techniques. If there is evidence of excessive equipment wear or deterioration or if a mechanical malfunction is detected, the item is to be removed from service.

Examples of equipment that is to be inspected include full body harnesses, lanyards, snap hooks, anchor points, guardrails, any adaptors, etc.

The final authority for inspection criteria should come from the manufacturer's recommendations and manuals.

7.0 STORAGE AND MAINTENANCE OF PERSONAL FALL PROTECTION EQUIPMENT

Below are a few guidelines to follow regarding storage and maintenance of personal fall protection equipment always follow manufacturer recommendations.

8.0 TRAINING

Before any employee is exposed to a fall hazard, training must be provided for each employee who uses personal fall protection systems or who is required to be trained that meets the requirements of 29 CFR 1926.503(a) and (c) and OSHA 1910.30.

The training policy shall enable each employee to recognize the hazards of falling and the procedures to be followed in order to minimize these hazards. The training will be conducted by a competent person qualified in the following areas:

- a) The nature of fall hazards in the work area;
- b) The procedures to be followed to minimize those hazards;
- c) The correct procedures for installing, inspecting, operating, maintaining, and disassembling the personal fall protection systems that the employee uses;
- d) The correct use of personal fall protection systems and equipment including, but not limited to, proper hook-up, anchoring, and tie-off techniques, and methods of equipment inspection and storage, as specified by the manufacturer;
- e) The use, inspection, operation, and maintenance of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used;
- f) The role of each employee in the safety monitoring system when this system is used;
- g) The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;
- h) The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection;
- i) The role of employees in fall protection plans; and
- j) The applicable OSHA standards.

UW-Stevens Point will maintain a written certification record for employee training. The record must contain the name of the employee trained, the date(s) of the training; and the signature of the person who conducted the training or the signature of the employer.

If the supervisor has reason to believe that any affected employee who has already been trained does not have the understanding and skill required, he/she must retrain that employee. Retraining is required at least in the following circumstances if:

- a) Changes in the workplace render previous training obsolete; or
- b) Changes in the types of fall protection systems, procedures or equipment to be used render previous training obsolete; or
- c) Inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

9.0 RESCUE PROCEDURES

At the beginning of any work activity where fall protection is required, rescue plans must be identified and discussed with all affected employees in case of a fall (use UW-Stevens Point FALL PROTECTION ASSESSMENT FORM in Appendix B). The maintenance supervisor will develop the rescue plan(s). A method of communication must be established which provides a means for the worker to call for assistance as needed (i.e. radio communications, co-worker, phone, etc.). NOTE: If utilizing a Fall Restraint System a rescue plan is not needed because the restraint system prevents a worker from being exposed to any fall.

Rescue Methods/Options of Fallen Personnel

In the event that a fall arrest occurs, individuals will initiate self-rescue or immediate rescue will be initiated by on-site personnel with the use of an articulating man lift, ladders, or other necessary means. Whenever needed, 911 will be called and the Stevens Point Fire Department will be summoned to perform an emergency rescue.

Communication Issues

In the event of a fall, the following people will be notified as soon as possible:

1. Rescue personnel (i.e., maintenance personnel and Fire Department (911)).
2. Maintenance supervisor and Facility Services Director.
3. EHS Officer.

All employees involved in a fall arrest or fall will be sent for a medical evaluation to determine the extent of injuries if any.

10.0 FALL INVESTIGATION

All fall investigations will be conducted by the employee's supervisor, EHS Officer, and others deemed necessary. Work will not proceed until proper controls are implemented to ensure the job is safe to proceed.

The following documentation will be completed as part of the fall investigation:

1. Interviews with affected staff and witnesses.
2. Employee injury/accident report.
3. Supervisory injury/accident report.
4. Safety Coordinator Review.

This information will be tracked and recommendations submitted to prevent further incidents and improve the policy.

11.0 POLICY EVALUATION

This fall protection policy will be evaluated annually to determine effectiveness. The following criteria will be used to evaluate its performance:

1. Accident reports, number of accidents.
2. Management/staff compliance with policy components.
3. Periodic on-site audits.
4. Staff feedback, interviews.
5. Other such as schedule reviews.

Necessary changes will be made to the policy with corresponding training as needed for affected employees.

12.0 CONTRACTORS

All outside contractors working for UW-STEVENSON POINT are required to follow the OSHA requirements for fall protection and worker safety while performing work for UW-Stevens Point. UW- Stevens Point will provide contractors with applicable procedure information and directives as needed.

Contractors are responsible for complying with all OSHA fall protection standards and ensuring their employees follow the requirements. Contractors performing work at UW-STEVENSON POINT are expected to implement their own fall protection policies that comply with all applicable OSHA standards to ensure their worker's safety.

APPENDIX A

FALL PROTECTION CHECKLIST

	Yes	No
Has a written program for fall protection and training been established?		
Is the program reviewed on an annual basis?		
Are fall injuries tracked for program improvement?		
Have individual control procedures been developed for each known hazard?		
Has a fall hazard protection inventory of the facility been conducted?		
Are the individual fall hazard procedures reviewed on an annual basis?		
Do authorized employees inspect fall protection equipment?		
Do the procedures outline techniques to be used for fall protection?		
Is training routinely conducted before job assignment?		
Employees instructed in the purpose & use of the fall protection procedure?		
Does the training include recognition of fall hazards?		
Is retraining required whenever there is a change in job assignments?		
- A change in fall protection requirements?		
- A change in fall protection procedures?		
- When employee proficiency is in doubt?		
- When accidents or close calls occur?		
Are fall procedures shared between host and contractor?		
Are contractor safety considerations discussed during training?		
Do contractors notify affected employees of the hazards involved in work?		

FALL PREVENTION CHECKLIST

	Yes	No
Does all fall protection equipment meet or exceed the appropriate American National Standards Institute (ANSI) standard?		
Is fall protection used if ladders, walkways, work platforms, and open-sided floors do not comply with the Occupational Safety and Health Administration (OSHA/COMM) regulations?		
Have all personnel exposed to a potential free fall more than four feet received fall protection training?		
Are lanyards attached to prevent a free fall of four feet or more?		
Are approved attached points established and marked in areas where lifelines and lanyards are used regularly?		
Lifeline attach points are capable of supporting a load of 5,400 pounds.		
All fall protection equipment is being visually inspected for defects prior to each use. If there is evidence of excessive equipment wear or deterioration or if a mechanical malfunction is detected, the item is being removed from service.		
Fall protection equipment and assemblies are being inspected according to the manufacturer's recommendations. Each belt and lanyard bears manufacturer identification marks.		
Personnel requiring the use of fall protection equipment employ the "Buddy System" or have an observer to render assistance when and if required.		
Is a trained observer present when personnel performing work involving confined space entry?		
Stepladders are fully opened and the spreaders locked. The top two rungs are not being used for standing or sitting.		
Defective ladders are being tagged-out -"Out of Order" or "Do Not Use."		
All ladders are kept in good condition and inspected regularly.		

APPENDIX B

UW-STEVENSON POINT FALL PROTECTION ASSESSMENT FORM

TYPE OF WORK TO PERFORM	LOCATION	DESCRIBE FALL HAZARD	FALL PROTECTION METHOD UTILIZED	RESCUE PLAN

COMMENTS: _____

Completed By: _____

Date: _____

The supervisor maintains on file. Send a copy to UW-STEVENSON POINT EHS Office, Old Main Suit 133, UW-Stevens Point.