

# The Complete Guide to Building a **WORK AT HEIGHTS** Safety Program



**Tanner**



This is a sample guide designed to demonstrate what a Work at Heights Safety Program should look like. Use this as a template to create your own program, and feel free to add anything necessary for the specific needs of your company.

**HOWEVER, KEEP IN MIND THAT ALL SAFETY PROGRAMS SHOULD BE REVIEWED BY A CERTIFIED SAFETY MANAGER BEFORE BEING IMPLEMENTED!**





# What is a Safety Plan?

Simply put, a safety plan is a program designed to outline different procedures and regulations put in place to ensure worker safety on the job site.

Specifically, a “Work at Heights Safety Program” highlights the procedures and regulations necessary to avoid hazards and damage caused by dropped tools.





# Why is a Safety Plan Important?



A written safety plan is necessary on **any** job site. There are two main reasons why a Work at Heights Safety Program, in particular, is important:

- 1. A standardized ruleset** - With a proper safety plan in place, all workers end up following the same regulations. This level of uniformity helps keep injuries and other safety incidents to a minimum.
- 2. Bare minimum compliance is exactly that: *Bare minimum*** - Many of the blanket regulations, while important, often aren't enough to prevent serious injury. The creation of a safety plan, especially a Work at Heights Safety Program, can help you implement additional regulations to avoid hazards. It also lets you add any procedures that are more specific to your industry.





# Safety Plan Sections

So you're ready to begin creating your Work at Heights Safety Program. **The question is, what information do you need to include?**

We're here with a list of sections to include in your Work at Heights Safety Program and some information as to why they're necessary.

## Purpose

What is the purpose of your Work at Heights Safety Program? Outline **exactly** why implementing this program is necessary and why it needs to be followed at all times on the job site.



### EXAMPLE:

The purpose of [Name of Company]'s Work at Heights Safety Program is to put in place a uniform policy for the prevention of hazards caused by dropped objects while working at height. [Company Name] can use this program to keep existing employees up to date with tool drop prevention systems and procedures, while also serving as a training guide for new employees.



# Definitions

Including a list of definitions in your safety plan can help shine a light on certain terms regarding equipment, or procedures that your workers might not understand.

For working at height, some example definitions to include are:

## TOOL DROP PREVENTION SYSTEM:

This is a system used to prevent hazards caused by dropped tools and usually incorporates three different elements:



### > Tool Attachment Points:

This is the first point of the tool drop prevention model. Tool attachment points refer to the secure point on tools or equipment where they're able to be safely tethered with a lanyard.

### > Connectors:

The second point of the tool drop prevention model, these are the lanyards and tethers themselves.

### > Anchorage Points:

This is the final point of the tool drop prevention model. Anchor points can either be on-body or off-body, depending on the weight of the tool. This is where the tool is attached to prevent drops.



## DROP HAZARDS:

A situation where a falling tool can cause damage, injury, or even death in extreme cases.

## DROPPED OBJECT ZONE:

Often abbreviated as DOZ, this is the area where work is in progress above, meaning a tool could be dropped and cause harm. A DOZ needs to be blocked off with signage indicating a hazardous area.

## WEIGHT RATING:

Every tool tether comes with a weight rating. To avoid potential tether errors, heavy tools should **never** be tethered with a lanyard not designed for that weight.



Adding in additional definitions may be necessary depending on the industry you're in.



# Responsibilities

Given that the responsibilities of management/supervision and employees themselves will likely be different, defining these responsibilities is important to ensure that everyone understands their role.



## EXAMPLE:

### Management/Supervision:

1. Conduct the necessary training for both new employees and existing employees to ensure proper implementation of the Work at Heights Safety Program.
2. Properly assess the job site for proper implementation of the Work at Heights Safety Program during the workday.
3. Provide all employees with the equipment and materials necessary to perform their duties while following the procedures highlighted in the Work at Heights Safety Program.

### Employees:

1. Immediately notify a supervisor or designated safety team member of potential safety hazards.
2. Implement the Work at Heights Safety Program in their everyday tasks to keep dropped tools to a minimum.
3. Immediately stop working should any drop hazards arise.
4. Report any dropped object incidents to a supervisor.





# Training

A section on training isn't only useful for new employees. It's also important to keep veteran employees up to date with new procedures and even remind them of existing policies from time to time.



## EXAMPLE:

[Company Name]'s Work at Heights Safety Program includes providing adequate training to prevent dropped tool hazards. New employees, upon being hired, will be trained before working on the job site. Existing employees will be given refresher training every six months to ensure procedures and systems are being followed. This training system includes:

- Educating employees on the dangers of drop hazards on the job site
- Implementation of procedures with the proper equipment to keep tool drops to a minimum
- Proper handling of equipment while working at height
- Proper procedures for reporting incidents involving drop hazards

# Implementation of the Work at Heights Safety Program

This section is the meat of your safety plan. Here, you should highlight exactly what employees should be doing to prevent hazards and incidents from occurring.

In a Work at Heights Safety Program, this involves both the tool drop prevention model and any secondary drop prevention steps put in place.



## EXAMPLE:

Implementation of the [Company Name] Work at Heights Safety Program involves two different drop prevention systems: Primary systems and secondary systems.

### PRIMARY DROP PREVENTION SYSTEMS:

All tools are to be tethered using the tool drop prevention model: Attachment points, connectors, and anchorage points.

**Attachment points** are to be properly fitted onto every tool while working at height. Once an attachment point is identified on a tool, the tool will be considered “tether-ready”, where a tether or lanyard will then be attached to the tool. Should a tool be fitted with a built-in attachment point, this step will not be required.





**Connectors**, or tethers, will then be attached to the tether-ready tool. These connectors, regardless of the type, shall be of a weight rating appropriate for the tool in question. Tools will *never* be tethered with a lanyard not rated for the appropriate weight of the tool.

**Anchorage points** will be chosen based on the tool in question. Tools weighing under 5 lbs may be tethered to the body. Any tool weighing in at over 5 lbs *must* be tethered off-body to an external anchorage point, such as:

- Rebar
- Scaffolding
- Railing
- Any other approved off-body anchorage point



## SECONDARY DROP PREVENTION SYSTEMS:

These systems will be used, when appropriate and applicable, to supplement the primary tool drop prevention model. **These systems are to be viewed exactly as such: A supplement to tethered tools.** They are *not* a replacement for the tool drop prevention model.

**Safety netting** should be used where applicable as a secondary drop prevention system, depending on the location and the type of tools or objects being used at height. These nets are to be held in place using steel safety hooks. Safety netting on job sites must also follow all regulations set forth by the **OSHA Fall Protection Systems Criteria and Practices standard #1926.502.**



**Toe boards** as a secondary drop prevention system shall be capable of withstanding a force of 50 lbs without failure along any point of the toe board. They should also be measured at 3 ½ inches above the working surface with no openings over 1/4 inch in greatest dimension.

**Dropped object zones (DOZ)** must be marked appropriately with signage or barricades indicating restricted access before commencing work at height. Employees not directly involved in the activity taking place within the zone shall not enter the dropped object zone. The General Contractor site safety must also be apprised of the zone so that they can ensure that everyone complies with the restrictions around the circumscribed area.

## Additional sections

As we've mentioned, depending on your industry, some additional sections may need to be added to your safety plan to suit the needs of your specific company. A few other common sections to include are:

- **A safety committee or safety supervisor list** - It's important that your employees understand who to report incidents to, whether it's one supervisor or a group of trained safety professionals.
- **Supporting statistics or illustrations** - These can help demonstrate the importance of working at heights safety to your employees and help them understand why they must follow this program at all times.







# Conclusion

Job site safety is one of the most important aspects of our business. We pride ourselves in not only educating our employees on best practices for safety but our customers as well.

**This is why we've created this template for creating your own Work at Heights Safety Program.** Not only have we outlined the important sections to include and provided examples, but we've also explained *why* each section is important for both your supervisors and employees.

If you have any questions or want to see our recommendations for safety equipment, please [contact us](#) or visit [TetheredTool.com](https://TetheredTool.com).





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