



SAFETY POLICY AND PROCEDURE MANUAL

NUMBER 16.0 – FALL PREVENTION AND PROTECTION

Number: 16.0

Issued: 11/2018

Revised: 1/2024

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1.0 **PURPOSE:**

To minimize the risk of an injury at each Signature facility due to falls when performing routine and non-routine tasks.

2.0 **POLICY:**

Signature will establish and provide a place of employment which is free from recognized hazards and minimize the risk of falls through engineering controls and administrative controls.

3.0 **RESPONSIBILITIES:**

- A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety.
- B. It is the responsibility of all **Employees** to follow the requirements of this procedure.

4.0 **PROCEDURE:**

- A. Fall protection associated with ladders and scaffolding are covered in Procedure #13.0 (Ladder and Scaffold Safety).
- B. Fall protection associated with Aerial Lifts is covered in Procedure #17.0 (Aerial Lifts).
- C. All work areas shall be kept clean and orderly and in a sanitary condition. The floor of every area shall be maintained in a clean and dry condition. Where wet processes are used, drainage shall be maintained and gratings, mats, or raised platforms shall be provided. Every floor, work area and passageway shall be kept free from protruding fastening devices, splintered base material, holes or tripping hazards.
- D. Aisles and passageways shall be kept clear of any potential hazards and in good repair. Permanent aisles and passageways shall be appropriately marked. Where mechanical handling equipment is used, aisles shall be at least three (3) feet wider than the largest equipment to be utilized, or a minimum of four (4) feet.
- E. Load rating limits shall be marked on elevated surfaces and dock plates and posted in a location that is easily visible. It is not permitted to place on any floor, structure, or roof of a building a load greater than it is rated for.
- F. All open sided floor(s) platform runway(s) or ramp(s) shall have standard railings provided on all exposed sides of the opening(s), except at the entrance. A "standard railing" consists of top rail, mid rail, and posts and shall have a vertical height of at least 42 inches nominal from the upper surface of top rail to floor, platform, runway, or ramp level. Nominal height of mid rail is 21 inches but may deviate slightly higher or lower from the nominal dimension.
- G. A hinged guard shall be used to protect floor openings or infrequently used stairways. Where traffic across the opening prevents the use of a fixed standard railing, the hinged guard shall be of a rated strength and construction along with removable standard railings on all exposed sides, except at the entrance and exit.
- H. All floor holes into which a person can accidentally fall into shall be guarded by either a standard railing with toe board, or a floor hole cover of rated strength and construction. A "standard toe board" is four (4) inches nominal in vertical height, with not more than ¼-inch clearance above floor level. When the cover is not in place, the floor hole shall be constantly attended by another employee or shall be protected by a removable standard railing. Removable standard railing(s) shall be strong enough to prevent a person from falling into the hole.

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- I. Every loading dock with a minimum height of 42" must include temporary railings. Such railing should be constructed so it can be removed during loading and unloading and replaced when the dock is not in use. Temporary railings (minimum 42"), should be strong enough to prevent a person from falling to the surface below.
- J. Every open-sided floor or platform four (4) feet or more above adjacent floor or ground level shall be guarded by a rated railing(s) with toe board on all open sides, except where there is an entrance to a ramp, stairway, or fixed ladder.
- K. All elevated runway(s) shall be guarded by a rated railing, or the equivalent. Wherever tools, machine parts, or materials are likely to be used on the runway, a toe board (see H above) shall also be provided on each exposed side.
- L. Every flight of stairs with four (4) or more risers shall have standard stair railings or standard handrails as specified below. Stair width is measured clear of all obstructions except handrails.
- Stairways less than 44 inches wide with both sides enclosed must have one (1) affixed handrail, preferably on the right-side descending.
 - Stairways less than 44 inches wide with one (1) open side must have one (1) stair rail affixed on the open side.
 - Stairways less than 44 inches wide having both open sides must have one (1) stair rail for each side.
 - Stairways more than 44 inches wide, but less than 88 inches, must have one (1) stair rail on each side enclosed or open.
 - Stairways 88 inches or more in width must have one (1) handrail on each enclosed and open side with one intermediate stair rail placed approximately in the middle of the stairs.
- A "standard stair railing" (stair rail) shall be constructed similar to a standard railing, but the vertical height shall be not more than 34 inches nor less than 30 inches from the upper surface of the top rail to the surface of the tread in line with the face of the riser at the forward edge of the tread.
- M. Fixed industrial stairs shall be provided for access to and from places where operations necessitate regular travel between levels. Requirements include:
- Fixed industrial stairs shall be strong enough to carry five (5) times the normal anticipated live load.
 - At the very minimum, any fixed stairway shall be able to carry safely a moving concentrated load of 1000 pounds.
 - All fixed stairs shall be installed at angles to the horizontal of between 300 and 500.
 - Vertical clearance above any stair tread to an overhead obstruction shall be at least seven (7) feet measured from the leading edge of the tread.
 - Stair treads should be reasonably slip resistant.
 - Rise height and tread width shall be uniform throughout any flight of stairs.



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- N. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

5.0 ATTACHMENT / FORMS:

NONE

6.0 PROCEDURE HISTORY

Original Issue - 11/2018

Revised – 1/2024