



GENERAL SERVICES DEPARTMENT
OPERATING PROCEDURE

Number: 2.5
Date Issued*: 11/19/07
Reviewed/Revised: 6/21/13
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Subject: Fall Protection

I. PURPOSE

Define procedures to ensure that GSD employees are provided with the proper training, equipment, and methods to eliminate or minimize injuries resulting from falls.

II. DEFINITIONS

- A. **Fall Protection** – Any device, permanent or portable structure, or personal fall arrest system, that is designed to prevent an employee from falling.
- B. **Free-Standing Horizontal Rail Fall-Arrest System** – A portable fall protection anchorage system that is utilized when it is not feasible to use ladders or steps.

III. RESPONSIBILITIES

- A. **Department Safety Coordinator**
Responsible for implementing a Fall Protection Program and providing annual OSHA refresher training to employees as required by that employee's job description.
- B. **Division Administrator**
Assigns an individual competent in fall protection to implement and maintain the Fall Protection Program (Fall Protection Coordinator) within their Division and ensures that individual provides on-the-job training regarding fall protection procedures and equipment to Division employees as required by the employee's job description.
- C. **Division Supervisors**
Reviews each job classification that meets the criteria to ensure fall protection training is provided and ensures the applicable procedures are properly adhered to.
- D. **Central Safety Services**
 - 1. Assists in designating work functions that require fall protection and identifies the type of fall protection required.
 - 2. Provides periodic worksite inspections to ensure program compliance.
 - 3. Maintains the City of Tucson Fall Protection Procedure OSHM S-004 to ensure OSHA compliance.

IV. PROCEDURE

- A. All GSD employees are required to utilize approved fall-protection equipment when they are working at a height greater than four (4) feet above ground level or work surface.



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- B. The Department Safety Coordinator and Central Safety Services must approve all fall-protection devices prior to utilization.
- C. The buddy system will be utilized at all times when a fall-arrest system is used.
- D. All employees who use ladders, steps or fall-arrest systems will be trained annually on the City of Tucson OSHM S-004 and GSD Fall Protection Procedures by the GSD Safety Coordinator.
- E. All falls are to be reported and treated as an industrial injury (GSD Operating Procedure 2.2). Any employee exposed to an arrested fall must see the City physician prior to resuming work activities.
- F. **Contractor Requirements**
When working on City of Tucson property, all contractors must adhere to the OSHA 29 CFR 1926.500 through 503 (Subpart M) Fall Protection, and 29 CFR 1910.21 through 32 (Subpart D) Walking and Working Surfaces, and 29 CFR 1910.66 through 68 (Subpart F) Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms.
 - 1. Contractors must provide their own personal fall protection equipment and are solely responsible for the supervision and safety of their own employees.
 - 2. Contractors may utilize the GSD Free-Standing Horizontal Rail Fall-Arrest System only after they have been trained in its use. The Division Fall Protection Coordinator or other competent person is authorized to conduct contractor training. Training must be documented with the following: company name, employee name, instructor's name, date of training and a training outline attached to a sign-in sheet. The Division shall maintain the training record for a period of one year.



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Attachments: None.

References: OSHM – S-004 Fall Protection Procedures
<http://drupal.ci.tucson.az.us/files/central-safety/pdfs/oshm/S-004.pdf>

29 CFR 1910.21 -- through 32 (Subpart D) Walking and Working Surfaces
http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910-1910_Subpart_D

29 CFR 1910.66 -- through 68 (Subpart F) Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910-1910_Subpart_F

OSHA 29 CFR 1926.500 -- through 503 (Subpart M) -- Fall Protection
http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926#1926_Subpart_M

Review Responsibility and Frequency: The GSD Safety Coordinator shall review this procedure annually.

Authorized:



Department Director



Date