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## 1 Introduction

The Environmental Health & Safety Standard Operating Procedure for Fall Protection was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety and to ensure compliance with the Ontario

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Competent Person (OHSA) – means a person who:

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- Communicate the rescue plan to employees and post a written copy in a visible location in advance of all work requiring the use of fall protection equipment that will not exceed 30 minutes in any case;
- Provide the training record for each employee to an inspector upon request; and
- Ensure that contractors and subcontractors working under their supervision demonstrate, with documentation, their ability to manage projects in compliance with Queen's University policies and procedures and the OHSA related regulations prior to being awarded contracts for work on Queen's University property.

### 4.4 Employees

- Complete working at heights training to be deemed a • Pro8(ag)-4(]TJ 0 TJ 0c Tc 0 2d ( )Tj E[t)-6(

- Ensure that all related requirements under the OHSA are strictly enforced while working on Queen’ undc 0 64 re ( t) ( tifac /( t) ( tifac /n r.9d

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## 8 Rescue Plan

To ensure that a fallen employee is rescued in a timely manner, a rescue plan shall be created by the supervisor when an authorized employee is required to use fall arrest equipment. In the event of a fall, every minute that the employee is suspended increases the chances of injury, a rescue plan must be put into action immediately. Each job site will have its own set of unique conditions that need to be addressed in a rescue plan. There is no “one size fits all” method and a new plan must be written for each job accordingly. These procedures must be reviewed and rehearsed annually.

Attached to this policy is an example of a rescue plan (Appendix D).

## 9 Records Retention

Equipment inspection and training records for work involving the use of fall protection shall be maintained by the department and kept for a period of three years after the use of such equipment.

**Revision History:**
Version 1.0: January 2018 – Initial Release
Version 1.1: May 2021 – Reviewed

## Appendix A - Harness Inspection Sheet

Date of Inspection: _____ Inspected by: _____

| Component | Aspect Examined | Harness 1<br>ID# | Harness 2<br>ID # | Harness 3<br>ID # |
|---|---|---|---|---|
| **Webbing** | Cut or tears or mildew | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |
| | Excessive stretching | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |
| | Heat deformation, and damage from corrosives or chemicals | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |
| | Localized discolouration | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |
| | Localized hardening | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |
| | Deterioration due to UV or other factors | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |
| | Grommets not bent, corroded, loose or missing | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |
| **Buckles** | Distortion or other nisl-4( )]TJ 02005 Tc -0.002 0711 -1.22D Tmda4.8-17.a4.8-7(ge8(A)]TJ 0 Tc 0 4 | | | |

| Component | Aspect Examined | Harness 1<br>ID# | Harness 2<br>ID # | Harness 3<br>ID # |
|---|---|---|---|---|
| | Broken, cut or worn threads | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |
| **Sewing** | Damage or weakening of threads | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ | |

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☐☐ Faulty ☐ Ok ☐ Faulty ☐ Faulty ☐ Ok ☐ Faulty ☐ Faulty ☐ Ok ☐ Faulty ☐ N/A ☐ N/A ☐ Ok ☐ Fa ☐ N/

## Appendix B - Lanyard Inspection Sheet

Date of Inspection: _____ Inspected by: _____

| Component | Aspect Examined |
| --- | --- |

| Component | Aspect Examined | Snap Hook 1<br>ID# | Snap Hook 2<br>ID # | Snap Hook 3<br>ID # |
|---|---|---|---|---|
| **SNAP HOOK** | Cracks | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |
| | Corrosion | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |
| | Locking | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A | ☐ Ok ☐ Faulty<br>☐ N/A |

**Appendix D – Sample Rescue Plan**

A rescue plan needs to be job and site specific. Every new use of fall protection equipment must have a rescue plan in place to ensure that in the event of a fall the worker will be rescued in a timely manner. The rescue of suspended workers must happen as quickly as possible, within 5 minutes, and no longer than 30 minutes. Review and rehearsal of rescue procedures must occur annually.

| **Location Information** | | | |
|---|---|---|---|
| Site Address: | | | |
| Site Access Directions: | | | |
| **Personnel Information** | | | |
| Designated trained person in charge of rescue: | | | |
| Qualified on-site first aid personnel: | | | |
| Number of Workers on-site: | | | |
| **Task Specific Information** | | | |
| Scope of Work: | | | |
| Max height that needs to be reached in the event of a fall: | | | |
| Total potential fall distance: | | | |
| **Emergency Information** | | | |
| You will need to know the following information when contacting emergency services. | | | |
| How high off the ground is the person suspended? | | | |
| How long have they been suspended? | | | |
| Are they conscious? | | | |
| **Emergency Contact Numbers** | | | |
| Queen's ERC | (613) 533-6733 | Kingston Fire & Rescue | (613) 548-4001 |
| Fire | 911 | Kingston General Hospital | (613) 548-3232 |
| Ambulance | 911 | Hotel Dieu Hospital | (613) 544-3310 |
| Police | 911 | Kingston Police | (613) 549-4660 |
| Workers Backup Communications Systems | | Radio channel & call sign:<br>Cellphone: | |
| **Additional Documentation Needed** | | | |
| ☐ **Procedures to lock-out and secure activated safety devices and unsafe working conditions**<br>☐ **Rescue or emergency control procedures for any mechanical hoisting systems or elevating devices being used** | | | |

**Sample Emergency Rescue Plan instructions are on the back of this page which recommend the steps that need to be taken in the event of a conscious or unconscious worker needing a rescue.**

**Sample Emergency Rescue Plan Instructions:**

**Conscious Worker**

1. Send someone to notify the supervisor/constructor immediately.
2. Talk to the worker and keep them calm.
3. If accessible and safe to do so, place a ladder or position an Elevating Work Platform under the worker to allow them to climb down safely.
4. If qualified to do so, perform first aid until help arrives.
5. If it is unsafe for you to easily rescue the worker call 911.
6. Never risk your own