

CITY OF KETTERING

**FALL SAFETY
PROGRAM**

CITY OF KETTERING
Safety & Health Program

Responsibility for Safety

All City employees are responsible for safety. However, we all have different roles in assuring that the City of Kettering is a safe place to work.

The City Manager:

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

Responsibilities of All Employees

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

Responsibilities of Supervisors

As a supervisor, you are responsible for being sure work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Enforcing safety regulations and City safety policy.
- Taking care of hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

Responsibilities of Department Directors

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety officer (may be Director or others) to run departmental safety operation and participate on safety committee.

CITY OF KETTERING
Safety & Health Program
Fall Safety Program
OSHA – 29 CFR 1926.500 to .503

Program Content

1. Purpose
2. Written Program Changes/Revision
3. Scope
4. Training

CITY OF KETTERING
Safety & Health Program
Fall Safety Program
OSHA – 29 CFR 1926.500 to .503

1. **Purpose**

To ensure worker and public safety.

Employees working above ground or near shafts or depressions shall be equipped with suitable fall protection.

2. **Written Program Changes/Revisions**

This program will be reviewed and evaluated:

- On an annual basis.
- When changes occur to 29 CFR 1926.500 through .503 that prompt revision of this document.
- When facility operational changes occur that require a revision of this document.
- When there is an accident or close-call that relates to this area of safety.
- At any time that fall protection procedures fail.

3. **Scope**

This program addresses the following areas:

Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems or personal fall arrest systems.

- A. Holes
- B. Excavations
- C. Dangerous equipment
- D. Roofing work on low-slope roofs
- E. Steep roof
- F. General
- G. Bucket trucks

A. **Holes**

When guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.

When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections. To allow the passage of materials, when the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges.

When guardrail systems are used around holes, which are used as points of access (such as ladder ways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.

B. Excavations

Each employee at the edge of an excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, or barricades when the excavation is not readily seen because of plant growth or other visual barriers.

Each employee at the edge of a well, pit, shaft, and excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, barricades, or covers set back from the edge of the excavation so that the weight of the individual would not cause the edge to give way.

C. Dangerous Equipment

Each employee less than 6 feet above dangerous equipment shall be protected from falling into or onto the dangerous equipment by guardrail systems or by equipment guards.

Each employee 6 feet or more above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems.

D. Low-slope roofs

Each employee engaged in roofing activities on low-slope roofs, with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of warning line system and guardrail system, warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. Refer to the Ohio specific safety requirements for additional information.

E. Steep roofs

Each employee on a steep roof with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail system with toe boards, safety net systems, or personal fall arrest systems.

F. General (Fall Protection Systems)

Employers shall provide and install all fall protection systems required by this regulation for an employee, and shall comply with all other pertinent requirements of this regulation before that employee begins the work that necessitates the fall protection.

G. Bucket Trucks

- a. Employers shall provide and install all fall protection systems required by this regulation for an employee and shall comply with all other pertinent requirements of this regulation before that employee begins the work that necessitates the fall protection.
- b. A body harness that is secured to a bucket consists of an anchorage connector and may include a lanyard deceleration device, lifeline or suitable combinations of these.

4. Training Program

The employer shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards.

A certification of training shall indicate the date, name or other identity of the employee trained, and the signature of the person who conducted the training or the signature of the employer. The latest training certification shall be maintained.

5. Definitions

“Body Harness” means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

“Dangerous Equipment” means equipment (such as pickling or galvanizing tanks, degreasing units, machinery, electrical equipment, and other units) which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.

“Guardrail System” means a barrier erected to prevent employees from falling to lower levels.

“Hole” means a gap or void 2 inches (5.1 cm) or more in its least dimension, in a floor, roof, or other walking/working surface.

“Low-Slope Roof” means a roof having a slope less than or equal to 4 in 12 (vertical to horizontal.)

“Personal Fall Arrest System” means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt, or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

“Roof” means the exterior surface on the top of a building. This does not include floors or framework which, because a building has not been completed, temporarily become the top surface of the building.

“Safety-Monitoring System” means a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

“Steep Roof” means a roof having a slope greater than 4 in 12 (vertical to horizontal).

“Toeboard” means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

“Warning Line System” means a 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 a guardrail, body belt, or safety net system to protect employees in the area. The warning line must be flagged at least every six feet.

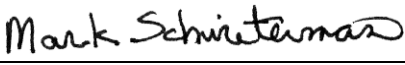
“Work Area” means that portion of a walking/working surface where job duties are being performed.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Fall Safety Program to the Department Directors.

Approved:

1-4-07

Date

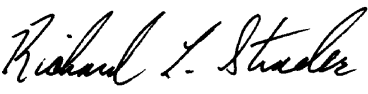


Mark Schwieterman
City Manager

Issued:

1-4-07

Date



Richard L. Strader
Director of Human Resources

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