

Fall Protection Program

Revised: November 2024

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SECTION 1.0 INTRODUCTION

1.1 Background

This Fall Protection Program (program) is intended to provide necessary information regarding safety measures and fall protection devices, equipment, and systems required to meet the requirements set-forth in the California Code of Regulations, Title 8, Cal/OSHA. Cal/OSHA's General Industry Safety Orders (GISO), Title 8, Subchapter 7 and those found in the construction safety regulations. Additional workplace safety orders are identified in no less than 14 other subchapters of the regulations. Safety orders in these subchapters that address "like conditions" may take precedence over these safety orders where applicable.

The safety measures in this program include approaches to controlling fall hazards and the use of fall protection equipment and systems. Such measures shall be implemented any time an employee or affected person is subject to a potential fall from an elevated work area or surface.

1.2 Policy

The County of Ventura General Services Agency (GSA) is committed to protecting its employees from the hazards associated with falls and to comply with local, state, and federal regulations in accordance with its Injury and Illness Prevention Program (IIPP). The GSA seeks to optimize its safety compliance efforts and workplace safety culture. Vendors shall develop, submit, and comply with their own Fall Protection Policy.

The GSA intends to abide by Cal/OSHA's rule that any time a fall hazard is identified steps shall be taken to eliminate, control the hazard, or provide some form of effective worker protection against it.

This Program also outlines techniques for the assessment and mitigation of fall hazards. Depending on the nature and location of work, different measures may be used based on the slope, surface type, and fall protection devices available. The primary purpose of this program is to eliminate fall hazards; and if the fall hazards cannot be eliminated, then employees may be required to use some form of personal fall protection equipment.

The risk of falls in all cases shall be reduced by careful planning, thorough training, the use of appropriate safety equipment and safe work practices, and by ensuring close supervision of employees who are exposed to falls. The GSA is also committed to reviewing the content of this program periodically, its performance and to making corrections were necessary.

1.3 Scope

This Program applies to GSA employees who access certain locations or use equipment designed to lower and raise personnel. The exact method(s) of fall hazard protection may not be based solely on minimum height requirements. Examples of such conditions include but are not limited to:

- Roofs and skylights
- Scaffolding, portable ladders, elevated work platforms.
- Boom lifts, scissor lifts, fork-mounted platforms, man baskets, aerial work platforms.
- Around openings such as manholes, vaults, personnel access doors, open holes, confined spaces.
- Fixed ladders more than 20 feet high. (General ladder safety is a separate program.)
- Trenches and excavations
- Unprotected leading edges such as during construction activities,

SECTION 2.0 DEFINITIONS

Aerial Lift: Equipment such as powered platforms, vehicle-mounted elevated and rotating work platforms, aerial ladders, articulating boom lifts, vertical towers, and powered industrial truck platforms.

Alternative Fall Protection Plan (AFPP): A written plan that is developed and implemented by a competent person that permits work to be performed in a designated area, without conventional fall protection, but requires alternative effective measures to reduce a fall hazard. In such cases, continuous supervision and communication shall be provided by a dedicated safety monitor.

Anchorage or Anchor Point: A secure point of attachment for lifelines, lanyards, or deceleration (grabbing) devices.

Approved: Safety measures, procedures, and fall protection equipment meeting the description and standards as listed in California Code of Regulations, Title 8; Cal/OSHA.

Body Belt: A strap with means for both securing it about the waist and for attaching to a lanyard, lifeline, or deceleration device. Also referred to as a safety belt. Approved for work positioning or fall restraint only. Body Belts are NOT permitted to be used as part of a fall arrest system.

Body Harness: (also referred to as full-body harness): An interconnected set of straps that is secured on a person in a manner that distributes the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with a means for attaching the harness to other components of a personal fall restraint or fall arrest system.

Competent Person: One who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Connector/Connection Device: A device that is used to couple (connect) parts of a personal fall arrest system or positioning device system together.

Deceleration Device: Any mechanism, such as a specialty rope, grabbing device, rip stitch lanyard, or specially woven lanyard or automatic self-retracting lifeline/lanyard, which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limits the energy imposed on a person during fall arrest.

Deceleration Distance: The additional vertical distance a falling person travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which a deceleration device begins to operate.

Employee: Personnel under the direct supervision and control of the GSA who are exposed to fall hazards. May include, but is not limited to, contractors, temporary staffing, and volunteers. Refer to Human Resources and contract specifications for work agreements and workplace safety responsibilities.

Fixed Ladder: A ladder, including an individual rung ladder, which is permanently attached to a structure, building, or equipment.

Guardrail System: A barrier at least 42 inches high which includes posts, a mid-rail, and toe boards if required. The guardrail is intended to prevent personnel from falling from working levels more than 30-inches above the floor, ground, or other working areas of a building.

Hole: A void or gap 2-inches or more in its least dimension in a floor, roof, or other walking/working surface.

Job Hazard Analysis (JHA): A technique that focuses on job tasks to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment.

Lanyard: A flexible rope or strap that generally has a connector at each end for connecting the body harness to a deceleration device, lifeline, or anchor point. Lanyards should have a breaking strength of 5,000 pounds.

Leading Edge: The edge of a floor, roof, formwork, or walking/working surface during construction.

Lifeline: A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline). This serves as a means for connecting other components of a personal fall arrest system to the anchorage. Lifelines should have a breaking strength of 5,000 pounds.

Lower Levels: Those areas or surfaces to which an employee can fall. Such areas include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.

Low Slope Roof: A roof having a slope of less than or equal to 4 to 12 (vertical to horizontal). A roof with approximately a 19.5 degrees slope or less.

Mechanically Aided Rescue: A strategy or procedure, planned, to safely retrieve a person who has fallen from an elevated work surface using mechanical means.

Opening: A gap or void of 30 inches or more high and 18 inches or more wide on a floor, roof, wall or partition through which personnel can fall from the working level to a lower level.

Personal Fall Restraint System: An integrated system of body belts or harnesses attached to a lifeline. The system consists of an anchorage, connectors, and body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. The anchorage base must support four (4) times the intended load and be rigged to allow the movement of the employee only as far as the edges of the working area.

Personal Fall Arrest System: A system that arrests falls from the working level. The system consists of a horizontal lifeline secured to the back and above the person's waist to a harness. The system prevents falling for more than 6 feet to avoid hitting lower surfaces. Each person must be attached to their own lifeline with only one (1) person on each lifeline. The anchorage point must be able to support at least 5,000 pounds per employee.

Qualified Person, Attendant or Operator: A person designated by the employer who by reason of their training and experience has demonstrated their ability to safely perform their duties and, where required, is properly licensed in accordance with federal, state, or local laws and regulations.

Rescue Plan: A strategy or procedure, planned, to safely retrieve a person who has fallen from an elevated work surface and is suspended in a full body harness. This includes self-rescue, assisted self-rescue, or mechanically aided rescue. All forms of rescue under this program shall be considered prompt rescue.

Rescue, Prompt: Rescue of a fallen worker in under 6 minutes shall be the standard recommended goal per ANSI Z359.2-6.

Rescue Team Member: One who has been trained and qualified to perform rescue operations as defined in this program. This individual must be authorized by management to perform rescue operations.

Rescue - Self-Rescue: An act or instance of an employee using his fall protection equipment to rescue themselves. For example, if the person working at heights has properly selected and used their fall protection equipment, it is highly possible that they will be able to perform a self-rescue that should include these steps: 1) Climbing back up to the level from which he fell (from a few inches to 2-3 feet); 2) returning to the floor or ground to be evaluated for possible medical attention; and 3) removing all components of fall arrest system impacted by the fall event from service and documenting (bag and tag) the components with name, date, and activity at time of fall and handing over the equipment to management.

Rescue – Assisted Self-Rescue with Mechanically Aided Rope System: If self-rescue is not possible, then an assisted self-rescue may be used. The following technical guidelines define a mechanically aided self-rescue: 1) A compliant rescue and descent device must be secured to an anchor that is rated for at least 3,000 lbs.; 2) a haul line may be swung over or lowered to the fallen worker, who will grab the rescue lifeline snap hook and secure it to the appropriate D-ring on his body support. A positive connection to the D-ring must be verified by one of the rescue team members; 3) the rescue team will raise or lower the fallen employee to the appropriate work platform or ground and provide medical aid; and 4) remove all components of the fall arrest system impacted by the fall event from service and document (bag and tag) the components with name, date and activity at time of fall and hand over the equipment to management.

Rescue - Assisted with Mechanically-Aided Aerial Lift: A Fully Assisted Rescue that employs the use of an aerial lift under the following circumstances: 1) A rescuer will get into the aerial lift and make sure there is a second fall protection device, such as a shock absorbing lanyard or self-retracting lifeline available for the fallen worker; 2) the aerial lift must be maneuvered into position (raised up underneath the fallen worker) so that the rescuer can perform the rescue; 3) attach the second lanyard or self-retracting lifeline in the aerial lift to the fallen worker; 4) disconnect the rescued worker from the impacted fall arrest equipment; 5) lower the worker to the ground and provide medical aid; and 6) remove all components of fall arrest system impacted by the fall event from service and document (bag and tag) the components with name, date and activity at time of fall and hand over equipment to management.

Rescue – Fully Assisted with Mechanically-Aided Rope System: If the fallen worker is unable to attaching themselves to the rescue system, and neither self-rescue nor assisted self-rescue are viable options, a fully assisted rescue may be used as follows: 1) a compliant rescue and descent device must be secured to an anchor rated for at least 3,000 lbs.; 2) a rescue team member must attach the haul line to the worker's fall arrest system. This can be performed by accessing the fallen worker and then attaching the rescue system directly to a D-ring on the worker's harness, or by using a rescue pole for the attachment. The rescue team could also attach a rescue grab to the lanyard or vertical lifeline; 3) the rescue team must raise or lower the fallen worker to the appropriate work platform or ground and provide medical aid; and 4) remove all components of fall arrest system impacted by the fall event from service

and document (bag and tag) the components with name, date and activity at time of fall and hand over the equipment to management.

Restraint Line: An approved device which is attached between the employee and an anchorage; the arrangement is designed to prevent the employee from walking or falling off of an elevated surface.

Rope Grab Device: A deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest a fall.

Safety Monitoring System: A safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Scaffold: Any temporary elevated or suspended platform, and its supporting structures, used for supporting employees or materials or both.

Self-Retracting Lifeline (SRL): A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under minimal tension during normal movement and which, after onset of a fall, automatically locks the drum and arrests the fall (usually within 2 feet or less.)

Snap hook: A connector consisting of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released automatically closes to retain the object. Only locking snap hooks are permitted to be utilized.

Steep Roof: A roof having a slope greater than 4 in 12 (vertical to horizontal.)

Suspension Trauma: A serious medical condition that can lead to unconsciousness, injury, or death, which can occur when a worker is suspended in a harness for too long after a fall, typically less than 6 minutes.

Toe Board: The lowest protective barrier of a guardrail system that prevents material and equipment from falling off of the working surface to lower levels.

Tie-Off: A procedure of connecting directly or indirectly to an anchorage point using an approved connection device (i.e. strap, lanyard, etc.)

Unprotected Sides and Edges: Any side or edge (except at entrances to points of access) of a walking/working surface, e.g., floor, roof, ramp, or runway where there is no parapet, other type of wall or guardrail system that is not at least 42-inches high.

Vertical or Horizontal Positioning Devices or System: An approved anchor used with a series of approved connecting devices and a body harness that allow individuals to have free hands in order to be able to perform work in areas such as against an elevated wall (vertical positioning) or adjacent to a roof edge or other fall hazard (horizontal positioning).

Walking/Working Surface: Any surface, whether horizontal or vertical, on which an employee walks or works including, but not limited to floors, roofs, ramps, bridges, formwork, and runways. Does not include ladders, vehicles, or trailers on which employees must be located to perform their duties.

Warning Line Systems: A form of barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.

Work Area: Any area, location, or surface where assigned job duties will be performed.

SECTION 3.0 RESPONSIBILITIES

3.1 Supervision (Managers, Supervisors, Persons-In-Charge)

Supervision shall be responsible for the following tasks that include, but is not limited to:

- Ensuring that the workplace is free from uncontrolled fall hazards.
- Identifying employees affected by this program and ensuring they receive proper training.
- Designating the fall protection Competent Person(s);
- Stopping work when safety deficiencies are identified and ensuring that deficiencies are corrected; and
- Ensuring employees use proper fall protection equipment.

3.2 Competent Person

The Competent Person is responsible for the following tasks that includes, but are not limited to:

- Providing technical knowledge in the area of fall hazards and fall protection;
- Stopping work when safety deficiencies are identified and ensuring that deficiencies are corrected;
- Providing input on the acquisition of a fall protection equipment system; and
- Performing biannual inspections of fall protection equipment and providing feedback to supervision and the Safety Officer.
- Minimum four personnel will be trained to Title 8 CCR 1669 and OSHA standard 1910.28 and 1926 subpart M

3.3 Employees

Employees are responsible for the following tasks that includes, but are not limited to:

- Completing all required fall protection training before starting work at elevated locations including this program.
- Properly inspecting all required fall protection and personal protective equipment before each use and using the equipment properly;

- Stopping work immediately if safety issues are identified and reporting to supervision;
- Understanding and be able to evaluate the risks associated with working at heights, including working knowledge of the FRP for every work task they are involved with; and

3.4 Safety Officer

The Safety Officer shall be responsible for the following:

- Working in close coordination with Supervision, employees, and the Competent Person(s) to ensure that the Program is maintained and reviewed; and
- Supporting all training needs.
- The Safety Officer will maintain training records for competent person within Fall Protection program
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3.5 Competent Rescuer

The Competent Rescuer shall be trained by a competent rescuer trainer in the following areas:

- How to inspect, anchor, assemble and use the fall protection and rescue equipment used in locations where employees work. Specifics include descent control, secondary systems, packaging methods, dismantling, storage, and the common hazards associated with each system and component. Training must include physical demonstrations by trainees.
- Applicable fall protection and rescue regulations;
- Assessment of fall hazards to determine rescue methods;
- Fall hazard elimination and control methods;
- Development of written fall protection rescue procedures;
- Selection and use of non-certified anchorages.
- Refresher training for Competent Person Rescuers must be conducted at least every year per ANSI.

SECTION 4.0 HAZARD DETERMINATION

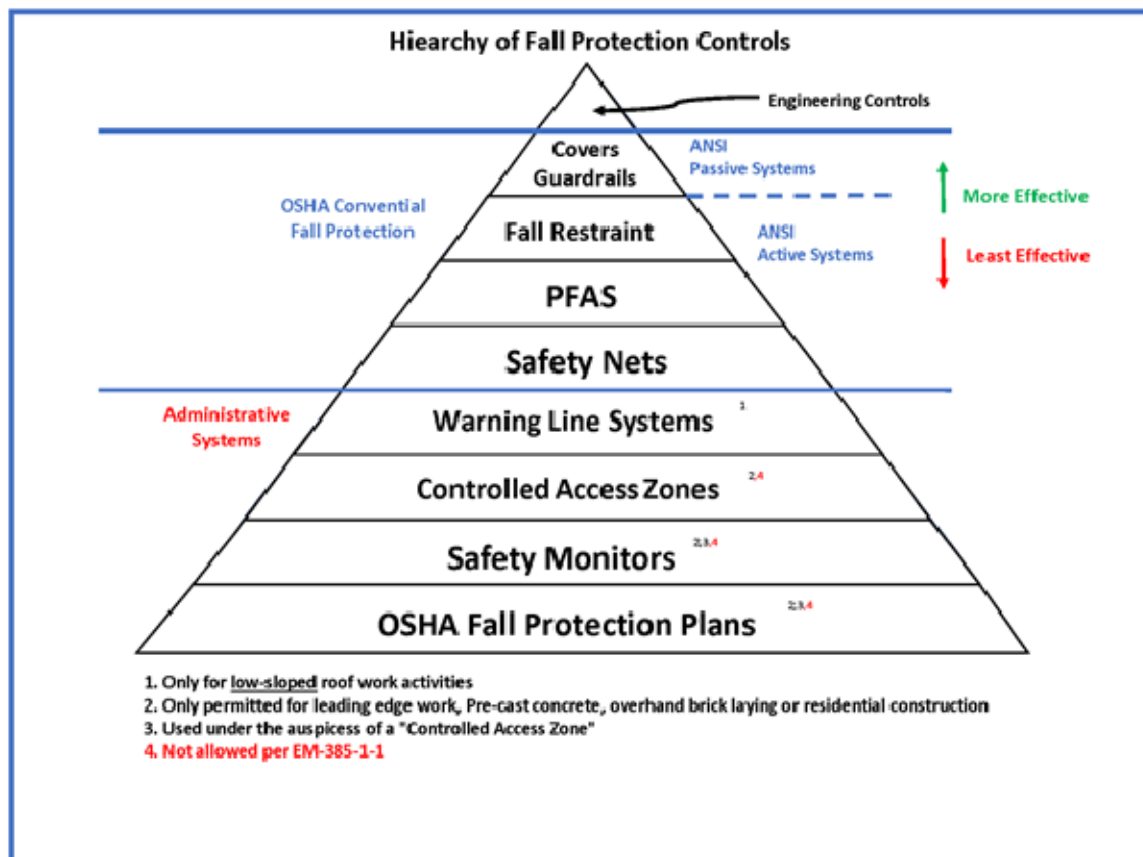
Supervision shall evaluate each worksite for fall hazards. For complex or especially hazardous activities, or as deemed necessary by supervision or competent person, a Job Hazard Analysis (JHA) shall be completed that identifies the fall hazards and protective measures that will be maintained. Work will not be performed unless one or more of the listed Fall Protection Hierarchy solutions below have been established. The assistance of the Safety Manager and Competent Person may be required.

4.1 Fall Protection Hierarchy

Solutions for fall protection hazards will be determined in the following order and priority:

1. Eliminate the fall hazard by performing the assigned work from the ground or on the ground.
2. Use fall restraint systems / work positioning devices to prevent free falls from a work area.

3. Use of personal Fall arrest systems and ensuring that an FRP has been prepared and ready.
4. Use of an alternative fall protection plan by preparing a specific written plan that is developed and implemented by a Competent Person who permits work to be performed in a designated area, without conventional fall protection, and requires alternative measures to be used to reduce any fall hazard. There must be *constant supervision and communication* provided by a safety monitor.



4.2 Alternative Fall Protection Plan (AFPP)

As an option to conventional fall protection methods, an Alternative Fall Protection Plan (AFPP) may be prepared in writing and used only when conventional fall protection methods are infeasible, impractical, or if establishing normal means of fall protection creates a greater hazard to workers. An AFPP is job-specific and is not intended to be used at multiple sites unless all hazards and situations are identical. In most cases, a JHA will be prepared for such circumstances to support the AFPP.

SECTION 5.0 WORK THAT REQUIRES FALL PROTECTION

Generally, any construction work that occurs six (6) or more feet above a lower level will involve the use of some form of worker fall protection. In all other conditions (i.e., General Industry), work that occurs four (4) or more feet above a lower level will require some form of fall protection method. Employees will also use fall protection if there is a danger of falling into hazardous equipment.

A supervisor competent in the use of fall protection will evaluate the worksite and will determine the specific type(s) of fall protection to be used. The fall protection solutions will meet or exceed OSHA fall protection requirements. An AFPP will only be used if conventional fall protection is impractical and increases the hazards to the employees.

Cal/OSHA has listed Construction and General Industry work activities that have specific fall protection requirements. The GSA will provide fall protection means that meet or exceed these requirements, should all or some of these circumstances become relevant.

SECTION 6.0 FALL PROTECTION SYSTEMS, COMPONENTS, AND METHODS

6.1 Protection Against Falling Through Floor and Roof Openings, Covers, and Skylights

To protect employees from falls through various openings, every floor and roof opening will be guarded by a proper cover, guardrail, or equivalent on all sides, or employees shall be provided with a personal fall protection system or AFPP. The following measures will be taken in such environments:

- All covers shall be properly secured to prevent accidental displacement.
- Covers shall be color-coded or bear the markings "HOLE" or "COVER".
- Floor and roof opening covers shall be able to support the greater of 400 pounds or twice the weight of employees, equipment, and materials that may be imposed on any one square foot of the cover at any time.
- Employees approaching within 6 feet of a skylight shall be protected from falling by use of an approved cover or guardrail system.
- Covers located in roadways shall be able to support twice the axle load of the largest vehicle that might cross them.

6.2 Guardrail Systems and Passive Systems

Guardrail systems can be used at edges, ramps, runways, or holes where it is determined that erecting such systems will not cause an increased hazard to employees. Applicable Cal/OSHA specifications will be followed in the erection of guardrail systems. Some, but not all specifications are listed below:

For construction work, railings must be made from select lumber (Doug Fir #1 or better 1500 Psi equivalent) with top rail 42- to 45-inches high and a mid-rail halfway between top rail and the floor. For general industry (normal building operations) work, a top rail must be between 42-and 45-inches high and must be smooth with a mid-rail halfway between the top rail and the floor. Guardrails will be surfaced to prevent injury to employees from punctures, abrasion, or lacerations. Mid-rails, screens, mesh, intermediate vertical members, and solid panels will be erected in accordance with Cal/OSHA specifications as guidelines.

6.3 Personal Fall Arrest Systems / Equipment

Personal Fall Arrest Systems will be issued to and used by employees as determined by a competent person and may consist of anchorage, connectors, body harness, deceleration device, lifeline, or suitable combinations.

- Personal Fall Arrest Systems used by the GSA shall:
- Limit the maximum arresting force to 1,800 pounds when used with a body harness.
- Be rigged so an employee cannot free fall more than 6 feet or contact any lower level.
- Bring an employee to a complete stop and limit the maximum deceleration distance traveled to 3½ feet.
- Be strong enough to withstand twice the potential impact energy of an employee free falling 6-feet (or the free fall distance permitted by the system, whichever is less).
- Have an approved attachment point (D-ring) in the center of the workers' back near shoulder level or above the wearers' head.
- D-rings and locking snap hooks shall be self-locking and double acting and have a minimum tensile strength of 5,000 pounds; and be proof-tested to a minimum tensile load of 3600 pounds without cracking, breaking, or suffering permanent deformation.
- The use of non-locking snap hooks is prohibited.
- Be inspected prior to each use for damage and deterioration and be removed from service if damage or defects are detected.
- Contain ropes and straps used in lanyards, lifelines, and harnesses made from synthetic fibers, unless special precautions are required for hot work.
- Meet the design requirements under Cal/OSHA and the manufacturer's specifications.

6.4 Anchorages

Anchorage used for the attachment of personal fall arrest systems must support at least 5,000 pounds per person and shall be:

- Used under the supervision of a Competent Person;
- Capable of supporting twice the weight expected to be imposed on it;
- Independent of any anchorage used to support or suspend platforms; and
- Be placed higher than the employee's waist.

6.5 Work Positioning Systems

Body belt or body harness systems shall be used so that an employee cannot fall more than 2 feet and shall be secured to an anchorage capable of supporting twice the potential impact load or 3,000 pounds, whichever is greater. Body belts will not be used for fall arrest. The use of non-locking snap hooks is not permitted.

6.6 Personal Fall Restraint Systems

Harnesses and body belts may be used for personal fall restraint. Anchorage points used for fall restraint must be able to support four times the intended load. Restraint devices must be rigged to allow the movement of employees only as far as the edges of the working level.

Wearing a PFAS and clipping into anchors in boom lifts is a requirement by CalOSHA. GSA employees are required to apply this same requirement in scissors lifts unless an AFPP is required and approved.

6.7 Work Above Open Trenches and Excavations

Fall protection shall be provided for employees working at the edge of a trench or excavation that is 6 feet or deeper or if other identified hazards warrant fall protection. In such cases, trenches and excavations shall be protected by guardrail systems, fences, barricades, or covers. Walkways that allow employees to cross over trenched and excavations shall be equipped with standard guardrails per construction regulations.

6.8 Scaffolding

The GSA requires that employees who work on or accesses scaffolding be properly trained by a qualified person to recognize the hazards associated with the type of scaffold being used and to understand how to control or minimize those hazards. Training topics include, but are not limited to:

- Recognizing potential hazards (structural, fall, falling objects, electrical, and other possible hazards).
- Recognizing the maximum intended load and capacity of the scaffolding.
- Using only a safe and approved means of access such as attachable ladders or stair towers - no climbing using guard railing or bracing.
- Facing the ladder rungs while climbing up or down.
- Not using slippery rungs.
- Not extending working heights (e.g., using ladders on scaffold planking).
- Not removing or modifying any component of a completed scaffold except under the supervision of a qualified person.

6.9 Equipment Inspection, Maintenance and Storage

Fall protection equipment is only protective when it is functioning properly and shall be inspected by the employee prior to each use and at least twice annually by a Competent Person to ensure the equipment is in good working order and ready for use. The inspections shall be documented.

Manufacturer recommendations must be followed for proper inspection, maintenance, and storage of fall protection equipment. Labels must be visible and legible on all fall protection equipment. If not, they must be removed from service, regardless of equipment condition.

In the event a fall arrest system is involved in a fall, all components of the system shall be taken out of service and inspected to ensure they are in functional condition. Some components, such as the shock absorbing lanyard or retractable lifeline, shall be returned to the manufacturer for recertification following their use in a fall situation.

6.10 GSA Fall Rescue Plan (FRP)

The purpose of the fall rescue plan (FRP) is to provide guidance for responding to falls from height. This FRP is intended to reduce risks to an employee's health after a fall arrest event. The rescue plan will also help to minimize at-risk behavior of the rescuer during a rescue attempt and help to ensure that the rescue is conducted promptly in a safe and professional manner. Preparation for and the execution of a prompt rescue shall be considered critical to FRP activity.

The FRP shall apply to all locations where personnel are employed to work at height and must be reviewed or included in any JHA or pre-task planning for activities that require working at heights. A fall hazard exposure evaluation must be performed where fall hazards are identified and should

include input from the personnel involved in the work activity. Periodic evaluations of the FRP with the work team shall be required to determine if all concerns have been addressed and whether predicted working conditions remain accurate.

List all potential fall exposure types to be worked around (holes, skylights, shafts, leading edges, etc.) and evaluate fall protection systems and equipment anticipated to provide effective protection.

The FRP must be documented and can range from self-rescue to assisted self-rescue to fully assisted rescue (e.g., an onsite trained third-party rescue team) and are the only viable options under the FRP.

The FRP must identify the most expeditious and safe rescue available whether self-rescue, buddy-rescue, or in worst case scenario a response by the Fire Department or an able standby vendor.

6.11 Fall Investigations

All fall incidents, including near misses, shall be reported and investigated. The investigation will occur as soon after an incident as possible to identify the cause and means of prevention to eliminate the risk of reoccurrence.

In the event of such an incident, this program must be evaluated to determine if additional practices, procedures, or training are necessary to prevent similar future incidents.

SECTION 7.0 TRAINING

All employees who may be exposed to fall hazards are required to receive training on how to recognize such hazards, and how to minimize their exposure to them. Employees shall receive training as soon after employment as possible, and before they are required to work in areas where fall hazards exist.

A record of employees who have received training and training dates shall be maintained by the appropriate department or competent person. Training of employees shall include:

- Nature of the fall hazards employees may be exposed to;
- Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems;
- Use and operation of personal fall restraint, fall arrest systems, and other any other fall protection equipment or systems to be used;
- Role of each employee in AFPPs (if used).
- Limitations of the use of mechanical equipment during roofing work on low-slope roofs (if applicable);
- Correct procedures for equipment and materials handling, and storage and erection of overhead protection;
- Requirements of the applicable Cal/OSHA fall protections regulations and
- Additional training shall be provided on an annual basis, or as needed when changes are made to this Program, AFPP, or the OSHA Fall Protection Standard.
- Annual refresher training will be required by all employees required to work in areas where fall hazards exist
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SECTION 8.0 PROGRAM EVALUATION

Any changes to the Fall Protection Program (and AFPPs, if in place) shall be approved by management and reviewed by a competent person. Determinations will be made whether additional practices, procedures or training are necessary to prevent falls and/or fall injuries. The Program will be reviewed annually and after every reported fall. Affected employees shall be notified of all procedure changes and trained if necessary.

SECTION 9.0 ALTERNATIVE FALL PROTECTION PLAN (AFPP)

The purpose of the Alternative Fall Protection Plan (AFPP) is to supplement the GSA's Fall Protection Program and is designed to be used **only** when conventional fall protection methods or systems are not feasible or create a more hazardous situation for workers. In doing so, the process will be documented using the worksheets provided below.

The AFPP may include the use of conventional fall protection at a number of areas on the project and identifies specific activities that require non-conventional means of fall protection. Refer to the following sections (Worksheets 1-4) when assessing and documenting the use of the AFPP.

9.1 Manager or Supervisor Responsibility

A manager or supervisor will be designated as a qualified person to develop and monitor the AFPP and will have the following responsibilities:

- Ensure that all employees understand and adhere to the procedures of this plan and the instructions of the crew supervisor or foreman.
- Assign a competent person to be responsible for managing this AFPP.
- Provide appropriate fall protection equipment to employees as detailed in this AFPP.

9.2 Employee Responsibility

Employees will have the following responsibilities:

- Bring to the attention of management any unsafe or hazardous conditions or practices that may cause injury to themselves or other employees.
- Report any incident that causes an injury to yourself or a co-worker.
- Each employee will be trained in these procedures and will be expected to strictly adhere to them except when doing so would expose him/her to a greater hazard. If, in the employee's opinion, the procedures in this AFPP pose a risk, the employee is to notify the fall protection supervisor and have their concern(s) addressed before proceeding with work.
- Employees have the right and responsibility to stop work when unsafe conditions are present.

Worksheet 1: AFPP Project Information

| | |
|----------------------------------|--|
| Job Location/ Building(s) | |
| Date(s) of Work | |
| Plan Prepared by | |
| Plan Approved by | |
| Plan Supervised by: | |

Worksheet 2: Affected Employees

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| The Following Employees Are Included in This AFPP |
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Worksheet 3: Reasons For Not Using Conventional Fall Protection

| Methods of Fall Protection | Reason(s) Why They Cannot Be Used |
|--|--|
| Engineering out the hazard | |
| Administrative Controls | |
| Changing the work process | |
| Use of guardrails; Use of a positioning system | |
| Use of a fall restraint system | |
| Use of personal fall arrest systems | |

Worksheet 4: AFPP Locations

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| Locations Where Conventional Fall Prevention Cannot Be Used |
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Worksheet 5: AFPP Procedures

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| Describe Special Fall Protection Procedures |
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