

**ILLINOIS INSTITUTE OF TECHNOLOGY
SAFETY POLICY COMMITTEE**

Fall Protection Program

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1. Purpose:

Illinois Institute of Technology is dedicated to the protection of its employees from on-the-job injuries. All employees of Illinois Institute of Technology have the responsibility to work safely on the job. The purpose of this plan is: (a) to supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on the job and; (b) to ensure that each employee is trained and made aware of the safety standards which should be followed prior to performing a task requiring the utilization of this Fall Protection Program (“Program”).

2. Scope:

The scope of this Program establishes the precautions, training, responsibilities, requirements and methods which are to be used by all Illinois Institute of Technology personnel while preparing to utilize an elevated walking/working surface at Illinois Institute of Technology.

3. Goals:

This Program is designed to enable employees and supervisors to recognize fall hazards, and establish the procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces. Each employee exposed to fall hazards will be trained in these procedures and strictly adhere to them except when doing so would expose them to a greater hazard. If, in the employee’s opinion, this is the case, the employee is to notify their supervisor of the concern and the concern addressed before proceeding.

4. Definitions:

Authorized Person - A person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or job site (i.e., building maintenance, roof repair, etc.).

Competent Person - A person capable of identifying existing and predictable hazards in the surroundings or working conditions, which are hazardous or dangerous to employees, and who has the authorization to take prompt corrective action to eliminate such hazards.

Qualified Person - An individual, who by possession of a recognized degree, certificate, or professional standing or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, work, or project.

Anchor Point - A secure point of attachment for lifelines, lanyards, or deceleration devices. An anchor point must be capable of supporting at least 5000 pounds (3600 pounds if engineered/certified by a qualified person) per person and must be independent of any anchorage being used to support or suspend platforms.

Full Body Harness - Webbing/straps which are secured about an employee’s body in a manner that will distribute the fall arrest forces over the thighs, pelvis, waist, chest and shoulders. Having means for attaching it to other components of a personal fall arrest system, preferably at the shoulders and/or middle of the back.

Connector - A device which is used to couple (connect) parts of the personal fall arrest system together.

Deceleration Device - Any mechanism, such as a rope grab, rip-stitch lanyard, a specially woven lanyard, tearing or deforming lanyard, automatic self-retracting lifeline/lanyard, etc., which serves to dissipate a substantial amount of energy during a fall arrest.

Deceleration Distance - The additional vertical distance a falling employee travels excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body harness attachment point at the moment of activation of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.

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 harness between the onset of the fall and just before the system begins to apply force to arrest the fall. Free fall distance must not exceed 6 feet. This distance excludes deceleration distance and lifeline/lanyard elongation distance.

Total Fall Distance - The maximum vertical change in distance from the bottom of an individual's feet at the onset of a fall, to the position of the feet after the fall is arrested. This includes the free fall distance and the deceleration distance.

Guardrail System - A barrier erected to prevent employees from falling to lower levels. This system includes a toe board, mid-rail and top rail able to withstand 200 pounds of force applied in any direction.

Lanyard - A flexible line of rope or strap that has self-locking snap hook connectors at each end for connecting to body harnesses, deceleration devices, and anchor points.

Leading Edge - The edge of a floor, roof, or other walking/working surface, which changes location as additional floor, roof, etc., is placed or constructed. A leading edge is considered an unprotected side or edge when not under active construction.

Lifeline - A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline). This serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Low Slope Roof - A roof having a slope of less than or equal to 4 in 12 (vertical to horizontal). A roof with approximately a 19.5 degree slope or less.

Personal Fall Arrest System - A system used to arrest (catch) an employee in a fall from a working level. It consists of an anchorage location, connectors, a body harness, and may include a lanyard, deceleration device, lifeline, or any combination of the before-mentioned items.

Rope Grab - A deceleration device, which travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest the fall of an employee.

Roof Work - The hoisting, storage, installation, repair, and removal of materials or equipment on the roof.

Safety Monitoring System - A safety system in which a competent person is responsible for recognizing and warning employees of fall hazards. All other fall protection systems must be deemed “infeasible” (through infeasibility study/review) to select/use a safety monitoring system.

Snap hook - A connector comprised of a hook-shaped member with a closed keeper which may be opened to permit the hook to receive an object and when released, automatically closes to retain the object. Snap hooks must be self-closing with a self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection, thus preventing the opportunity for the object to “rollout” of the snap hook.

Steep Slope Roof - A roof having a slope greater than 4 in 12 (vertical to horizontal). A roof with a slope greater than 19.5 degrees.

Toe board - A low protective barrier that will prevent the fall of materials and equipment to lower levels, usually 4 inches or greater in height.

Unprotected Sides and Edges - Any side or edge of a walking or working surface (e.g., floor, roof, ramp, runway, etc.) where there is no guardrail at least 39 inches high.

Warning Line System - A barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, which designates an area in which work can be conducted without the use of guardrails, personal fall arrest systems, or safety nets to protect employees in the area. This will be utilized on any roof greater than 50 feet wide and in conjunction with a safety monitor only where the other forms of fall protection have been deemed infeasible to use.

5. Responsibilities:

Safety policy and procedure on any one project cannot be administered, implemented, monitored and enforced by any one individual. The total objective of a safe, accident free work environment can only be accomplished by a dedicated, concerted effort by every individual involved with the project from management down to the last employee. Each employee must understand their value to the company; the costs of accidents, both monetary, physical, and emotional; the objective of the safety policy and procedures; the safety rules that apply to the safety policy and procedures; and what their individual role is in administering, implementing, monitoring, and compliance of their safety policy and procedures. This allows for a more personal approach to compliance through planning, training, understanding and cooperative effort, rather than by strict enforcement. If for any reason an unsafe act persists, strict enforcement will be implemented.

It is the responsibility of an assigned Competent Person to assure implementation of this Program. The assigned Competent Person is responsible for continual observational safety checks of their work operations and to enforce the safety policy and procedures. The manager also is responsible to correct any unsafe acts or conditions immediately. It is the responsibility of the employee to understand and adhere to the procedures of this Program and to follow the instructions of management. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees.

6. Types of Fall Protection Systems:

One of the following systems shall be used whenever an employee is exposed to a fall hazard of 4 feet or higher. The choice of the appropriate fall protection will be determined by the task (job) to be performed.

- An articulating man lift provided with a restraint system and full body harness to an anchor point below the waist (preferably at the floor level).
- Guardrail with a toeboard, midrail and top rail.
- Personal fall arrest systems.
 - Anchor points (rated at 5000 pounds per person).
 - Full body harness.
 - Restraint line or lanyard.
 - Retractable lanyard.
 - Rope grabs.
 - Connectors (self-locking snaphooks).
- Engineered lifelines.
- Warning lines.
- Safety nets.
- Safety monitor systems.

7. Fall Protection Locations:

Fall protection is required wherever the potential to fall 4 feet or higher exists. Illinois Institute of Technology has identified the following places concerning fall protection:

- All flat and low sloped roof locations, when within 15 feet of the roof edge or during roof repair/maintenance (4:12 pitch or less).
- All exterior and interior equipment platforms, catwalks, antennas/towers, etc.
- All exterior and interior fixed ladders above 20 feet.
- All mezzanine and balcony edges.
- All open excavations or pits.
- All tasks requiring use of the articulating man lifts.
- All tasks requiring employees to lean outside the vertical rails of ladders (i.e., painting, stairwell light bulb replacement, etc.).
- Scaffolding erection – 10 feet in height or greater.
- Tuckpointing – chimney repair.
- Gym- mezzanine/catwalk areas – whenever an employee must step outside the catwalk, additional fall protection (i.e., 6-foot lanyard to full body harness, self-retracting lanyard or rope grab system) shall be used.

Fall protection is not needed when employers are inspecting, investigating or assessing workplace conditions or work to be performed prior to the start of work or after all work has been completed. This exemption does not apply when a fall protection systems or equipment has been installed and is available for workers to use for pre-work and post-work inspections, investigations or assessments.

8. Fall Protection Guidelines – Options:

Engineering Controls

This should always be the first option for selection whenever possible (e.g., light bulb changing → telescoping arm, changing valve → relocate at ground level, etc.) or utilizing a contractor in extremely hazardous areas.

Guardrails

On all projects, only guardrails made from steel, wood, and wire rope will be acceptable. All guardrail systems will comply with the current Department of Commerce/OSHA standards (i.e., contain a 42” high top rail, a mid-rail and toe board, which can withstand 200 pounds of force in any direction). These guardrails will be placed in the following areas if necessary or feasible based on job location or requirements:

1. On all open sided floors.
2. Around all open excavations or pits.
3. On leading edges of roofs or mezzanines.

Personal Fall Protection Systems

All employees on any project that will be required to wear a personal fall arrest or restraint system will follow these guidelines:

1. A full body harness will be used at all times.
2. Only shock absorbing lanyards or retractable lanyards are to be used so as to keep impact forces at a minimum on the body.
3. Only nylon rope or nylon straps with locking snap hooks are to be used for restraints.
4. All lanyards will have self-locking snaphooks.
5. The employee will inspect all personal fall arrest equipment before each use. Any deteriorated, bent, damaged, impacted, and/or harness showing excessive wear will be removed from service.

The maximum free fall distance is not to exceed 6 feet. Consideration must be given to the total fall distance. The following factors can affect total fall distance:

1. Length of connecting means (i.e., lanyard length, use of carabineers, snap hooks, etc.)
2. Position and height of anchorage relative to work platform/area (always keep above the head whenever possible).
3. Position of attachment and D-ringslide on the full body harness.
4. Deployment of shock absorber (max. 42”).
5. Movement in the lifeline.
6. Initial position of employee before free fall occurs (i.e., sitting, standing, etc.).

Calculating Total Fall Distance

It is the total length of shock absorbing lanyard + height of the person + the location distance of the D-ring from the work surface or platform.

Always allow a minimum of 6 feet of clearance above the ground, equipment, etc., at the end of the fall from the fall arrest point.

Engineered Lifeline

Lifeline systems must be designed and approved by an engineer or qualified person. Lifeline systems must be engineered to have appropriate anchorages, strength of line designed to hold the number of individuals intended to be connected to it, line strength to aid in the arrest of a fall, and durability to hold a fallen employee(s) suspended until a rescue can occur.

Warning Line System

All work on a flat roof greater than 50 feet wide, which is performed 6 feet or further back from the edge of the roof can be completed by installing a Warning Line and using a safety monitor. If the roof is flat and less than 50 feet wide, a competent person safety monitor may be used. Warning Lines will consist of the following:

1. Will be erected 6 feet from the edge of the roof.
2. Be constructed of stationary posts made of wood or metal.
3. Wire or nylon rope and "Caution" tape will be strung from post to post and must be able to withstand 16 pounds of force.
4. The warning line will guard the entire perimeter of the roof where work is being performed.

If an employee must access an area within 6 feet of the roof's edge, for reasons other than exiting the roof via a ladder or fixed industrial ladder, another employee must monitor that individual and warn him/her of any dangers. If another employee is not available to act as a safety monitor, then the employee must don a full body harness and attach a fall restraint lanyard to an anchor point to prevent reaching the edge of the roof.

9. Inspection of Fall Protection Systems:

The following criteria will be utilized to maintain all equipment in good working condition:

Full Body Harnesses

Inspect before each use.

- Closely examine all of the nylon webbing to ensure there are no burn marks, which could weaken the material.
- Verify there are no torn, frayed or broken fibers, pulled stitches, or frayed edges anywhere on the harness.
- Examine the D-ring for excessive wear, pits, deterioration, or cracks.

- Verify that buckles are not deformed, cracked, and operate correctly.
- Check to see that each grommet (if present) is secure and not deformed from abuse or a fall.
- The harness should never have additional punched holes.
- All rivets should be tight and not deformed.
- Check tongue/straps for excessive wear from repeated buckling.

A competent person will complete an annual inspection of all harnesses and documentation will be maintained (see Appendix 1). Storage will consist of hanging in an enclosed cabinet, to protect from damage. All harnesses that are involved in a fall will be destroyed.

Lanyards/Shock Absorbing Lanyards

Inspect before each use.

- Check lanyard material for cuts, burns, abrasions, kinks, knots, broken stitches and excessive wear.
- Inspect the snaphooks for distortions in the hook, locks, and eye.
- Check carabiner for excessive wear, distortion, and lock operation.
- Ensure that all locking mechanisms seat and lock properly.
- Once locked, locking mechanism should prevent hook from opening.
- Visually inspect shock absorber for any signs of damage, paying close attention to where the shock absorber attaches to the lanyard.
- Verify that points where the lanyard attaches to the snaphooks are free of defects.

A competent person will complete an annual inspection of all lanyards and documentation will be maintained (see Appendix 2). Storage will consist of hanging in an enclosed cabinet, to protect from damage. All lanyards that are involved in a fall will be destroyed.

Snaphooks

Inspect before each use.

- Inspect snaphook for any hook and eye distortions.
- Verify there are no cracks or pitted surfaces.
- The keeper latch should not be bent, distorted, or obstructed.
- Verify that the keeper latch seats into the nose without binding.
- Verify that the keeper spring securely closes the keeper latch.
- Test the locking mechanism to verify that the keeper latch locks properly.

A competent person will complete an annual inspection of all snaphooks and documentation will be maintained (see Appendix 3). All snaphooks involved in a fall will be destroyed.

Self-Retracting Lanyards/Lifelines

Inspect before each use.

- Visually inspect the body to ensure there is no physical damage to the body.
- Make sure all nuts and rivets are tight.
- Make sure the entire length of the nylon strap/wire rope is free from any cuts, burns,

- abrasions, kinks, knots, broken stitches/strands, excessive wear and retracts freely.
- Test the unit by pulling sharply on the lanyard/lifeline to verify that the locking mechanism is operating correctly.
 - If the manufacturer requires, make certain the retractable lanyard is returned to the manufacturer for scheduled annual inspections.

A competent person will conduct monthly inspection of all self-retracting lanyards/lifelines and documentation will be maintained (see Appendix 4). Service per manufacturer specifications (1-2 years). Inspect for proper function after every fall.

Tie-Off Adapters/Anchorages

Inspect for integrity and attachment to solid surface. A competent person will complete an annual inspection of all tie-offs and anchorages and documentation will be maintained. All tie-offs and anchorages will be destroyed after a fall.

Articulating Man Lift

Forklift, scissors lifts, and safety nets will be inspected at the beginning of each shift in use. Structural integrity of the forklift basket will be checked per the same schedule. A competent person will complete an annual inspection of the forklift basket and documentation will be maintained. A safety harness will be worn on any equipment where the manufacturer provides a tie-off point and where the manufacturer's manual specifies that fall protection is required.

Horizontal Lifelines

User must perform an inspection before each use for structural integrity of line and anchors. A competent person will complete an annual inspection.

Guardrails

Temporary systems – Daily visual inspection will be completed by a competent person.

Temporary systems – Weekly, a complete structural inspection will be completed by a competent person.

Permanent systems – Annual structural inspections will be completed by a competent person with future frequency of inspection defined based on conditions/controls present.

10. Storage and Maintenance of Fall Protection Equipment:

Illinois Institute of Technology will take care to avoid storing personal fall arrest equipment in the bottom of a toolbox, on the ground, or outdoors exposed to the elements (i.e., sun, rain, snow, etc.), or near corrosive fumes or elements, and make every effort to hang equipment in a cool, dry location in a manner that retains its shape. IIT will follow manufacturer recommendations for inspections, including cleaning with a mild, nonabrasive soap and hanging to dry. Managers are instructed to avoid dirt or other types of build-up on equipment and never to use this equipment for any purpose other than personal fall arrest. Once exposed

to a fall, remove equipment from service immediately.

11. Training – Document the attendance of all trainees (See Appendix 5):

All employees engaged in fall protection will be trained and have the knowledge to:

- 1) Recognize the fall hazards of/on their job sites.
- 2) Understand the hazards associated with working near fall hazards.
- 3) Work safely in hazardous areas by utilizing appropriate fall protection measures.
- 4) Understand and follow all components of this fall protection program.
- 5) Identify and understand the enforceable Department of Commerce/OSHA standards and ANSI standards that pertain to fall protection.

12. Enforcement:

- 1) All staff may be subject to discipline for failure to follow this guidance.
- 2) Documentation of any violations will be kept in the staff member's personnel file.

13. Rescue Procedures:

Rescue Methods/Options of Fallen Personnel

In the unlikely event that a fall arrest occurs on-site, personnel with the use of an articulating man lift or ladders where feasible, will rescue all employees. Alternate rescue would be through the local emergency services.

Communication Issues

In the event of a fall, the following people will be notified as soon as possible.

- 1) Rescue personnel (i.e., maintenance personnel).
- 2) Manager/Supervisor.
- 3) Safety officer/coordinator.
- 4) Fire Department and emergency medical services if necessary.

At the beginning of any work activity where fall protection is an issue, rescue plans must be identified and discussed with all employees in case of a fall. The employees' supervisor will develop the rescue plan(s).

All employees involved in a fall arrest or fall will be instructed to seek an immediate medical evaluation to determine the extent of injuries, if any.

14. Fall Investigation:

All fall investigations will be conducted by IIT Public Safety, the Department of Environmental Safety and Health and the immediate supervisor. The following documentation will be completed as part of the fall investigation:

- 1) Interviews with staff and witnesses.
- 2) Employee injury/accident report.

15. Program Evaluation:

This Program will be evaluated periodically to determine the effectiveness. The following criteria will be used to evaluate its performance:

- 1) Accident reports.
- 2) Number of accidents.
- 3) Management/staff compliance with program components.
- 4) Periodic on-site audits.
- 5) Staff feedback and interviews.

16. Contractors:

All outside contractors working in or on the premises of Illinois Institute of Technology will be required to follow the guidelines set forth in this Program. Contractors in the pre-job meeting will be informed of these requirements as well as the on-site construction rules that apply.

17. APPROVAL:

The IIT Safety Policy Committee has reviewed this Policy and recommended its adoption on March 12, 2014, and this Fall Protection Program is approved and effective this 19th day of March 2014. Modifications and updates to this policy have been reviewed and approved and are effective as of the date noted on the cover page. The Safety Policy Committee will review the contents, implementation and effectiveness of this Policy no less than annually (but as often as necessary) and will make modifications as necessary to ensure that it meets all required legal and regulatory requirements and is adequately providing a safe and healthful environment for IIT faculty, employees and students.

By: /s/ Alan W. Cramb
Provost and Senior Vice President

By: /s/ Bruce Watts
Vice President for Facilities and Public Safety

APPENDIX 1
Full Body Harness
Annual Inspection Checklist

Harness Model/Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

General Factors	Accepted/Rejected	Supportive Details/Comments
1) Hardware: includes D-rings, buckles, keepers and back pads. Inspect for damage, distortion, sharp edges, burrs, cracks and corrosion.	Accepted	
	Rejected	
2) Webbing: Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discoloration.	Accepted	
	Rejected	
3) Stitching: Inspect for pulled or cut stitches.	Accepted	
	Rejected	
4) Labels: Inspect, making certain all labels are securely held in place and are legible.	Accepted	
	Rejected	
5) Other:	Accepted	
	Rejected	
6) Other:	Accepted	
	Rejected	
7) Overall Disposition:	Accepted	Inspected By: Date
	Rejected	Inspected:

APPENDIX 2
Lanyards
Annual Inspection Checklist

Lanyard Model/Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

General Factors	Accepted/Rejected	Supportive Details/Comments
1) Hardware: (includes snaphooks, carabiners, adjusters, keepers, thimbles and D-rings) Inspect for damage, distortion, sharp edges, burrs, cracks, corrosion and proper operation.	Accepted	
	Rejected	
2) Webbing: Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discoloration.	Accepted	
	Rejected	
3) Stitching: Inspect for pulled or cut stitches	Accepted	
	Rejected	
4) Synthetic Rope: Inspect for pulled or cut yarns, burns, abrasions, knots, excessive soiling and discoloration.	Accepted	
	Rejected	
5) Energy Absorbing Component: Inspect for elongation, tears and excessive soiling.	Accepted	
	Rejected	
6) Labels: Inspect, making certain all labels are securely held in place and are legible.	Accepted	
	Rejected	
7) Overall Disposition:	Accepted	Inspected By: Date
	Rejected	Inspected:

APPENDIX 3
Snaphooks/Carabiners
Annual Inspection Checklist

Hook/Carabiner Model/Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

General Factors	Accepted/Rejected	Supportive Details/Comments
1) Physical Damage: Inspect for cracks, sharp edges, burrs, deformities and locking operations.	Accepted	
	Rejected	
2) Excessive Corrosion: Inspect for corrosion, which affects the operation and/or the strength.	Accepted	
	Rejected	
3) Markings: Inspect and make certain marking(s) are legible.	Accepted	
	Rejected	
4) Other:	Accepted	
	Rejected	
5) Other:	Accepted	
	Rejected	
6) Other:	Accepted	
	Rejected	
Overall Disposition:	Accepted	Inspected By: Date
	Rejected	Inspected:

APPENDIX 4

Self-Retracting Lanyard/Lifeline Annual Inspection Checklist

Self-Retracting Lanyard/Lifeline Model/Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Department/Location: _____

Comments: _____

General Factors	Accepted/Rejected	Supportive Details/Comments
1) Impact Indicator: Inspect indicator for activation (rupture of red stitching, elongated indicator, etc.).	Accepted Rejected	
2) Screws/Fasteners: Inspect for damage and make certain all screws and fasteners are tight.	Accepted Rejected	
3) Housing: Inspect for distortion, cracks and other damage. Inspect anchoring loop for distortion or damage.	Accepted Rejected	
4) Lanyard/Lifeline: Inspect for cuts, burns, tears, abrasion, frays, excessive soiling and discoloration. (See impact indicator section.)	Accepted Rejected	
5) Locking Action: Inspect for proper lock-up of brake mechanism.	Accepted Rejected	
6) Retraction/Extension: Inspect spring tension by pulling lanyard out fully and allowing to retract fully (lifeline must be taut with no slack).	Accepted Rejected	
7) Hooks/Carabiners: Inspect for physical damage, corrosion, proper orientation and markings.	Accepted Rejected	
8) Labels: Inspect, making certain all labels are securely held in place and are legible.	Accepted Rejected	
9) Overall Disposition:	Accepted Rejected	Inspected By: _____ Date _____ Inspected: _____

