

I. Purpose

This policy protects employees, students, visitors, and contractors from hazards when working at heights or in elevated areas.

II. Scope

This policy applies to all Kansas State University employees, students, visitors, and contractors who:

- Work at heights of four feet or more
- Access roofs
- Use ladders, scaffolding, or aerial lifts
- Work near dangerous equipment or hazardous substances at any height

III. Definitions

- 1) Competent person** – Someone trained to identify and address fall hazards and equipment issues.
- 2) Hierarchy of Controls** – A safety method that prioritizes eliminating hazards, followed by substitutions, engineering controls, administrative measures, and personal protective equipment (PPE) as a last resort.
- 3) Personal Fall Arrest System** – A system that prevents falls, including a harness, lanyard, and anchorage.
- 4) Qualified Person** – Someone with training or certification to design and evaluate fall protection systems.
- 5) Safety Factor of Two** – Equipment must be able to support at least twice the expected weight.
- 6) Vertical Opening** – Any hole or gap large enough for a person to fall through (30 inches or more in height, 18 inches or more in width).

IV. Responsibilities

- 1) Environmental Health and Safety (EHS)**
 - a) Maintain and update this policy.
 - b) Identify hazards and conduct risk assessments with assistance from departments.
 - c) Assist with applicable equipment specifications, requirements, and inspections.
 - d) Provide training as listed in Section VI.

- e) Inspect fall arrest systems annually.

2) Engineering and Construction Department/Office of Facilities Planning and Development

- a) Ensure new construction includes fall protection.
- b) Use the hierarchy of control to reduce fall risks.
- c) Ensure compliance with all regulations.
- d) Ensure fan exhaust systems and fume hoods are identified and labeled upon installation or renovation.
- e) Inform contractors of university procedures.

3) Department Heads

- a) Ensure their department follows the Working at Heights Policy.
- b) Assign and communicate responsibilities listed in paragraph 4 to managers and supervisors.

4) Managers and/or Supervisors

- a) Help EHS identify fall hazards.
- b) Ensure personnel attend required training as listed in section VI.
- c) Ensure employees, visitors, and contractors follow all procedures for working at heights established in section V. of this policy.

5) All Employees, Students, Contractors, and/or Visitors

- a) Follow all safety procedures for working at heights listed in section V. of this policy.
- b) Assist EHS with identifying hazards inherent to working at heights including fall hazard issues.

V. Procedures

1) General Requirements

- a) Use guardrails whenever possible.
- b) If guardrails are not available, use fall arrest or restraint systems.
- c) Only trained personnel may use aerial lifts, scaffolding, or elevated platforms.

2) Guardrails:

- a) Top rails must be at least 42 inches above the work surface.
- b) Midrails must be halfway between the top rail and the surface.
- c) Guardrails must be able to withstand at least 200 lbs. of force.

3) Fall Arrest System:

- a) Follow the manufacturer’s instructions for use and maintenance.
- b) Use only compatible components.
- c) Connectors (hooks, D-rings, etc.) must support at least 5,000 lbs.
- d) Anchorage points must be independent and support at least 5,000 lbs. per user.

4) Inspection and Maintenance:

- a) Inspect fall arrest systems before each use and at least once a year.
- b) If system is impacted by a fall, remove it from service until inspected by a qualified person.

5) Specific Equipment & Locations:

- a) **Ladders:** Maintain three points of contact (two hands, one foot or two feet, one hand) when climbing.
- b) **Scaffolding:** Only trained personnel may erect or use scaffolding.
- c) **Aerial Lifts:** Use proper anchor points and safety restraints.
- d) **Elevated Surfaces:** If guardrails are not present, use portable railings or fall arrest systems.
- e) **Vertical Openings:** Must be protected with guardrails or barriers
- f) **Roof Access:** Employees must get supervisor and EHS approval before accessing unguarded roofs.
- g) **Rescue Plan:** Supervisors must create a plan for rescuing employees in case of a fall.

VI. Training and Recordkeeping

- 1) Employees working at heights must complete fall protection training.
- 2) Aerial lift and scaffolding training must be provided by approved university trainers. EHS will approve and maintain a list of approved trainers.
- 3) EHS will maintain records of all training sessions.

VII. References

- 1) [OSHA 29 CFR 1910, Subpart D, Walking-Working Surfaces](#)
- 2) [OSHA 29 CFR 1910, Sub Part F, 1910.67, Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms](#)
- 3) [OSHA 29 CFR 1926, Sub Part M, 1926.502, Fall Protection](#)
- 4) ANSI/SIA A92.2, Vehicle Mounted Elevating and Rotating Aerial Devices
- 5) ANSI/SIA A92.3, Manually Propelled Elevating Aerial Platforms
- 6) ANSI/SIA A92.5, Boom Supported Elevating Work Platforms
- 7) ANSI/SIA A92.6, Self Propelled Elevating Aerial Platforms

- 8) ANSI/ASSE A1264.1-2017, Safety Requirements for Workplace Walking/Working Surfaces and Their Access; Workplace Floor, Wall and Roof Openings; Stairs and Guardrails Systems

VIII. Questions

Direct questions to EHS by phone: 785-532-5856 or email: safety@ksu.edu

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IX. Version History

Version	Description of Change	Effective Date
1	Standardize format	03-19-2025