



## WORKING AT HEIGHTS PROCEDURES

The Construction Regulation (O.Reg.213/91) requires that:

1. Employers ensure that workers using a fall protection system are trained in its use and given adequate oral and written instructions.
2. Training and instruction records are kept, including training and instruction dates and workers' names.
3. Employers make training and instruction records available to inspectors on request.
4. Supervisors verify that appropriate fall protection systems are in place on a project

All workers must receive working at heights training and certification. The training will be based on the Infrastructure Health & Safety Association's *Basics of Fall Protection Trainer's Guide*. All personnel must bring their working at heights equipment to the training.

It is the expectation that all employees will have the knowledge to:

1. know how to use the working at heights equipment properly,
2. recognize hazards, and
3. determine if other controls can be put in place to limit the need for working at heights (e.g. guardrails).

Fall protection systems must be in place if any worker is exposed to any of the following conditions:

1. Falling more than 3 metres.
2. Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment.
3. Falling into operating machinery.
4. Falling into water or another liquid.
5. Falling into or onto a hazardous substance or object.
6. Falling through an opening on a work surface.

### Working from Ladders

1. A worker must wear a full body harness with lanyard and shock absorber tied off to either an independent fixed support or a lifeline whenever the worker is:
  - a. 3 metres (10 feet) or more above the floor, or
  - b. above operating machinery, or
  - c. above hazardous substances or objects.

### Working from Swing Stages

1. A worker must wear a full body harness with lanyard and shock absorber tied off to:
  - a. an independent lifeline, if the swing stage has only two independent suspension lines, or
  - b. the swing stage, if it has four independent suspension lines (two at each end).

### Working Beside Unprotected Openings and Edges

1. A worker must wear a full body harness with lanyard and shock absorber tied off to an independent fixed support whenever the worker is more than 3 metres (10 feet) above the next level or whenever the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height.

#### **Full Body Harnesses, Lanyards, and Shock Absorbers**

1. All full body harnesses, lanyards, and shock absorbers must be CSA-certified. Look for the CSA label.
2. Full body harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards must be 16 millimetre (5/8") diameter nylon or equivalent.
4. Lanyards must be equipped with a shock absorber.

#### **Lifelines**

1. All lifelines must be:
  - a. 16 millimetre (5/8") diameter polypropylene or equivalent;
  - b. used by only one worker at a time;
  - c. free from any danger of chafing;
  - d. free of cuts, abrasions and other defects;
  - e. long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline; and
  - f. secured to a solid object

#### **Rope Grabbing Devices**

1. To attach the lanyard of a full body harness to a lifeline, use a mechanical rope grab that has been CSA-certified. Look for the CSA label.

#### **Working from Scaffolds**

1. Scaffold platforms must be fully planked.
2. Guardrails consisting of a top rail, mid-rail and toeboard are required whenever the working platform is 2.4 metres (8 feet) or more above floor level.
3. Wheels and casters must be locked when personnel are working on the scaffold.
4. If the scaffold is more than 2.4 metres (8 feet) high, it must not be moved with personnel on it unless:
  - a. they wear full body harness with lanyard and shock absorber tied off to an independent fixed support, and
  - b. the floor is firm and level.

Trenton Burke  
*Director, Altitude Window Cleaning Inc.*