

POLICY FOR WORKING AT HEIGHTS

Potential Risks: People, objects or material falling

Objective

This policy establishes the rules that must be applied when working at heights in order to prevent a fall related incident.

Scope

This policy applies to involved parties under the authority of, and conducting any associated work for, the benefit of EBC or its subsidiaries.

At all times, this policy and procedure should be diligently applied with professionalism and respect for others. In case of doubt or conflict in its application, managers have the responsibility to contact EBC Human Resources management for guidance in its implementation.

Distribution

This policy must be provided to all persons, working both on and off project sites, during their orientation session.

LEGEND

- The behavior or activity required by the organization.
- ⊘ Important non-compliance for the organization

Planning

- The employer must formulate written instructions and communicate them to their workers before they undertake any work at heights.

Organization

- ⊘ The employer must take the necessary measures in order to protect workers and the public from falling objects or material by guarding access to areas below the work being done.
- If a work platform or scaffolding is used, it must be fully decked and have guardrails, toe-boards and a safe means of access.
- A safety perimeter of sufficient width at the lower level must be put in place to ensure the protection of workers.

Control

- Alternate protection must be provided if removing a safety device (ie. guardrail, bump line)



- ⊘ It is prohibited to use a swing stage or man basket without being attached at all times.
- ⊘ Never work at a height greater than the prescribed height without adequate fall protection (ex. guardrails, lanyard and harness, barriers etc.)

If the rules of the main contractor, safety code or any regulation are different than those described above, the strictest shall apply.

Roles and Responsibilities

For the employee, worker, subcontractor, etc.:

Everyone has the obligation to respect and enforce this policy and procedure.

The Manager

The manager ensures compliance of this policy for the staff under their responsibility and ensures that the policy is known by involved parties. In case of conflict, they shall communicate with the human resources department.

Human Resources Management

Human Resources management is responsible for ensuring the updates and distribution of the current policy. They must also oversee administration and determine disciplinary measures deemed appropriate for enforcement.

Disciplinary Measures

The person who does not respect the policy mentioned above will receive:

- 1- A verbal warning stating the correction(s) to be made, documented in the form of a correction or reprimand notice.
- 2- In the case of a repeated offence, a written warning is again written in the form of a correction or reprimand notice and a copy is given to the person and to their superior.
- 3- Subsequently, if there is a recurrence, a write-up along with stricter disciplinary action resulting in an expulsion from the workplace for 1-2 workdays will be given.
- 4- In case of any further recurrence, a third written warning will be provided that can result in dismissal or expulsion from the project or a definite period of time.
- 5- Special Case:

When a person breaches a description for an **Important organization NON-COMPLIANCE:**

In this specific case, the task performed must be stopped IMMEDIATELY, the first notice will correspond directly to step number 3 of disciplinary measures and the person will be expelled for a duration of 2 workdays.

In case of any further recurrence, step 4 will apply regardless of the number of prior warnings given.

Reference Documents



- Working at heights permit
- Fall protection equipment checklist
- Register of specialized PPE
- Library of working methods

Associated Training

- Working at heights
- Rescue at heights

