

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<i>WORKING IN HIGH PLACES</i>	REVISED October 2005
<u>POLICY</u>	
Resolution No.	Supersedes Resolution No.
Policy Number: 5.10	PAGE 1 of 2

POLICY STATEMENT

It is the policy of the Town of Fort Frances to take all practical measures possible to prevent employees from being injured by falls. We will take necessary steps to eliminate, prevent, and control fall hazards. We will comply fully with the OSHA and Regulations. The first priority is given to the elimination of fall hazards. If a fall hazard cannot be eliminated, effective fall protection will be planned, implemented and monitored to control the risks of injury due to falling.

All employees exposed to potential falls from heights will be trained to minimize the exposure. Fall protection equipment will be provided where and when necessary and its use mandatory by all employees. Employees will receive training specific to the equipment from a competent person.

RESPONSIBILITY

Workers who are required to work within 2 meters (6') of such an area are required to adhere to the **PROCEDURE**.

The employee working in the area is responsible for the proper application of this procedure.

The supervisor and Manager are responsible for ensuring that employees are properly trained and that the policy is adhered to.

DEFINITION OF HIGH PLACES

- A high place is defined as any work space that is 3 meters (10') or more vertically above adjacent lower levels where a worker could be exposed to risk of injury from a fall if measures to prevent a fall are not implemented

PRIOR TO WORKING AT HIGH PLACES

Prior to working in a high place employees will first notify and discuss the work to be done with their supervisor. The work will be evaluated and assessed and a plan for the best approach to fall protection and the necessary fall prevention measures taken. This may entail working from scaffolds or ladders or other means of fall protection such as fall restraint and fall arrest. Fall arrest equipment shall only be used if suitable alternatives such as scaffolding are not available. An estimated time for the completion of the work will be established. As close as is practical or as possible, a list of tools and equipment to be used will be given to the supervisor.

ATTENDING TO THE WORK

Employees shall not work alone. All measures shall be taken whereby not less than two employees are at the work site, of which one will be the **safety monitor**.

The **safety monitor** shall carry a means of communication (*cell phone or radio*) in the event an employee falls or is injured.

The work site shall be maintained in a tidy and orderly fashion. Unnecessary clutter shall be removed from the site immediately.

If the work extends beyond the estimated time for completion the employees shall stop work and notify the supervisor of the extended period of time required to complete the work.

At the completion of the work the employees shall immediately notify the supervisor.

EMERGENCY PROCEDURES

If an employee falls, is injured or immobilized the **safety monitor** shall immediately communicate with the Fire Department.

The **safety monitor** shall provide the Fire Department with the following:

- The location of the work site and injured party.
- The extent, as near as is possible, the nature of the injury or injuries.
- The conscious state of the injured party.
- If rescue is needed in a high place.
- If the injured party is suspended in a fall arrest harness and at what height.

The **safety monitor** shall notify the supervisor as soon as is possible of the incident.

The **safety monitor** shall fill out an incident report to be filed with the supervisor.