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**Applicability:**

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| --- | --- | --- | --- |
| Subsea Product Lines | | | |
| P&P | Trees | PCS | Services |
| Projects | MCS&SP&P | Offshore | Wellstream |
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**Document Revision Chart:**

The following chart lists the revisions made to this document tracked by version. Use this to describe the changes and additions each time this document is re-published. The description should include as many details of the changes as possible.

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| --- | --- | --- | --- |
| **Revision No.** | **Section Modified and Revision Description** | **Date** | **Author** |
| 1.0 | Initial Release | 2nd December 2014 | R. Jones |
| 2.0 | Initial Release to QMS | 10th February 2015 | R. Jones |
| 2.1 | Full review and next review date set for 3 years. No changes | 12th April 2016 | K Campbell |
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# 1 Purpose

To provide guidance on using Fall Arrest Equipment when Working at Height, to all personnel on the Broadfold Road Site, to ensure that Work at Height activities are conducted safely, and in accordance with legal requirements

# 2 Scope & Applicability

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When an individual may be exposed to a fall that can cause injury, the person may be required to use fall prevention and/ or fall arrest systems to reduce personal injury in the event of such a fall

The Work at Height Regulations came into force in April 2005 and apply to all work activities where Working at Height by persons is required

**In applying the regulations in the UK, there is no “4 Foot Rule” or “Two Metre Rule”**

Work at Height involves all work activities where there is a need to control the risk of falling a distance liable to cause personal injury. This is regardless of the work equipment being used, duration of the work, or the height of the work

The Work at Height Regulations 2005, describe Work at Height as;

* Work in any place, including a place at, (above) or below ground level
* Obtaining access to/ or egress from such place while at work, except by a staircase in a permanent workplace, where, if measures required by these regulations were not taken, a person could fall a distance liable to cause personal injury

# BOD site management are committed to providing a safe working environment. Understanding and following this procedure is an integral part of preserving a safe working environment for all personnel. If this procedure is not clear or not workable, then stop and seek clarification from a supervisor, manager or the site EHS department

# 3 Terms, Definitions and Acronyms

## Italicized terms have been defined in [GE O&G QMS Lexicon](http://supportcentral.ge.com/@lexicon) for Terms, Definitions and Acronyms. Acronyms and their definitions have been repeated here for convenience purposes. In case of conflict with [GE O&G QMS Lexicon](http://supportcentral.ge.com/@lexicon), QMS Lexicon will take precedence

|  |  |  |
| --- | --- | --- |
| **Acronym** | **Term** | **Definition** |
| **GE** |  | GE Oil & Gas |
| **BOD** |  | GE, Bridge of Don |
| **EHS** |  | Environmental, Health and Safety |
| **SSoW** |  | Safe System of Work |
| **WAH** |  | Work at Height |
| **MEWP** |  | Mobile Elevating Work Platform |
| **IPAF** |  | International Powered Access Federation |
| **CSCS** |  | Construction Safety Competence Scheme |

# 4 Process

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# 4.1 Application

Fall Arrest systems have a body harness, lifeline, lanyard, connector, anchor point, and include;

**Work Restraint**

A system using equipment used to prevent a person from reaching a position from where a fall could occur

**Fall Arrest System**

A system used to prevent hitting a solid surface, should a fall occur

**Inertia Reels**

Two types of inertia reel systems can be utilised;

* Use of retrievable fall arrest block that would be used on multiple levels
* Use of lightweight fall arrest block that would be commonly used for work where no risk of an increase in height is likely to occur, i.e. using portable ladders or MEWP

The Risk Assessment will identify the type to be used

**4.2** **Anchor points**

Wherever available a dedicated tested anchor point, i.e. certified, colour coded lifting point should be used. An anchor point with a minimum static strength of 12kN should be used for a personal fall protection system that could be called upon to arrest a fall

Where completed scaffolding is to be used as an anchor point during work at height, the static strength can be obtained from the “Scafftag”

Where pedestal cranes are employed as the anchor point, operatives must ensure that;

* The crane is securely tied to the structure to prevent free swinging
* The crane operating control must be secured to prevent inadvertent operation, i.e. if the pendant cannot be secured on top of tree, implement LOTO controls
* That there is sufficient ‘headroom’ clearance when anchored
* All other WAH arrangements are appropriate, i.e. ladders, access

Where uncertified steelwork is to be used as an anchor point, i.e. handrails and/or beams, all reasonable steps should be taken to ensure the anchor point is suitable and of sufficient strength for that purpose

**4.3 Collective Safeguards/Other Methods for Arresting Falls**

Collective safeguards for arresting falls include nets, mats and inflated devices which are designed to catch a falling person. When using this type of equipment a Risk Assessment must have demonstrated that the work activity can be performed safely with the safeguard in place, taking into account additional hazards such as weather, etc. The use of other, safer work equipment must not be reasonably practicable

The safeguard shall be of suitable and sufficient strength to arrest the fall of any person who is liable to fall

**When using any Fall Arrest equipment, follow the manufacturer’s instructions**

**4.4 Cleaning, Inspection, Maintenance and Servicing**

Prior to use, all equipment should be inspected by a person trained to do so, thereafter, it is the responsibility of the user to check equipment for wear, deterioration or damage and ensure all equipment is in a serviceable condition

Records of periodic equipment inspections shall be maintained by person’s area management

**For additional Work at Height guidance, consult QP-XT-BOD-EHS-005 Work at Height document**

# 5 Roles & Responsibilities

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| --- | --- |
| Key Role | Responsibility |
| GE Facilities ManagementImtechInviron | Ensure all Fall Arrest Equipment is on Thorough Inspection schedule  Ensure all work equipment is on PPM maintenance schedule |
| Supervisors/Managers | Ensure that this Work Instruction is rigourously applied in their area  Ensure that all Work at Height is undertaken safely in their area  Consult with personnel and conduct task specific Risk Assessments/SRAs, if necessary  Contact EHS Department for guidance if/when necessary |
| All Personnel | To comply with the requirements of this Work Instruction  Comply with all information, instruction and training  Conduct pre-use inspection of Fall Arrest Equipment  Conduct task specific Risk Assessments/SRAs, if necessary  Contact EHS Department for guidance if/when necessary |
| **EHS Manager** | Is responsible for ensuring that all Work at Height documentation and procedures remain current and meet GE and legal requirements and local regulations, and are reviewed and updated when required  When required, assist area managers, supervisors and personnel in addressing task specific risks, and be available to offer advice |

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# 6 Records

The following records produced by this procedure/work instruction are considered Quality Records and shall be maintained and controlled according to the requirements in OGQ-0102 - Record Control. Records which are required to be kept include;

* Records of all Fall Arrest equipment Thorough Inspections held by ImtechInviron
* Service records of all work equipment held by ImtechInviron
* Completed/reviewed/signed off Risk Assessments/SRAs to be kept by local supervision

All records must be retained and readily available for a period of not less than three years

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# 7 References

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| Title: | Safe Use of Fall Arrest Equipment |
| Reference: | QW-XT-BOD-EHS-004 |
| Revision: | 2.1 |
| Application Date: | 12/04/2016 |
| Expiration Date: | 12/04/2019 |
| Author: | Robert Jones |
| External References: | Applicable GE Policies and UK Legal Requirements |

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# BOD Internal: QP-XT-BOD-EHS- 005 Work at Height

# QF-XT-BOD-EHS-006 Working at Height Rescue Plan

# QW-XT-BOD-EHS-001 Safe Use of Ladders

# QW-XT-BOD -EHS-002 Safe Use of Scaffold

# QW-XT-BOD-EHS-003 Safe Use of MEWPs

# 8 Compliance

**8.1 Legal Compliance**

The Work at Height Regulations 2005

The Management of Health and Safety at Work Regulations 1999

The Construction (Design and Management) Regulations 2007

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment at Work Regulations 1992

Any/all other applicable legislation

**8.2 Training**

Before undertaking any work at height, personnel must have appropriate information, instruction and training in order to work in a safe manner

Personnel should receive adequate training specific to the safeguard