**County of Henrico**

**Fall Protection Program**

## Image result for Henrico county logo

## Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Fall Protection Program

**IMPLEMENTATION DATE:**

**SUBJECT:** Fall Protection Program; General Industry and Construction Standards

**REGULATORY STANDARDS:** Virginia Occupational Safety & Health - 29 CFR 1910.66

 29 CFR 1910.128, 129, 130, 131

 29 CFR 1910.23, 24, 25, 26, 27 29 CFR 1926.104

 29 CFR 1926.500

**GENERAL:** Measures shall be taken to protect Henrico County employees who work in areas with a potential for falls over four (4) feet for general industry, and six (6) feet for construction. Fall hazard information will be compiled by all Departments during the Hazard Assessment (see Chapter 21 of the Henrico County Safety Manual). This written Fall Protection Program, along with Chapter 15 of the Safety Manual, addresses potential fall hazards located on County property and how best to select the appropriate safety equipment. The County will communicate pertinent information concerning fall hazards to affected employees, and will establish appropriate training and protective measures to prevent accidental falls.

**RESPONSIBILITY:** County of Henrico Department Heads, or their designees,are responsible for administering this fall protection program. Department Heads have the authority to make necessary decisions to ensure success of the program. All County employees are responsible for safety at all times. The County has, or will, expressly authorized managers/supervisors to halt any county operation whenever there is danger of serious personal injury.

## Components of the County of Henrico Fall Protection Program:

1. Written Program. 7. Fall Protection Systems
2. Statement of Policy 8. Inspection and Maintenance.
3. Facility/Department Evaluation. 9. Common and Dangerous Fall Hazards.
4. Training. 10. Contractor Responsibilities.
5. Fall Hazard Control Procedures. 11. Definitions.
6. Protective Materials and Hardware. Appendix – “Fall Protection Checklist”

 Standard Operating Procedure Template

1. **Written Program**. Affected Departmentswill review and evaluate this Fall Protection Program:
* On an annual basis. **Last review completed by on** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* When changes occur to 29 CFR Virginia Occupational Safety & Health (VOSH) Standards, that prompt a revision of this document.
* When operational or departmental changes occur that require a revision of this document.
* When there is an accident or close-call that relates to fall protection safety.
* Whenever fall protection procedures fail.

Effective implementation of this program requires support from all affected County of Henrico personnel. This written program will be communicated to all affected employees. It encompasses the total workplace, regardless of the number of workers or the number of work shifts. This document is designed to establish clear goals, and objectives to meet the County fall protection requirements. For assistance, contact the Office of Emergency Management and Workplace Safety (EMWS) at 501-5661.

Revision Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**2. Statement of Policy.** Potential fall hazards at heights 4 feet or greater in general industry, and 6 feet or greater in construction, will be addressed in this program. This document describes a systematic approach that shall be used to prevent fall injuries. This document also lists some of the most common fall hazards, and provides recommendations and guidelines for selecting fall arrest systems.

**3. Facility/Department Evaluation.** The work site will be assessed before each job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the hazard(s) is not possible. Departments will determine and document all fall hazards. This preliminary evaluation will facilitate the necessary steps to protect employees from fall hazards. A complete list of fall hazard locations and protective measures procedures will be maintained by each affected Department.

**4. Training.** Training will be provided to all employees exposed to fall hazards. The training will be conducted by competent personnel. The training shall include, but not be limited to, the following:

* Understanding the nature of fall hazards in the work area.
* The correct methods to erect, maintain, disassemble and inspect fall protection systems used in the work area.
* The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection methods that might be used.
* Understanding the role of employees in fall protection safety.
* Evaluation of total fall distance during fall arrest.
* Inspection and storage procedures for fall arrest equipment.
* Additional training required by affected County departments must address how to initiate a rescue for an employee who has fallen, such as calling 9-1-1, and/or providing First Aid/CPR, and:
* An overview of the Virginia Occupational Safety & Health fall protection standards (general industry and construction), the differences between the standards, and when the specific standards apply.

Training shall include elimination or prevention of fall hazards, as well as fall control and the use of fall arrest systems. Training must ensure that appropriate fall arrest systems are installed or used, and employees know how to use them before beginning any work.

* 1. Initial training. Training will be conducted prior to initial job assignment. The Countywill provide appropriate training as outlined above, as well as ensuring the purpose, function, and proper use of fall protection is understood by all affected employees. Prior to initial work assignment, they will have the knowledge and skills required for the safe application and usage of fall protection. Instruction will be provided to, and read by, all employees who receive training.
	2. Department Heads, or designees,will certify that employee training has been accomplished and is kept up to date. Documentation will contain an employee's name and the dates of training. Training will be conducted by the following competent person(s):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training materials have been developed and are located

Materials used for fall protection training include:

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* 1. Refresher training. All employees shall receive refresher training. The training content will at least be identical to initial training. Any pertinent changes or updates shall be incorporated in the training. Refresher training will be conducted on a periodic basis as determined by individual departments or when the following conditions are met, whichever occurs sooner:
		1. Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the completeness of the fall protection program.
		2. Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever this employer has reason to believe, that there are deviations from, or inadequacies in, the employee's knowledge or use of fall protection equipment or procedures.
		3. Whenever a fall protection procedure fails, or there is a “near-miss” incident.
		4. The retraining will re-establish employee proficiency and introduce new or revised methods and procedures, as necessary.
		5. Departments will certify that employee training has been accomplished and is being kept up to date. The documentation will contain the employee's name and dates of training. Training will include the name(s) of the competent person(s):
		6. Training materials have been developed and are located at
		7. Materials used for training include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Fall Hazard Control Procedures (Fall Prevention).

* 1. Fall Hazard Control Procedures Development. Once an evaluation has been made, procedures will be developed, documented and utilized for the control of potential fall hazards. Fall prevention procedures will be designed by a competent person(s). Qualified engineers (where utilized) or other competent personnel shall receive any required training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and how to use it properly. It is critical to consider fall protection designs appropriate for the safety of employees who must work at elevated heights. Safety during access and egress from elevated work sites will also be considered. The following guidelines will be used when planning work at elevated heights:
		1. If needed, consult a qualified engineer to select appropriate fall protection equipment.
		2. Involve qualified engineers when load rating of anchorage points must be determined or is in doubt. Required training will be provided as necessary.
		3. Involve engineering and maintenance when anchorage points must be installed.
		4. Department Heads, or their designees, will use the fall protection equipment that is suitable for the work and protects affected employees.
		5. Department Heads, or their designees, should address fall protection specifics with potential contractors. Any contractor will familiarize affected County personnel with the fall protection program his/her employees will be using while working at elevated heights on County property.
	2. Standard Operating Procedure Documents (SOP’s). The SOP Documents that have been established for the Department’s fall protection have been filed in the following location(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **Protective Materials and Hardware**. Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by competent personnel authorized to evaluate fall protection requirements. Departments should maintain an inventory of their fall protection equipment, including purchase date.
	1. Selection Criteria.
		1. Fall Protection devices will be singularly identified; will be the only devices(s) used for controlling falls; will not be used for other purposes; and will meet the following requirements:
			1. Capable of withstanding the environment to which they are exposed for the maximum time period that exposure is expected.
			2. Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
			3. Capable of withstanding the ultimate load of 5,000 lbs., or 2X the fall arrest impact load, for the maximum time period that exposure is expected.
			4. Fall protection equipment used at County facilities will be standardized whenever possible.
		2. Guard rails. Shall be able to withstand at least 200 pounds of force applied in any direction on the top rail.
			1. Floor openings. All floor openings, including a stairway, ladderway, hatchway, chute, skylight, pit, and manhole must be guarded by fixed or removable railings, screens, or toe boards. The rule describes the applicable guard for each type of opening.
			2. Wall openings. Every wall, window wall, and chute wall opening from which there is a drop of more than 4 feet must be guarded by one or more protection devices. Every temporary wall opening must have adequate guards but these need not be of standard construction.
			3. Open-sided floors, platforms, and runways. All open-sided floors, platforms, and runways must be guarded by a railing and possibly, by a toe board.
2. **Fall Protection Systems.** When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use.
	1. Full Body Harness Systems. A full body harness system consists of a full-body harness, lanyards with energy shock absorbers or retractable fall limiters, all with double-locking snap hooks. Before using a full- body harness system, the supervisor and/or the user must address the following:

7.1.1 Has the user been trained to recognize fall hazards and to use fall arrest systems properly?

7.1.2 Are all components of the system compatible according to the manufacturer’s instructions?

7.1.3 Have appropriate anchorage points and attachment techniques been reviewed?

7.1.4 Has free fall distance been considered so that a worker will not strike a lower surface or object before the fall is arrested?

 7.1.5 Have swing fall hazards been eliminated?

 7.1.6 Have safe methods to retrieve fallen workers been planned?

 7.1.7 Were the full-body harness and all components inspected both before each use and on a regular semi-annual basis?

7.1.8 Is any of the equipment, including lanyards, connectors, and lifelines, subject to such problems as welding damage, chemical corrosion, or sandblasting operations?

* 1. Retractable Lifelines

7.2.1 A properly inspected and maintained retractable fall limiter, when correctly installed and used as part of the fall arrest system, automatically stops a person’s descent in a short distance after the onset of an accidental fall.

* + 1. Retractable fall limiters may be considered when working in areas such as on roofs and scaffolds, or in tanks, towers, vessels, and manholes. Also, retractable fall limiters must be considered when climbing such equipment as vertical fixed ladders. Before using a retractable fall limiter, the supervisor and/or the user must address the following questions:
			1. Has the user been trained to use a retractable fall limiter correctly?

7.2.2.2 Is the retractable fall limiter being used in conjunction with a complete fall arrest system?

7.2.2.3 Is the equipment under a regular maintenance program?

7.2.2.4 Has the equipment been inspected within the last six months?

* 1. Standard Harnesses. Harnesses for general purpose work must be Class III Harness (see definitions on page 9) that is constructed with a sliding back D-ring. Standard harnesses are suitable for continuous fall protection while climbing, riding, or working on elevated personnel platforms. They are suitable for positioning, fall arrest, and the rescue and evacuation of people who are working at elevated heights.
	2. Guard Rails (General Industry). Guard rails must be installed in any location where there is a possibility of a fall of 4 feet or more. The guard rails shall be 42 inches vertically, from the floor and a 4-inch toe board shall be installed at the edge of the hazard.

7.4.1 Typical locations that require guard rails include: Floor Openings, Wall Openings and Open-sided Floors, Platforms, and Runways.

1. **Inspection and Maintenance.** To ensure that fall protection systems are ready and able to perform their required tasks, a program of inspection and maintenance will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:
	1. Equipment manufacturer’s instructions will be incorporated into the inspection and preventive maintenance procedures.
	2. All fall protection equipment will be inspected prior to each use, and a documented inspection at intervals not to exceed 6 months, or in accordance with the manufacturers guidelines.
	3. Any fall protection equipment subjected to a fall or impact load, will be removed from service immediately and inspected by a qualified person (such the manufacturer) for evaluation.
	4. Check all equipment for mold, damage, wear, mildew, or distortion.
	5. Equipment that is damaged or in need of repair will be tagged as unusable, and ***will not be stored*** in the same area as serviceable equipment.
	6. A detailed inspection policy will be used for equipment stored for periods exceeding one month.
	7. Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.
	8. Guard rails will be sturdy, well anchored and in compliance with all regulations.
	9. Ladders, mobile ladder stands and scaffolding shall meet or exceed all regulatory requirements.
2. **Most Common and Most Dangerous Fall Hazards.** The tasks and situations listed below present inherent fall hazards. Give special attention to providing fall prevention and/or fall control for them, remembering that this attention is necessary in the design, engineering, planning, and execution stages of work. Supervisors will give special consideration to fall protection for the following tasks:
	1. Working from crane booms and tower cranes.
	2. Working on top of machinery and equipment, such as overhead cranes, furnaces, conveyors and presses.
	3. Other work involving fall hazards, such as ‘off-chutes’ from main piping in duct work or boilers.
	4. Working on roofs.
	5. Working over chemical tanks or open pits.
	6. Working from a fixed or portable ladder, or climbing systems.
	7. Performing work on water towers, product tanks, silos, pipe racks, presses, and floor pits.
	8. Working around unguarded edges of work platforms, racking systems and elevated surfaces

9.10 Working on ladders, mobile ladder platforms, and/or scaffolding

1. **Contractor Responsibilities.** In addition to complying with all County fall protection requirements, each contractor hired to perform work in Henrico County that requires fall protection will:
	1. Obtain pertinent information regarding fall hazards and protective measures from the County.
	2. Coordinate fall protection operations with the County, when both Henrico personnel and/or contractor personnel will be working in areas with or near recognized fall hazards.
	3. Inform the County of its fall protection program and of any hazards confronted or created while conducting operations involving fall protection at County owned facilities by briefing all involved persons immediately prior to beginning the work.

## Definitions

**Anchorage:** a secure point of attachment for lifelines, lanyards or deceleration devices.

**Body belt:** a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

**Body harness:** 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.

**Competent person:** an individual capable of identifying hazardous or dangerous conditions in any personal fall arrest system or any component thereof, as well as in their application and use with related equipment.

**Connector:** a device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system.

**Class I Harness:** often just a belt, it fastens around the waist and thighs or under buttocks, and designed only to be used for emergency escape with one-person loads. Most victim rescue harnesses fall into this category as well.

**Class II Harness:** this device fastens around the waist and thighs or under buttocks and is designed for rescue work where two-person loads may be encountered. This type of harness may fail if the user becomes inverted. Additionally, Class II harnesses do not meet fall protection criteria.

**Class III Harness:** a Class III harness is a full body harness that typically does meet fall protection criteria. This harness fastens around the waist and thighs or buttocks and over the shoulders; designed for rescue where two-person loads may be encountered and inverting may occur. This type of harness should almost always be used for technical rescue.

**Deceleration device:** any mechanism with a maximum length of 3.5 feet, such as a rope grab, rip stitch lanyard, tearing or deforming lanyards, self-retracting lifelines, etc. which dissipates a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

**Energy shock absorber:** a device that limits shock-load forces on the body.

**Failure:** load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

**Fall arrest system:** a system specifically designed to secure, suspend, or assist in retrieving a worker in or from a hazardous work area. The basic components of a fall arrest system include anchorage, anchorage connector, lanyard, shock absorber, harness, and self-locking snap hook.

**Free fall:** the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

**Free fall distance:** the vertical displacement of the fall arrest attachment point on the employee’s body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall (maximum of 6 feet). This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

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

**Lanyard:** a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline or anchorage.

**Leading edge:** the edge of a floor roof, or formwork for a floor or other walking/working surface which changes location as additional floor, roof, decking, or formwork sections are placed, formed or constructed. A leading edge is considered to be an unprotected side and edge during periods when it is not actively and continuously under construction.

**Lifeline:** a component consisting of a flexible line for connection to an anchorage at one end to hang vertically or for connection to anchorages at both ends to stretch horizontally and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

**Opening:** a gap or void 30 inches or higher and 18 inches or wider, in a wall or partition, through which employees can fall to a lower level.

**Personal fall arrest system:** 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.

**Positioning device system:** a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

**Qualified person:** an individual with a recognized degree or professional certificate and extensive knowledge and experience in the subject field who is capable of design, analysis, evaluation and specifications in the subject work, project, or product.

**Retractable fall limiter:** a fall arrest device that allows free travel without slack rope, but locks instantly when a fall begins.

**Rope grab:** a deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

**Safety-monitoring system:** a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

**Self-retracting fall limiter/lanyard:** a deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

**Snap hook:** a connector comprised of a hook-shaped member with a double-locking mechanism that includes a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection.

**Toe board:** a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

**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, runways, formwork and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

**Warning line system:** a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area where fall arrest equipment is required.

**Work area:** the portion of a walking/working surface where job duties are being performed.

## Employees affected by policy:

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| --- | --- | --- |
| **Department** | **Name/title** | **Date of last training** |
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**Important: Fall exposures must be eliminated by engineering controls, i.e. guard rails, whenever possible. Personal fall arrest systems shall be used ONLY when no other method of protection is possible.**

**Date: \_\_\_\_\_\_\_\_\_\_\_ Person completing form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept.: \_\_\_\_\_\_\_\_\_\_\_\_**

**Location of the work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fall Protection Checklist**

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| --- | --- | --- |
|  | **Yes** | **Nooo** |
| **Hazards Requiring Fall Protection** |
| Are the walking/working surfaces strong enough to support the employees using them? |  |  |
| **Has a proper fall protection system been provided in the following areas:** |
| Sides and edges? |  |  |
| Leading edges? |  |  |
| Hoist areas? |  |  |
| Floor holes/skylights? |  |  |
| Wall holes? |  |  |
| The face of formwork and reinforcing steel? |  |  |
| Ramps, runways, walkways? |  |  |
| Excavations? |  |  |
| Dangerous equipment below workers? |  |  |
| Overhand bricklaying and related work? |  |  |
| Low-slope roof work? |  |  |
| Steep roof work? |  |  |
| Precast concrete erection work? |  |  |
| Residential construction? |  |  |
| Anywhere there may be falling objects? |  |  |
| **Standards for Protection Systems** |
| Do the following meet the design, material, and weight-bearing criteria: |
| Guardrail systems, including top rails, mid-rails, screens, mesh, and intermediate vertical members? |  |  |
| Safety net systems? |  |  |
| Personal fall arrest systems, including all hardware, webbing, rope or wire rope, andanchorages? |  |  |
| Positioning device systems? |  |  |
| Covers? |  |  |
| Toe boards? |  |  |
| Canopies? |  |  |
| Does the use of warning lines in roofing work on low-slope roofs comply with all the restrictions of this standard? |  |  |
| Are control lines properly flagged and placed? |  |  |
| Is mechanical equipment neither used nor stored where safety monitoring systems are in place? |  |  |
| Is the Safety Monitor a competent person who is free from other duties while functioning as the monitor? |  |  |
| Where a fall protection plan/system is used, has it been prepared by a qualified person? |  |  |
| Is a written copy of the plan maintained at the job site? |  |  |
| Does the plan document why conventional fall protection systems are not sufficient? |  |  |
| **Training** |
| Do you provide training for all employees who may be exposed to fall hazards? |  |  |
| Is it conducted by a competent person? |  |  |
| Do you maintain a written certification record of all employee training? |  |  |

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| Image result for henrico county logo | **Department of** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **SOP #** |  |
| **Revision #** |  |
| **Implementation Date** |  |
| **Page #** |  | **Last Reviewed/Update Date** |  |
| **SOP Developer:** |  | **Approval** |  |

**Standard Operating Procedure for Fall Protection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***1. Purpose***

Describe the process for <official name of SOP>.

Describe relevant background information.

***2. Scope***

Identify the intended audience and /or activities where the SOP may be relevant.

***3. Prerequisites***

Outline information required before proceeding with the listed procedure; for example, worksheets, documents, IFAS reports, etc.

***4. Responsibilities***

Identify the personnel that have a primary role in the SOP and describe how their responsibilities relate to this SOP. If necessary, include contact information.

***5. Procedure***

Provide the steps required to perform this procedure (who, what, when, where, why, how). Include a process flowchart.

***6. References***

List resources that may be useful when performing the procedure; for example, Admin policies, Municipal Code, government standards and other SOPs.

***7. Definitions***

Identify and define frequently used terms or acronyms. Provide additional and/or relevant information needed to understand this SOP.