

Policy on Working at Height

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Policy on Working at Height

1) PURPOSE

The purpose of this policy is to establish the safety instructions to protect workers who must work at height from falling hazards. The policy is also intended to protect workers who are working near the area where work at height is going on from falling objects.

2) SCOPE

This policy comprises all Canadian Space Agency John H. Chapman Space Centre (JHCSC) facilities and applies to all persons working therein, including employees of the Agency and employees of contractors and other service providers.

This policy applies to any work to maintain, repair, construct, assemble, dismantle, install or adjust structures or equipment or any other task that must be done at more than 2.4 m above the ground or the nearest permanent safe level.

3) DEFINITIONS

Agency: Refers to the Canadian Space Agency.

Elevating devices: Any device designed and used to elevate workers, as described in Part IV of the *Canada Occupational Health and Safety Regulations*.

Work at height: Any work having to be done more than 2.4 m above the ground or the nearest permanent safe level.

4) ROLES AND RESPONSIBILITIES

a) Operations manager / CSA project officer

Responsible for applying the working-at-height program with respect to activities under the jurisdiction of John H. Chapman Space Centre property management

- Plans and controls work to be done at height;
- Ensures that the staff of various units have the training or information needed to apply this policy;
- Ensures that all safety conditions are optimal before authorizing work at height;

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- Ensures that any permanent restraint mechanisms are approved and inspected (architecture operations manager);
- Ensures that persons working at height know how to use their equipment safely (including their personal protective equipment) and are familiar with emergency procedures;
- Notifies Agency sector heads when work at height will encroach on work areas where regular operations are going on;
- Makes regular visits to sites where work at height is going on and requires that improvements be made to optimize work safety if necessary.

b) Contractor's project officer

Supervisor of firm mandated by CSA property management to perform the work, who must inform those carrying out the contract of the CSA policy on working at height.

- Knows and follows the Agency's policy on working at height;
- Ensures that the staff of various units have the training or information needed to apply this policy;
- Informs employees and subcontractors of the said policy and ensures that they apply it.
- Is responsible for planned shutdowns and major work;
- Assumes the same responsibilities as an operations manager; ensures that contractors, their employees and their subcontractors know and follow the policy on working at height when the work is not being done by Agency employees;
- Appoints a worker to enforce the policy on working at height on the work site.

c) CSA contractor and sub-contractor

Person working at height

- Adheres strictly to the safety instructions in this policy;
- Inspects and handles equipment used to perform the work safely;
- Halts work immediately in case of danger or if an unsafe working condition is observed;
- Immediately complies with any instruction given by the direct superior, operations manager, project officer or Co-ordinating Officer, Occupational Health and Safety.

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d) Co-ordinating Officer, Occupational Health and Safety

Officer in charge of co-ordinating occupational health and safety at the JHCSC.

- Provides support for various stakeholders.

5) GENERAL INSTRUCTIONS FOR WORK

a) Compliance

All work to which this policy applies must be conducted in accordance with the set of specific instructions described below. Furthermore, the work must also be performed in accordance with any other policy prescribed by the Agency.

Failure to comply with this policy will result in work being halted immediately. Operations managers, CSA project officers, the occupational health and safety co-ordinating officer and the contractor's project officer have the authority to enforce this measure.

Nothing in this policy contradicts or is intended to limit the legal provisions of *Part II of the Canada Labour Code* or the *Canada Occupational Health and Safety Regulations under Part II of the Canada Labour Code*.

b) Moving at height

When there is a risk of falling while working at height, any movement requiring a change of anchorage point requires the use of two lanyards. One of the two lanyards shall be attached to an anchorage point at all times.

c) Safety perimeter

A safety perimeter must be established and indicated on the ground (with safety pilons, ropes, tape or any other mechanism) in any sector where work is being performed at height. Perimeter boundary markings must not, however, impede access to firefighting equipment, emergency exits, first aid or first response equipment, service stairwells or electrical panels.

d) Transporting tools

Tools needed for use on a ladder, stepladder, or scaffolding to be hoisted from the ground to equipment or installations at height shall be placed in a bag or container attached to the worker's belt. The tools shall be hoisted or lowered by means of a rope.

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e) Protection from falling

- i) The Agency, or if required, the contractor hired by the Agency, shall fully equip workers to protect them against falls;
- ii) All equipment items shall be compatible with one another and meet the following Canadian Standards Association standards:
 - (1) Z259.1-1976 *"Fall-Arresting Safety Belts and Lanyards for the Construction and Mining. Industries"*;
 - (2) Z259.2-M1979 *"Fall-Arresting Devices, Personnel Lowering Devices, and Life Lines"*;
- iii) The anchor of a fall-protection system shall be capable of withstanding a force of 17.8 kN;
- iv) A fall-protection system that is used to arrest the fall of a person shall prevent that person from falling freely for more than 1.2 m.

f) Protection from falling objects

Where there is a hazard that tools or other objects may fall onto a person from any raised installation, the Agency or, where appropriate, the contractor hired by the Agency, shall install:

- i) a toe board that extends above the horizontal plane to a height of not less than 125 mm;
- ii) if the tools or other objects are piled to such a height that a toe board would not prevent the tools or other objects from falling, a solid or mesh panel shall be installed from the horizontal plane to a height of not less than 450 mm.

g) Work on roofs

When work must be carried out on roofs, the Agency shall ensure that:

- i) all existing anchor points, and such new anchor points as it may install, are capable of withstanding a force of 17.8 kN;
- ii) all anchor points have been determined, designed, installed and tested before use by a duly qualified engineer. The Agency shall keep a file of compliance certifications delivered by the engineer;
- iii) all work that it intends to perform or have a contractor perform is subject to a work procedure specific to the work, providing, at a minimum, the following information:
 - (1) number and location of anchor points to be used;
 - (2) number, length, location, arrangement and fastening of lifelines and lanyards required to do the work;

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- (3) number and specifics of any other component of the fall protection system with which workers must be equipped.
- (4) Number of workers required to perform the work.

6) SPECIFIC INSTRUCTIONS FOR WORK

a) Elevating devices

- i) All devices used to elevate workers off the ground or the nearest permanent safe level shall meet one of the Canadian Standards Association standards below, as appropriate:
 - (1) CSA C225-00 “*Vehicle-Mounted Aerial Devices*”;
 - (2) CSA B354.2-01 “*Self-Propelled Elevating Work Platforms*”
 - (3) CSA B354.4-02 “*Self-Propelled Boom-Supported Elevating Work Platforms*”;
 - (4) B311-M1979 “*Safety Code for Manlifts*”
- ii) Only trained and qualified workers may operate the elevating devices required to carry out work at height, whether provided by the Agency or by the contractor.
- iii) Before a contractor begins to work at height, the Agency will require proof of the necessary qualifications and will keep a copy on file for the duration of the work;
- iv) When an elevating device must be used more than 2.4 m above the ground or the nearest safe level, workers on the device shall be protected from falls as described in section 5 of this policy.

b) Scaffolding

- i) The erection, use, dismantling and removal of a scaffold must be carried out by or under the supervision of a qualified person;
- ii) The footings and supports shall be capable of carrying, without dangerous settling, all loads that are likely to be imposed on them;
- iii) Every scaffold must be capable of supporting at least four times the load that is likely to be imposed on it;
- iv) The platform must be at least 480 mm wide and securely fastened in place;
- v) Ladders must be used to access scaffolds higher than 3 m;

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- vi) Solid floors and guard rails shall be placed at the positions where work is to be performed. If this is not possible, workers must be protected from falls as described in section 5 of this policy;
- vii) Work must not be performed on different levels simultaneously, unless protection is provided for those working at lower levels to ensure that tools and other objects do not fall from above.
- viii) When portable scaffolding 0.7 m in width is used, stabilizers shall always be used when work must be performed more than 2 m above the ground.

c) Portable ladders and stepladders

- i) Ladders and stepladders used in Agency facilities must comply with Canadian Standards Association standard CAN3-Z11-M81 *Portable Ladders* and must be Type 1 (fibreglass);
- ii) When in use, portable ladders shall:
 - (1) rest on a firm base;
 - (2) have the upper part propped on both siderails;
 - (3) be firmly held in place or attached at the base if their length is equal to or more than nine metres;
 - (4) be so inclined that the horizontal distance between the base of the ladder and the vertical plane of its top support is approximately between a quarter and a third of the length of the ladder;
 - (5) extend three rungs beyond the top storey and be firmly held in place, when used as a means of access;
- iii) It is prohibited for workers to stand on any of the top three rungs of a straight ladder;
- iv) Under no circumstances shall side rails of ladders and stepladders be painted;
- v) Ladders that have fallen to the ground or suffered an impact shall be inspected carefully before they are used again;
- vi) Workers shall only climb ladders one at a time;
- vii) When in use, stepladders shall:
 - (1) have all four feet securely planted;
 - (2) have all four legs fully spread;
 - (3) not be used as straight ladders;

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viii) The top and the pail shelf of a stepladder shall never be used as a step.

7) TRAINING

Agency employees concerned by this policy must have taken training on working at height given by the Agency or an outside firm mandated by the Agency to provide training.

Contractors' and sub-contractors' employees shall know, apply and follow all of the instructions included in the Agency's policy on working at height.

8) REVIEW

This policy shall be reviewed and updated if need be one year after its effective date, and at two-year intervals thereafter.

9) REFERENCES

Part II of the Canada Labour Code

Canada Occupational Health and Safety Regulations under Part II of the Canada Labour Code

Z259.1-1976 "Fall-Arresting Safety Belts and Lanyards for the Construction and Mining Industries"

Z259.2-M1979 "Fall-Arresting Devices, Personnel Lowering Devices, and Life Lines"

CSA C225-00 "Vehicle-Mounted Aerial Devices"

CSA B354.2-01 "Self-Propelled Elevating Work Platforms"


CSA B354.4-02 "Self-Propelled Boom-Supported Elevating Work Platforms"

B311-M1979 "Safety Code for Manlifts"

CSA CAN3-Z11-M81 "Portable Ladders"

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