

Approved:	<b>STANDARD OPERATING PROCEDURE</b>	REVISION A
BCM	TITLE: Fall Prevention Program	02/16/2015
HHH Services, LLC.		

## Purpose

Slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths, and are second only to motor vehicles as a cause of fatalities. Active participation by management, supervisors and employees is necessary to prevent hazardous conditions that could result in slips, trips or falls.

## Responsibilities

### Management

1. Conduct routine inspections to ensure all walking and working surfaces are free from slip, trip and fall hazards.
2. Conduct training for employees who use ladders, scaffolds or other elevated platforms
3. Conduct training in use and inspection of fall prevention & arrest equipment
4. Ensure proper ladders are used for specific tasks
5. Provide adequate fall prevention & arrest equipment

### Employees

- Maintain work areas free from slip, trip & fall hazards
- Correct or immediately report slip, trip and fall hazards
- Use proper ladders for assigned tasks

### Hazard Control

#### Administrative Controls

1. Training for all employees who work at elevated location
2. Routine inspections of ladders, stairs, walking and working surfaces
3. Following Housekeeping Program requirements
4. Immediate cleanup of material spills

### General Requirements

#### Housekeeping

Simple Housekeeping methods can prevent slip-trip-fall hazards:

1. All work areas, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.
2. The floor of every area shall be maintained in a clean and, so far as possible, a dry condition. Where wet processes are used, drainage shall be maintained and gratings, mats, or raised platforms shall be provided.
3. Every floor, work area and passageway shall be kept free from protruding nails, splinters, holes, or loose boards.

#### Portable Ladders

The chief hazard when using a ladder is falling. A poorly designed, maintained, or improperly used ladder may collapse under the load placed upon it and cause the employee to fall. A ladder is an appliance consisting of two side rails joined at regular intervals by crosspieces on which a person may step to

ascend or descend.

The various types of portable ladders include:

1. Stepladder - A self-supporting portable ladder, non-adjustable in length, having flat steps and hinged back.
2. Single Ladder - A non self-supporting portable ladder, nonadjustable in length, consisting of but one section. Its size is designed by overall length of the side rail.
3. Extension Ladder - A non self-supporting portable ladder adjustable in length.

#### **Portable Ladder Requirements:**

1. Portable stepladders longer than 20 feet shall not be used.
2. Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in open position.
3. Single ladders longer than 30 feet shall not be used.
4. Extension ladders longer than 60 feet shall not be used.
5. Ladders shall be maintained in good condition at all times.
6. Ladders shall be inspected frequently and those which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use."

Proper use of ladders is essential in preventing accidents. Even a good ladder can be a serious safety hazard when used by workers in a dangerous way.

#### **Portable Ladder Safety Precautions:**

1. Ladders shall be placed with a secure footing, or they shall be lashed, or held in position.
2. Ladders used to gain access to a roof or other area shall extend at least 3 feet above the point of support.
3. The foot of a ladder shall, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the support).
4. The worker shall always face the ladder when climbing up or down.
5. Short ladders shall not be spliced together to make long ladders.
6. Ladders shall never be used in the horizontal position as scaffolds or work platforms.
7. The top of a regular stepladder shall not be used as a step.
8. Use both hands when climbing or descending ladders.
9. Metal ladders shall never be used near electrical equipment.

#### **Fixed Ladders**

A fixed ladder is a ladder permanently attached to a structure, building or equipment. A point to remember is that fixed ladders, with a length of more than 20 feet to a maximum unbroken length of 30 feet shall be equipped with cages or a ladder safety device. A "cage" is a guard that is fastened to the side rails of the fixed ladder or to the structure to encircle the climbing space of the ladder for the safety of the person who must climb the ladder.

1. Cages shall extend a minimum of 42 inches above the top of a landing, unless other acceptable protection is provided.
2. Cages shall extend down the ladder to a point not less than 7 feet nor more than 8 feet above the base of the ladder.

#### **Scaffolding Safety**

1. The footing or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects, such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
2. Scaffolds and their components shall be capable of supporting at least four times the maximum intended load.

3. Scaffolds shall be maintained in a safe condition and shall not be altered or moved horizontally while they are in use or occupied.
4. Damaged or weakened scaffolds shall be immediately repaired and shall not be used until repairs have been completed.
5. A safe means must be provided to gain access to the working platform level through the use of a ladder, ramp, etc.
6. Overhead protection must be provided for personnel on a scaffold exposed to overhead hazards.
7. Guardrails, midrails, and toeboards must be installed on all open sides and ends of platforms more than 10 feet above the ground or floor. Wire mesh must be installed between the toeboard and the guardrail along the entire opening, where persons are required to work or pass under the scaffolds.
8. Employees shall not work on scaffolds during storms or high winds or when covered with ice or snow.
9. As noted earlier, there are a number of scaffold types, and 1910.28 should be reviewed carefully for special requirements that apply to each type.

#### **Manually Propelled Mobile Ladder Stands and Scaffolds**

1. All exposed surfaces of mobile ladder stands and scaffolds shall be free from sharp edges, burrs, or other safety hazards.
2. The maximum work height shall not exceed four times the minimum base dimension unless outriggers, guys or braces are added to provide stability.
3. This standard requires guardrails and toeboards for work levels 10 feet or more above the ground or floor.