



## 19.15 Working from Heights Procedure

Latest Revision: Oct 2011

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### 1.0 Purpose

- .01 To ensure that contractors and NPSCDSB staff, including teaching, non-teaching, secretarial and custodial staff, use and maintain the proper equipment in the proper fashion when working from heights.
- .02 This procedure applies to work that is performed from any heights, both internal and external, where there is a risk of a fall liable to cause personal injury.
- .03 All contractors and NPSCDSB staff are required to comply with the requirements outlined in the Industrial Establishments, Regulation 851 under the Occupational Health and Safety Act for access ladders in fixed position and portable ladders.
- .04 This procedure covers the following:
  - a. Working with extension ladders,
  - b. Working with step ladders,
  - c. Fall Arrest System,
  - d. Scaffolding, and
  - e. Accessing school roof(s).

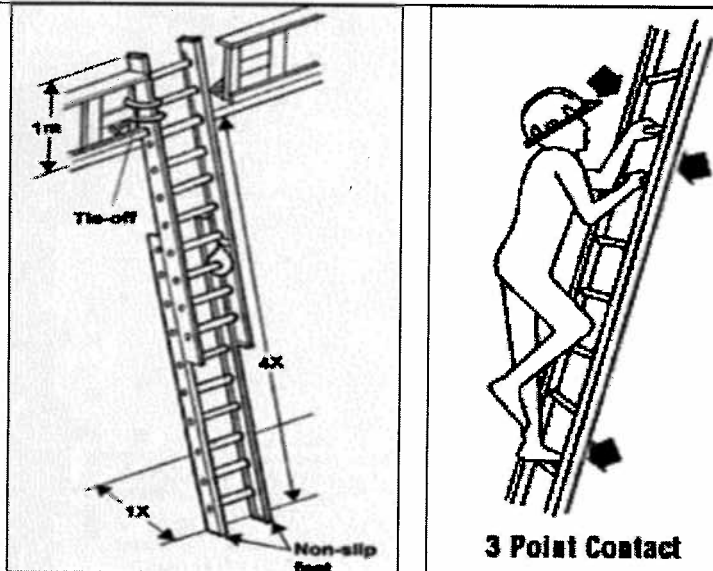
### 2.0 Working with Extension Ladders

#### 2.1 Selection

- .01 Inspect the ladder each time before using.
- .02 Tag "Do Not Use" any ladders that have defects and notify your supervisor.
- .03 Use a ladder that does not conduct electricity (ie. one made from fiberglass).
- .04 Get help when handling a long or heavy ladder.

#### 2.2 Setup

- .01 Have an adult spotter, not students, hold the ladder when working or climbing at heights over 2.4 m (8 ft). Set the ladder one meter out for every three to four meters up.
- .02 Check for and keep away from any overhead electrical wires before setting up the ladder.
- .03 Tie the ladder off at the top and secure the bottom to prevent the ladder from slipping.
- .04 Extend the ladder at least 1m (3 ft) above the top landing platform.
- .05 Ladders must be placed on a firm level footing. They should have slip-resistant feet, secure blocking or have someone hold the ladder.
- .06 Never set up the ladder in a passageway, doorway, driveway or other areas where they can be struck or displaced.



### 2.3 Use

- .01 Clean off your boot soles before climbing the ladder.
- .02 Maintain a 3-point contact when facing the ladder while climbing or working. Two hands and one foot or two feet and one hand on at all times. If your work requires you to use both hands, a power lift or scaffold is to be used.
- .03 Keep your body centered on the ladder.
- .04 Do not carry objects in your hands while climbing on a ladder.
- .05 Do not stand higher than on the fourth rung from the top.
- .06 Do not join two short ladders to make one long ladder
- .07 When working over 2.4 m (8 ft) a worker must be tied off.
- .10 Use the rungs when climbing the ladder not the side rails.
- .11 Do not place the ladder against flexible or moveable surfaces while climbing.
- .12 Do not erect the ladder on boxes, carts, tables, desks, ledges, scaffold or other unstable surfaces.
- .13 Do not use a ladder in a horizontal position as a scaffold plank or runway.

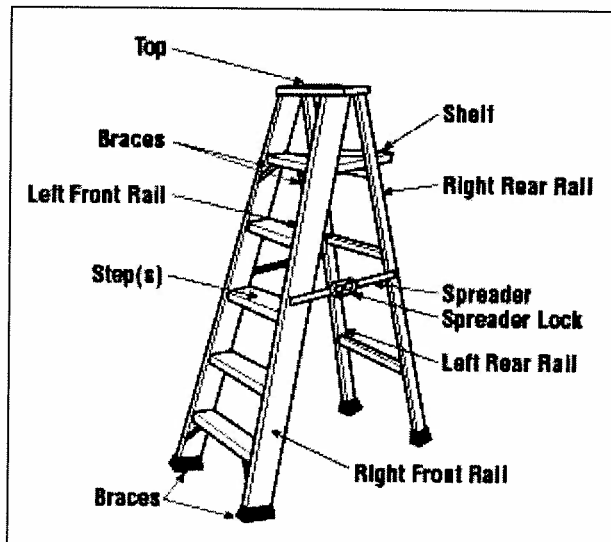
### 3.0 Working with Step Ladder

#### 3.1 Selection

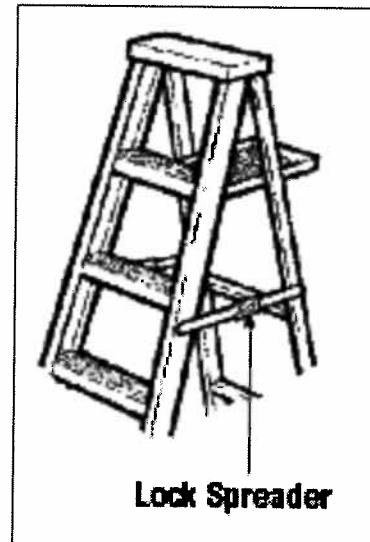
- .01 Use a step ladder that is about 1 m (3 ft) shorter than the highest point you have to reach. This gives a wider, more stable base.
- .02 Inspect the step ladder each time before using.
- .03 Tag "Do Not Use" any step ladders that have defects and notify your supervisor.
- .04 Use a step ladder that does not conduct electricity (ie. one made from fiberglass).

### 3.2 Setup

- .01 Fully open the step ladder spreaders and shelf.
- .02 Ensure all step ladder feet are on a firm, level and non-slippery surface.
- .03 Place a step ladder at right angles to the work, with either the front or back of the steps facing the work.
- .04 Keep the step ladder close to the work. Don't over reach.
- .05 Do not place step ladders on boxes, scaffolds, desks, tables or shelves to gain additional height.
- .06 Never set up a step ladder in a passageway, doorway, driveway or other locations where they can be struck or displaced unless suitable warning barriers have been erected.



Ladder Parts



Spreader

### 3.3 Use

- .01 When working over 2.4 m (8 ft) the worker must be tied off.
- .02 Do not overreach. Move the step ladder when needed.
- .03 Do not overload. Step ladders are meant for one person.
- .04 Do not climb a step ladder that is leaning against a wall.
- .05 Do not climb the back of a step ladder.
- .06 Carry the step ladder to a new position. Do not "shift" or "walk" a step ladder when standing on it.
- .07 Face the step ladder when climbing up or down. Keep your body centered to the ladder. Do not stand higher than on the fourth rung from the top.
- .08 Do not stand, climb or sit on the top of the step ladder top or shelf.



### 4.0 Working with Fall Arrest Systems

- .01 Only qualified and certified workers shall use a fall arrest system.
- .02 Workers must possess the basic fall protection training before working at heights over 2.4 m (8 ft).

#### 4.1 When to Wear Fall Arrest

- .01 When working above 2.4 m (8 ft).

#### 4.2 The Fall Arrest system

- .01 The fall arrest system consists of a full body harness with 1.8 m (6 ft) shock absorbing lanyard.

#### 4.3 Full-body harness

- .01 A full body harness consists of a buckle, D-Ring, webbing, shock absorbing lanyard, a snap hook and an anchor point.

##### **Buckle**

- .01 Make sure that buckle tongue overlaps the buckle frame and moves freely. Buckle tongue must not be bent out of shape or worn down.
- .02 Inspect the roller. It should turn freely on the buckle frame. Check for distortion and sharp edges.

##### **D-Ring**

- .01 Inspect for cracks, breaks, and sharp or rough edges.
- .02 Ensure that fasteners are not cracked, burned, or cutting into the belt or harness. A damaged fastener can fail under stress.

### **Webbing**

- .01 Inspect for cuts, fraying, or other damages.
- .02 Inspect the tongue area of belt or harness. Buckling and unbuckling can cause normal wear and tear. Ensure that grommets are not loose, broken, or misshaped.
- .03 Check for worn, cut, or frayed fibres where buckle attaches to belt or harness.

### **Shock Absorbing Lanyard**

- .01 Inspect webbing material for wear, tear, and fraying.
- .02 If absorber is made with tear-away stitching designed to gradually absorb fall-arrest load, make sure that stitching is intact.

### **Snaphook**

- .01 Inspect for cracks and corroded or pitted surfaces.
- .02 Ensure that the bill and eye sections are not twisted or bent.
- .03 Ensure that the keeper (latch) seats into the bill without binding. It should not be bent or wobbly.
- .04 Ensure that the spring has enough tension to close the keeper securely. Examine for bent, cracked, or broken fasteners.
- .05 Ensure that the locking device is working properly.

### **Anchor Point**

- .01 Make sure that anchors can withstand a load of 16 kN (3600 lbs). Check that lifelines are securely attached to the anchors before using the system.
- .02 Make sure that only one lifeline is attached to each anchor.

### 5.0 Working with Scaffolding

- .01 Inspect the scaffolding each time before using.
- .02 Tag "Do Not Use" any scaffolding that have defects and notify your supervisor.
- .03 The scaffold must be braced properly either horizontally, vertically, with connecting devices or wheel brakes.
- .04 Make sure the scaffold system is setup level and plumb and footing or sills used when appropriate.
- .05 Scaffolding must be erected as per the manufacturer recommendations.
- .06 Only custodial and maintenance staff may erect scaffolding.
- .07 Scaffolding used by custodial staff shall not exceed 3.2 m (8 ft). Rolling scaffolding must have brakes on all wheels. All brakes must be applied when the scaffolding reaches the desired position.
- .08 The wheels must be positively secured to the frame and must be properly sized according to the manufacture specifications.
- .09 All joining pieces of scaffolding must be secured with proper locking devices (gravity pin or locking pin).

### 6.0 Accessing School Roof(s)

- .01 Accessing the school roof with the use of a ladder.
  - a. Accessing the school roof(s) shall include two staff members; one to climb the ladder to walk on the roof and the other staff member to hold the ladder and act as a spotter.
  - b. The staff member climbing the ladder must follow all procedures relating to the use of ladders.
  - c. Once on the roof the staff member must remain further than 3.0 m (10 ft) from all edges of the roof.
  - d. Items located closer than 3 m (10 ft) from any edge of the building must be retrieved using an instrument such as a telescopic pole or any other device that can safely reach items within the 3.0 m (10 ft) area.
- .02 Accessing the school roof from inside the school using a roof hatch.
  - a. Accessing the school roof(s) shall include two staff members; one to climb the ladder to access the roof and the other staff member to act as a spotter and be capable of opening the hatch from the inside in the event the person on the roof is unable to re-open the hatch.
  - b. When using hatches to access the school roof once the staff member is on the roof, the hatch must be closed or a guard rail must be built to prevent falling into the hatch.
  - c. All other procedures as prescribed above must be observed.