



AmTrust North America

Technology Insurance • Rochdale Insurance

# Sample Fall Protection Program



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Technology Insurance • Rochdale Insurance

November 15, 2006

Re: Accident Prevention Program

The following is important tool that can be use to **assist** you in the development of a company specific Fall Protection Program. ***The material collected in this manual was collected and assembled from a wide variety of safety resources. This manual is not all-inclusive and should be used as a guide only. The standards contained in the manual are overviews and not in complete form. For more detail you should refer to the applicable OSHA, Manufacturer, or Industry Standards. For this manual to be effective, it should be modified by your company to address the site-specific safety concerns, task, and projects of the company.***

You can also access OSHA on the Internet at [www.OSHA.gov](http://www.OSHA.gov). This site contains all regulations, standards, interpretations, as well as numerous other areas that your company can utilize.

If you have any questions or would like to discuss any areas in more detail please feel free to contact me at anytime.

Sincerely,

Jeff Corder  
AmTrust North America  
Vice President Loss Control  
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# **(Your Company)**

## **PURPOSE OF MANUAL**

The purpose of this manual is to assist **(Your Company)** in the development of a company specific Fall Protection and Scaffolding Program.

The material in this manual was collected and assembled from a wide variety of safety resources. The recommendations, standards and/or safe work practices are not necessarily all-inclusive. This manual should be used as a guide only. The standards contained herein are overviews and not in a complete form. For more detailed information or clarification **(Your Company)** should refer to the applicable **OSHA**, Manufacturer or Industry Standards and recommendations.

For this manual to be effective, it should be modified by **(Your Company)** to address the site-specific safety concerns, tasks and projects of the company.

## **NOTICE**

This manual is designed for all workers providing services for **(Your Company)**.

The term **(Your Company)** refers to the company in control of the working conditions of the **"employee"**.

The term **"Supervisor"** includes any person directing the actions of the **"employee"** while providing services for **(Your Company)**.

# **(Your Company)**

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## Fall Protection

### What Is It?

Fall protection is a term that can be defined as any means used to protect workers from falls during work in areas where fall hazards exist. Such areas include stairways, ladders of all sorts, raised platforms, roofs, etc. In such areas, engineering or design measures are most frequently used to reduce the fall hazards. But occasionally further measures such as fall protection devices like lanyards and harnesses and scaffolding must be used to reduce the risk of falls. General industry is regulated for fall protection in 29 CFR 1910, Subpart D, Walking/ Working Surfaces, and Subpart F, Powered Platforms. These regulations have general requirements for protecting workers from fall hazards, but no written requirements. Nevertheless, a written program for fall protection can specify exact guidelines for work where fall hazards exist.

The standards for regulating fall protection systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects.

Written fall protection procedures establish guidelines to be followed whenever any employee works on ladders, at heights, or with fall protection at **(Your Company)**. The rules established are to be followed to:

- Provide a safe working environment, and
- Govern use of fall protection procedures and equipment.

The effectiveness of the written fall protection procedures depends upon the active support and involvement of all employees who work with procedures and jobs requiring it. This section is intended to assist you in implementing a set of procedures to ensure that all work with fall protection is carried out safely to minimize the possibility of injury or harm to the company's employees. It is intended to serve as an additional tool in safeguarding the health and safety of employees.

Written fall protection procedures establish uniform requirements designed to ensure that fall protection training, operation, and practices are communicated to and understood by the affected employees. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees.

While this section establishes guidelines and gives you sample fall protection procedures, your company can decide how best to develop and implement its own set of fall protection procedures.

### Fall Protection

#### Elements of Fall Protection Procedures

There are no required elements for written fall protection procedures, but there are regulation requirements to be met. Your written procedures can reflect some or all of the regulatory requirements of standards governing areas where fall hazards exist, or it may give more general guidelines regarding the practices your company will follow. Because it is not regulatory-required, these written procedures are flexible and can be written exactly as you wish.

## FALL PROTECTION

The following list suggests several elements you may wish to include in your written procedures. You could use one, several, or all of these elements to develop your company's written fall protection procedures, depending on the level of detail and the messages your company wants to convey.

The more you have down in writing, the easier it will be to train employees on safe fall protection use.

Suggested elements of written fall protection procedures include:

- A statement of purpose for the procedures.
- List of affected areas - A list briefly identifying all areas on the premises that fall under these procedures.
- Pre-work check - Checks to be completed by the affected employee before beginning work in an area with fall hazards.
- Work procedures - Procedures to be followed by the employee while working in an area with fall hazards.
- Training program - A description of the program that is set up in your company for training affected employees on the affected areas, pre-work check and work procedures to be followed when working in areas with fall hazards.

### **Area Involvement in the Process**

First, identify which departments have areas with fall hazards and thus would come under the written fall protection procedures. These areas and departments are the most likely candidates for involvement in the development and implementation of the fall protection procedures.

After determining which areas to include in the development and implementation processes, you need to get feedback from those areas. You need to communicate, either in writing or in face-to-face meetings, to the managers and supervisors of those areas the company's intention to implement written fall protection procedures.

You can involve managers and supervisors from these applicable departments in the development process by having them help you identify specific affected areas and employees who work in those areas and need to be trained on and aware of the fall protection procedures. Send out a memo with any written fall protection procedures that you have already developed. Provide opportunity for feedback on the procedures as well as asking for feedback on any area-specific powered industrial truck safety hazards that might need to be addressed or any unique safety specifications that would be useful to include in the written fall protection procedures for your company.

You may wish to ask for feedback only from some areas and not others, because fall protection issues may be more complex or less known in some areas than others. Determine the level of input to seek in each area and set about getting information.

FALL PROTECTION

Once you have received the input from all supervisors on the area-specific information, you can draft final copies of the written fall protection procedures and distribute for final approval or for actual use.

Make sure that supervisors and managers know that they should train and inform affected employees on the written fall protection procedures. Even if all affected employees have already received training, the written procedures should be introduced to them and reiterated.

**Checklist to Complete Fall Protection Procedures**

Use the following checklist as you are developing your written fall protection procedures, to ensure that you cover all of the areas you want to.

**Before you start writing or revising your written procedures:**

- Read and understand this section.
- Determine if your company needs new or revised written fall protection procedures.
- Identify which departments, areas, and employees are affected.

**When writing the procedures:**

- Meet with supervisors to determine the content you may want the written fall protection procedures to have.
- Document who writes the written fall protection procedures and who provides input to its development.
- Determine which elements you want to include in the procedures, of the following or others:

- \_\_\_\_\_ Purpose
- \_\_\_\_\_ List of affected areas
- \_\_\_\_\_ Pre-work check
- \_\_\_\_\_ Work procedures
- \_\_\_\_\_ Training program

**Sample Fall Protection Procedures**

Company Name:

Contact Person:

**Purpose**

It is the policy of **(Your Company)** to permit only employees trained in fall protection procedures to work in areas where fall hazards occur, to reduce likelihood of fall accidents and to help ensure a safe workplace.

**List of Affected Areas**

The following table lists all areas with fall hazards, the type of fall hazard in the area, and the employees who are affected by the fall hazard:

Area	Type of Fall Hazard	Affected Employees
Loading Docks A, B, & C	Edge of dock	Loaders/unloaders, forklift operators in those areas
Production Area 2	Fixed ladders	Pickers
Maintenance	Portable ladders when in use	All maintenance personnel
All stairways	Slip, trip, fall hazard	All employees
<hr style="width: 100%; border: 0.5px solid black;"/> _____ _____ Others		

**Pre-Work Check**

Prior to beginning work in any area or on any device where fall hazards exist, the following checks must be done:

Stairs

1. All required covers or guard-rails must be in place.
2. All handrails or guard-rails are in place on stairways.
3. All treads and risers on stairs are in good repair.
4. Non-slip surfaces are in place on stairs.



## FALL PROTECTION

5. All stairs in this facility meet **OSHA** and ANSI specifications for design and safety.  
Ladders

1. Gripping safety feet in place and secure on ladders.
2. Wooden ladders are coated with suitable protective material.
3. All parts and fittings on ladders are secure.
4. Non-slip surfaces are in place on ladder rungs.
5. When setting ladder up, footing of ladder is secure on a firm, level, and non-skid object and top of ladder is placed against a solid, stationary object.
6. All ladders in this facility must meet **OSHA** specifications for design and safety loading .

### Dock Areas

1. Dock blocks are up and in place when dock is not in immediate use.
2. Only trained loaders and unloaders perform loading and unloading duties in that area.
3. Dock door is kept closed when a truck is not backed against it.

### Platforms and Scaffolds

1. Guard-rails are in place and securely attached.
2. Toe-boards are in place and secure.
3. All platforms in this facility must meet **OSHA** specifications for design and safety.
4. Scaffold has been inspected and tagged appropriately.

### Floor & Wall Openings

1. All floor and wall openings are safely covered or blocked from access.
2. If not safely covered and blocked from access, the opening has someone assigned for constant attendance to it.

### Work Procedures

1. If any one of the conditions described in Pre-Work Check is not met for the area or a

piece of equipment is posing a potential fall hazard, then do not perform that work until all the conditions are met.

#### FALL PROTECTION

If you cannot remedy the condition immediately report to your Supervisor or work a different area, according to the situation.

2. If the situation calls for use of fall protection devices such as harnesses or lanyards and belts because the fall hazard cannot be reduced to a safe level, then the employee must don such protective equipment before beginning the work and use it as intended throughout the duration of the work.
3. Only employees trained in such work are expected to perform it.
4. All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.
5. The floor of every workroom shall be maintained in a clean and, so far as possible, a dry condition. Where wet processes are used, drainage shall be maintained, and false floors, platforms, mats, or other dry standing places should be provided where practicable.
6. To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, holes, or loose boards.

#### Training Program

Under no circumstances shall an employee work in areas of high fall hazards, do work requiring fall protection devices, or use fall protection devices until he/she has successfully completed this company's machinery and equipment training program. This includes all new operators or users of machinery and equipment, regardless of claimed previous experience.

The training program includes classroom instruction and operational training on each specific area of fall hazard to be involved in the work of the employee.

Individuals in the following departments receive training:

1. All Production staff members
2. All Properties & Maintenance staff members
3. All Production Maintenance staff members
4. Other individuals as determined by area management

The **(Safety S Security Supervisor)** will identify all new employees in the Employee Orientation Program and make arrangements with **(Department Management)** to schedule the classroom instruction for those employees previously identified in this procedure.

## FALL PROTECTION

Classroom training consists of:

1. Review of these written procedures by employee.
2. Review of fall protection training video.
3. Successful completion of examination.

Operational training consists of:

1. Pre-operational check
2. Operational review of use of lanyards and harnesses, accessing of areas with fall hazards.
  - Work procedures
  - Training program

### **Training Is Required Before You May Do Jobs Requiring Fall Protection**

Only employees who have successfully completed the classroom and operational instruction required at this company will be allowed to work in areas with fall hazards. Re-training will be performed every two years.

### **Procedures Before and During Use of Fall Protection**

There are certain work practices that need to be followed before and during work in areas with fall hazards or requiring fall protection. You will receive a copy of these procedures as well as being thoroughly instructed in the classroom and in a hands-on operational setting.

All equipment and design of this facility meets Occupational Safety and Health Administration (**OSHA**) and American National Standards Institute (ANSI) standards.

## Employee Sign-Off Sheet

### Fall Protection Procedures

I acknowledge I have been given a copy of the Fall Protection Procedures. I have read and understood them, and I accept the procedures as a working document which I will support and follow in my daily work at **(Your Company)**.

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**Employee Signature**  
**Date**

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**Supervisor's Signature**  
**Company Name**

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**(Safety & Security Manager's) Signature**

------(Use the form above and/or below to document employee training information)-----

I acknowledge I have been trained on and been informed how to get access to a copy of the Fall Protection Procedures. I have understood this training, and I will support and follow the procedures in my daily work at **(Your Company)**.

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**Employee Signature**  
**Date**

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**Supervisor's Signature**  
**Company Name**

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**(Safety & Security Manager's) Signature**

## Sample Scaffold Tagging Procedure

### 1.0 SCOPE

This procedure describes a means of identifying scaffolds through utilization and installation of tags that indicate the requesting craft and the signature of the supervisor responsible for erecting the scaffold. It also describes the essential minimum scaffold requirements necessary for safe construction to eliminate the possibility of:

- Substandard scaffolding and work platforms being erected.
- Persons or materials falling from scaffolding and elevated work platforms.
- Persons working from scaffolding and elevated work platforms, dropping tools, etc., onto employees below.

### 2.0 RESPONSIBILITIES

The Designated Site Manager has the responsibility for ensuring compliance with the scaffold erection and tagging procedure.

The Field/Craft Superintendent is responsible for implementation of this procedure.

The superintendents are responsible for disseminating instructions to general foremen and foremen within their respective disciplines.

The Supervising/Designated Safety/Health Supervisor is responsible for periodic monitoring of work practices to determine compliance.

The Scaffold Erection Supervisor is responsible to ensure that the scaffold is built in accordance with Site Specifications inspection after completion of scaffolding erection, and to sign off and attach the appropriate tag to the scaffold.

### 3.0 PROCEDURE

All scaffolds erected on the project shall comply with all Federal and State **OSHA** standards. Scaffold erection, moving, or dismantling shall be approved by the Scaffold Erection Supervisor.

Guardrails, mid-rails, and toe-boards must be placed on all open sides of platforms more than 6 feet 6 inches above ground or floor. The top rail and mid-rail must be of 2 x 4s or equivalent. The top rail must be placed approximately 42 inches high with a mid-rail.

All scaffolds shall be provided with a secured access ladder that extends at least 36 inches above the platform, or an equivalent safe access.

Where persons are required to work or pass under the scaffolds, scaffolds above 6 feet 6 inches shall be provided with a No. 18 1/2-inch wire mesh or equivalent between toe-board and the mid-rail.

## FALL PROTECTION

Platforms shall be tightly planked for the full width of the scaffold. If fabricated scaffold pans are not used and planks are used, they will extend over the end supports between 6 inches and 12 inches. A cleat or equivalent shall be used on the bottom edges of the plank to prevent slippage.

Scaffolds shall be cleaned off upon the completion of work by the craft using the scaffold. Any scaffold accessories such as braces, trusses, legs, or ladders that are damaged shall be immediately repaired or replaced.

A rolling scaffold height cannot exceed four times the minimum base dimension. The wheels shall be locked when employees are on the scaffold. Employees must come down from the scaffold prior to its being moved.

Scaffolds and their components shall be capable of supporting, without failure, at least four times the maximum intended load.

### **4.0 SCAFFOLD TAGGING**

The use of scaffold tagging is mandatory. All scaffolds shall be tagged by the Scaffold Erection Supervisor. No employee shall work from an un-tagged scaffold.

### **5.0 SCAFFOLD TAGS**

A green tag shall be placed on scaffolds that comply with all Site Construction regulations (attachment A1).

A yellow tag shall be placed on scaffolds that are structurally sound, but an accessory such as a handrail cannot be installed due to the location of the scaffold, or the nature of the work that is to be performed. A safety harness is required for any employee who must work from a yellow tagged scaffold (Attachment A2).

A red tag shall be placed on scaffolds that are being constructed, dismantled, damaged, and/or are defective (Attachment A3).

The appropriate tags shall be placed at eye level at all access points to the scaffold to ensure maximum visibility.



**THIS SCAFFOLD  
HAS BEEN ERECTED  
TO MEET  
SITE STANDARDS  
AND IS SAFE FOR  
ALL CRAFT TO WORK**

**DO NOT ALTER**

DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ERECTION CRAFT FORMAN

**THIS IS A  
GREEN TAG**

This tag must be attached to all scaffolds that have been erected to meet all site requirements and are safe for all crafts to use.

**GREEN SCAFFOLD SAFETY TAG**





**THIS SCAFFOLD DOES**

**NOT MEET**

**SITE STANDARDS**  
**SPECIFICATIONS**

**EMPLOYEES WORKING**  
**FROM THIS SCAFFOLD MUST**  
**WEAR AND USE**  
**APPROVED**  
**SAFETY BELTS**

DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ERECTION CRAFT FORMAN

**THIS IS A  
YELLOW TAG**

This tag must be attached to a scaffold that has been completed but does not meet all site specifications. This tag will be used only. Safety services shall be notified and concur before approval to use this tag is attained.

**YELLOW SCAFFOLD SAFETY TAG**



**DO NOT USE  
THIS SCAFFOLD**

**KEEP OFF**

**THIS SCAFFOLD IS BEING  
ERECTED OR TAKEN DOWN**

**ONLY AUTHORIZED  
EMPLOYEES  
USING REQUIRED  
PERSONAL PROTECTIVE  
EQUIPMENT MAY WORK  
ON THIS SCAFFOLD**

DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ERECTION CRAFT FORMAN

**THIS IS A  
RED TAG**

This tag must be attached to a scaffold which is partially erected or dismantled, or which is found to be defective or damaged in any way. Employees are prohibited from using this scaffold for any reason when this tag is displayed. Only authorized employees assigned to erect, dismantle, or make repairs to this scaffold are allowed on this scaffold. Authorized employees shall be required to wear and use required personal protective equipment.

**RED SCAFFOLD SAFETY TAG**

FALL PROTECTION

**Employee Sign-Off Sheet**

**Scaffolding Procedures**

I acknowledge I have been given a copy of the Scaffolding Procedures. I have read and understood them, and I accept the procedures as a working document which I will support and follow in my daily work at **(Your Company)**.

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**Employee Signature**  
**Date**

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**Supervisor's Signature**  
**Company Name**

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**(Safety & Security Manager's) Signature**

------(Use the form above and/or below to document employee training information-----

I acknowledge I have been trained on and been informed how to get access to a copy of the Scaffolding Protection Procedures. I have understood this training, and I will support and follow the procedures in my daily work at **(Your Company)**.

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**Employee Signature**  
**Date**

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**Supervisor's Signature**  
**Company Name**

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**(Safety & Security Manager's) Signature**