



## XXXX: Working From Heights (A/P)

Approved: 26 06 02

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### **PURPOSE**

The purpose of this Administrative Procedure is to ensure that all work performed at heights within Pacific Rim School District is conducted safely, consistently, and in compliance with WorkSafeBC Occupational Health and Safety Regulation Part 11: Fall Protection. This procedure establishes the minimum expectations, safe work practices, and required controls to prevent falls, reduce exposure to fall hazards, and minimize the likelihood of injury to employees, contractors, students, and visitors. It applies to all tasks where a fall hazard exists, regardless of duration or frequency.

### **SCOPE**

This procedure applies to all employees, contractors, service providers, and other individuals performing work at heights on District property.

### **DEFINITIONS**

#### *Work at Heights:*

Any task performed at 3 metres (10 feet) or more, above a lower level, or at any height where a person could be injured by falling (for example: edges, ladders, pits, voids).

#### *Fall Protection System:*

A combination of equipment and methods used to eliminate or reduce the risk of falling, including guardrails, fall restraint, fall arrest, travel-restraint systems, scaffolds, ladders, work platforms, and elevating work platforms.

#### *Qualified Person:*

An individual who has completed fall protection training and has the knowledge, experience, and competency to identify fall hazards, select appropriate controls, and use fall-protection equipment safely.

#### *Fall Protection Plan:*

A written, site-specific plan outlining fall hazards, equipment, anchor points, rescue procedures, and safe work methods for tasks where fall hazards cannot be eliminated or where fall-arrest systems are used.



## ROLES AND RESPONSIBILITIES

### *Superintendent or Designate*

- Ensures district-wide policies and procedures are established and communicated.
- Allocates adequate resources for training, equipment, supervision, and program implementation.

### *Principals and Site Managers*

- Implement fall protection requirements at their worksites.
- Ensure workers performing tasks at height are trained, competent, and authorized.
- Conduct or coordinate site-specific risk assessments and pre-work planning.
- Ensure fall-protection equipment is available, inspected, maintained, and removed from service if defective.
- Ensure contractors follow District fall-protection expectations and WorkSafeBC requirements.

### *Workers (Maintenance, Custodial, Operations, Contractors)*

- Complete required fall-protection training before performing work at height.
- Review the Fall Protection Manual when working above 10 feet.
- Review and follow Fall Protection Plans when working at or above 25 feet, or as required by WorkSafeBC.
- Inspect ladders, harnesses, lanyards, anchor devices, and related equipment before each use.
- Use fall-protection equipment correctly and follow all safe-work procedures.
- Report defects, unsafe conditions, or incidents immediately.
- Refuse unsafe work when fall hazards are not adequately controlled.

### *Health and Safety Committee*

- Participate in the review of fall-related incidents and near misses.
- Recommend improvements to equipment, training, and work practices.
- Assist in the annual evaluation of this procedure.



## **PROCEDURES**

### **Pre-Work Requirements**

Complete a documented risk assessment to identify fall hazards and required controls.

Eliminate fall hazards where possible (for example: performing work from the ground, using extension tools).

Develop a Fall Protection Plan for work:

- at or above 3 metres (10 feet) where a hazard exists;
- where workers could fall into equipment, water, pits, or hazardous areas;
- when fall arrest systems are used.

Confirm all fall-protection equipment is:

- CSA-approved;
- inspected by the user prior to each use;
- inspected annually by a competent person, with documentation.

### **Acceptable Equipment and Safe Work Practices**

- Only trained and authorized workers may use ladders, scaffolding, elevating work platforms, or man lifts.
- Workers must not work alone when performing tasks at height; a buddy system or check-in procedure must be used.
- The top two steps of a step ladder must never be used.
- Extension ladders must be placed at a 4:1 ratio, secured, and extended at least 1 meter above the landing surface.
- Tools and materials must be secured to prevent dropped-object hazards; exclusion zones should be established where appropriate.
- Scaffolds and platforms must be fully planked, level, and equipped with guardrails as required by WorkSafeBC.

### **Weather and Environmental Conditions**

- Suspend work at heights during high winds, lightning, heavy rain, icy conditions, or other environmental hazards.
- If work must continue in marginal weather, additional controls must be implemented and documented (for example: de-icing, anti-slip footwear, tie-off requirements).



## **TRAINING REQUIREMENTS**

- All workers performing work at height must receive WorkSafeBC-compliant fall-protection training.
- Training must include hazard recognition, equipment inspection and use, anchor selection, ladder safety, and emergency rescue procedures.
- Refresher training is required every three years, or sooner if:
  - equipment or procedures change;
  - a worker is involved in a fall-related incident or near miss;
  - unsafe practices are observed by supervisors.

## **INCIDENT REPORTING**

All fall-related incidents, near misses, or equipment failures must be reported immediately using the District Incident Reporting Form. Supervisors must investigate incidents, implement corrective actions, and notify the District Health and Safety Manager as required.

## **REVIEW AND MONITORING**

This procedure will be reviewed annually by the District Health and Safety Committee to ensure compliance with WorkSafeBC regulations, industry standards, and operational needs. Revisions will be made as required.

## **RESOURCES AND REFERENCES**

WorkSafe BC – OHS Regulation Part 11: Fall Protection

Working from Heights Policy