	Burnt Mountain Services Safety Management System	Initial Issue Date	1/28/2024
		Revision Date:	Initial Version
DROPPED OBJECTS PLAN		Revision No.	0

Purpose

The purpose of this program is to prevent injury to personnel due to dropped objects.

Scope

The operator's program shall take precedence; however, this document covers employees and contractors on owned premises, or when an operator's program doesn't exist or is less stringent.

Responsibilities

The Safety Manager shall administer the Dropped Objects Plan.

Supervisors and Managers shall ensure the purchase, use and storage of designated at height tools and equipment is accomplished.

Employees shall understand the Dropped Objects Plan and follow its guidelines and report any unsafe work condition or need for at height equipment.


General

The following general recommendations should be observed when using tools / equipment at height:

- Tools and portable equipment used at height shall be adequately secured to either the user or the workplace.
- Tools used at height shall have a lanyard attachment point that does not compromise the tool's effectiveness.
- All tools, lanyards and attachment points shall be inspected prior to use and prior to their return to the Tools at Height Toolkit, to ensure they are fit for purpose.
- Do not modify any tools or equipment.
- At height tools shall be used for all tasks where there is the potential for tools to drop more than 6 feet.
- Any deviation from recommended best practice shall be undertaken through a documented MOC (management of change) procedure.
- All personnel working at height and / or using at height compliant tools shall be adequately trained.
- If any tool or equipment is dropped, or if the retention system failed such that there was potential for the tool or equipment to drop, it must be reported immediately.
- While work at height is ongoing, the drop zone below the worksite shall be barricaded off and signage used.
- Provide netting on guardrails (toe board - midrail) on elevated platforms (including aerial lifts) and scaffolds where the potential for falling objects exists.
- Secure all materials stored on elevated work platforms and during material transport.

Tool Specifics

The following recommendations relate to specific tools and tool types used at height:

	Burnt Mountain Services Safety Management System	Initial Issue Date	1/28/2024
		Revision Date:	Initial Version
DROPPED OBJECTS PLAN		Revision No.	0

- Multi-part tools shall have systems to prevent separation (e.g. sockets must be locked onto extension bars, knuckles, ratchets and breaker bars; it must be impossible to remove jaws from shifters or pliers etc.).
- All hammers shall have steel or steel composite shafts, non-slip handles and a head locking mechanism to prevent separation of the head from the shaft.
- Cold chisels and associated hand protecting guards shall have retention in place for both chisel and guard.
- The use of flogging spanners shall be subject to a specific risk assessment.
- Sockets, extensions and ratchets etc. should be pin locked.
- Any equipment or tool exceeding 5kg in weight shall be subject to the recommendations for Heavy Tools and Equipment.

Lanyards and Attachment Points

The following represents best practice for lanyards and attachment points:

- All tooling used at height shall be lanyard attached to the tool bag, the equipment loop on the harness or the workplace. As such, tooling should be manufactured and supplied with tested and certified lanyard attachment points.
- The lanyard attachment point on the tool must still enable the tool to be used effectively.
- The length of lanyard wire should be appropriate to the unhindered function of the tool, and the tool and wire shall have been tested and proven to withstand a drop of double the lanyard length.
- All lanyards should be fitted with carabineers.
- All wire lanyard terminations should be designed to avoid potential hand injury due to protruding wire tails.
- The lanyard attachment points on tools should be manufactured in such a way that they cannot be removed.


Heavy Tools and Equipment (Over 10 Pounds)

When using heavy tools at height, weighing 10 pounds or more, the following should be observed:

- The use of heavy tools and hand-held machinery at height must be specifically risk assessed.
- All heavy tools and hand-held machines used at height must be secured against falling when in use and while being transported.
- If a heavy tool or item of equipment has fallen and a lanyard has arrested the fall, both the lanyard and the tool / equipment shall be removed from service until they can be fully inspected and confirmed as fit for purpose.
- Securing points for tools and machines must be in place above the work site and the securing device must be as taut as possible.
- The design of heavy tools and equipment should physically preclude the use of small and medium carabineers to prevent overloading the carabineer.

Power Tools

The following recommendations relate to the safe use of power tools at height:

	Burnt Mountain Services Safety Management System	Initial Issue Date	1/28/2024
		Revision Date:	Initial Version
DROPPED OBJECTS PLAN		Revision No.	0

- For electrically powered tools, the power supply cable must be secured to prevent excessive strain being placed on internal conductors.
- For pneumatic tools the air hose must be secured to prevent strain on the fittings at either end.
- Any retention that is fitted to power tools shall never be solely secured to the power cable or air hose.
- Sockets, extensions and ratchets etc. should be pin locked to power tools (electric and pneumatic) to prevent accidental release and battery powered tools should have an attachment to lock the battery in place.
- Power tools must have a lanyard with a load rating appropriate to the weight of the tool and the attachments.

At Height Designated Tool Storage

The following represents best practice for at height designated tool storage:

- When not in use, "at height" designated tools must be kept in a secure At Height Tool Storage Facility.
- Tools should be stored in such a manner that a simple visual inspection can highlight any discrepancies or omissions in the tool box inventory, e.g. drawn outlines of tools or cut foam inserts.
- The At Height Tool Storage Facility shall have a detailed inventory and should be kept locked when not in use.
- When any at height tools are in use, a "tools aloft" sign and barricades shall be used to prevent employees from entering.
- One person per shift should be designated as responsible for the At Height Tool Storage Facility; to serve as key holder and custodian of the At Height Tools Register. The responsible person will log all tools in and out on the At Height Tools Register.
- In addition to the tools, the At Height Tool Storage Facility shall be equipped with sufficient numbers of load rated tool lanyards, special belts for fastening tools and bags and sufficient numbers of tool bags with internal fastening devices.

Tool Bags, Pouches and Belts

The following guidelines should be observed to ensure the safe and effective use of tool bags, pouches, and belts at height:

- Tools shall be taken aloft in some form of kit bag. The kit bag shall be attached to the user and leave both hands free.
- Tools are to be attached to the kit bag (not merely put in it).
- Carrying pouches shall always be used for radios and any other portable equipment with no dedicated attachment point.
- The locks on carrying pouches should have a double securing mechanism to guard against unintentional opening.
- Belts with snap fasteners are not recommended.
- Tool lanyards shall be used between the tools and belt or bag.

Training

- All appropriate personnel shall be trained on the Dropped Objects Plan.