



**DALHOUSIE  
UNIVERSITY**

**Department of  
Facilities Management  
Occupational Health and Safety**

**Emergency Plan For  
Rescue from Heights**

**Shop Performing Work**

**Date**

**Work Order No.**

**Job Location**

**Job Description**

**Height of work platform / area:**     Less than 7.5 m             7.5 m or more

**Names of Employees that will be Working at Height.** (Please print)

_____	_____
_____	_____
_____	_____

**Name and signature of Responsible Supervisor**

_____	_____
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**Emergency Contacts** Information (Print the name and phone or radio number.)

Security: **9149** (If a fall occurs Call Security immediately.)

Shop Supervisor: \_\_\_\_\_

Employee in charge of at height rescue:  
\_\_\_\_\_

**Names and Contact Numbers of Competent Rescuers Assigned to Job**  
(Please print)

_____	_____
_____	_____
_____	_____

**Are there a sufficient number of trained rescuers available?**     Yes     No

**Proposed Method(s) of Communication:** (Indicate which systems will be used by the rescue team to communicate with the suspended employee.)

Direct voice communication  Cell Phone  Two-way Radio (Emergency channel \_\_\_\_\_)

**Rescue Equipment and Preparations** (Check each item that is available on site and ready for use. Refer to the types of rescue listed below when choosing the rescue equipment to be used.)

- Ladder  Rescue Kit  Stretcher  
 Rescue Pole  First Aid Kit  
 Rescue Rope  Rescue Positioning Device  
 Alternate Lifting and Lowering Device  Aerial Lift  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

**Describe Where the Rescue Equipment Will be Stored at the Work Site** (Location must be clearly marked.)

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**What, if anything will be used as an emergency alarm.**

Horn  Other \_\_\_\_\_

**Is the rescue equipment appropriate for the type of rescue, and, the location where a rescue would be performed?**

Yes  No

**Has the rescue equipment been inspected and found to be in good condition?**

Yes  No

**Have anchor points for rescue equipment been identified and confirmed as safe for use?**

Yes  No

**Have all communication devices to be used by rescuers been tested and found to be operational?**

Yes  No

**Have safe anchor points been identified for used by the rescue team?**

Yes  No

# Safe Rescue Procedures

List all hazards that may affect the safe rescue of an employee that has fallen.

**NOTE - Depending on work place hazards it may be necessary to add additional steps to the following procedures.**

<b>Hazards</b> <ul style="list-style-type: none"><li>•</li></ul>	<b>Control Measures</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>Applicable Regulations / Standards / Procedures</b> <ul style="list-style-type: none"><li>• Nova Scotia Fall Protection and Scaffolding Regulations</li><li>• CSA Standard CSA Z797, "Code of Practice for Access Scaffold"</li><li>• CSA Z91, "Health and Safety Code for Suspended Equipment Operations"</li><li>• CSA Z271, "Safety Code for Suspended Platforms".</li><li>• Safe Job Procedures for tools and equipment that are to be used.</li></ul>	<b>Job Specific Training Requirements</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>Personal Protective Equipment Requirements</b> <ul style="list-style-type: none"><li>• Eye Protection</li><li>• Protective Footwear</li><li>• Hard Hat</li><li>• Work Gloves</li><li>• Full Body Harness and Life Lines</li><li>• Any other PPE required by the hazard assessment for the job.</li></ul>	

## Safe Job Procedure

Job steps are listed in the order in which they must be completed. Key activities follow each step. Key steps and the associated activities must be followed in the order presented to achieve maximum efficiency in safety, production, quality and overall loss prevention.

**IMPORTANT – Rescue of an employee that has fallen must begin as quickly as possible to avoid suspension trauma. Alternately, the onset of suspension trauma can be slowed if the employee can stand in suspension relief straps or a loop on the end of a rope.**

If an employee falls and is suspended by their fall arrest harness initiate the emergency rescue plan by following the steps listed below:

- The site supervisor or the employee in charge of the rescue team takes charge of the situation.
- Determine the safest type of rescue given existing conditions so that the rescue team can initiate a rescue as quickly as possible.
- The employee in charge of the rescue alerts other employees of the fact that an emergency situation exists and all work in the area should stop.
- CALL SECURITY AT 9149 and call for addition help from employees trained in rescue procedures if required.
- All employees in the vicinity of the incident must stop working immediately.
- Attempt to communicate with the employee that has fallen to determine their condition and whether they can self rescue or participate in an assisted rescue.
- Ask all non - rescue related people leave the area.
- Record the time (best estimate) when the employee fell and the time when they were rescued. The difference is the length of time the employee was suspended
- Monitor the employee's condition constantly. The signs and symptoms of orthostatic intolerance that can start to be seen in 2/3 minutes include:
  - a. Faintness

- b. Nausea
- c. Breathlessness
- d. Dizziness
- e. Sweating
- f. Paleness
- g. Hot flushes
- h. Skin tone may appear grey in colour
- i. Loss of vision

- The employee in charge of the rescue quickly evaluates the situation to identify any further hazards that have developed as a result of the accident.
- Identify a safe landing area either on a work platform or at ground or floor level.
- Identify any hazards in or near the landing area that must be dealt with.
- If additional safety procedures are required to deal with new hazards list them below in the appropriate spot.
- If necessary, ensure an employee from Security is designated to meet emergency response personnel (police, EHS, fire, etc.) and ensure that they are brought quickly and safely to the work site.
- Refer to the applicable type of rescue listed below and follow the procedures for implementing the rescue.

## **TYPES OF RESCUE**

### **Self Rescue**

If the employee has selected the proper fall arrest equipment, installed it properly, is using it properly and has not been injured they should, in most cases, be able to self rescue as follows:

- Make verbal contact with the employee that has fallen to help them stay calm, establish whether they are injured and give them guidance during self rescue.

- Employee climbs back up to the work platform from which they fell. (This would normally involve a fall of 0.60 m. to 0.9 m. or 2 to 3 feet).
- Rescue team assists the employee back on to the work platform.
- Employee returns to ground or floor level. Rescue team stays with the employee in case they are unstable.
- Have the employee checked by a qualified first aider and provide first aid if required.
- Collect all of the fall arrest equipment used by the employee and tag the equipment as DO NOT USE. Document all of the items used as well as the employees name, the date and time of the fall and the job being performed when the fall occurred.
- Give the fall arrest equipment and documentation to the employee's supervisor or manager to have inspected for defects and / or damage.

### **Assisted Self Rescue**

If self rescue is not possible an assisted self rescue will be performed by using a mechanical assist winching system. The following procedures are to be used during this type of rescue:

- Make verbal contact with the employee to help them stay calm and determine whether they are injured.
- Maintain verbal contact during the rescue.
- While rescue preparations are being made do the following:
  - If the employees harness has suspension relief straps and they are okay tell the employee to insert their feet in the straps in order to relieve the pressure exerted by the harness straps on their legs.
  - If the employees harness is not equipped with suspension relief straps lower a rope with a loop at the end for the employee to use as a relief strap.
  - Encourage the employee to keep moving their legs while their feet are in the suspension strap or rope loop.

- Attach the winching equipment to a securely installed properly rated anchoring point.
- Lower the winch line to the employee.
- Have the employee grab the hook on the end of the line and securely attach it to the proper D-ring on their harness. (If necessary provide verbal directions to assist the employee.)
- A member of the rescue team must verify that there is a positive / secure connection between the hook and the D-ring.
- The rescue team must raise or lower the fall employee to the nearest safe work platform or to the floor or ground level.
- Have the employee checked by a qualified first aider and provide first aid if required.
- Collect all of the employees fall arrest equipment and tag it as DO NOT USE. Document the items used, the employee's name, the date and time of the fall and the job being performed when the fall occurred.
- Give the fall arrest equipment and documentation to the employee's supervisor or manager to have inspected for defects or damage.

### **Fully Assisted Rescue**

These procedures are to be followed if the employee is injured and is unable to attach themselves to the rescue system.

- Make verbal contact with the employee to help them stay calm and determine whether they are injured.
- Maintain verbal contact during the rescue.
- Attach the winching equipment to a securely installed and properly rated anchoring point.
- Rig separate lines for rescuers to use while carrying out the rescue.
- If possible use a rescue remote connection pole to attach the winching cable or rope to the employees harness D ring.

- If the remote connection pole cannot be used lower a rescue team member to the suspended employee to attach the winch line to the D ring in the employee's harness.
- Raise or lower the employee to the nearest safe work platform or lower the employee to the ground or floor. (**NOTE:** Unless there is a hazard that prevents the rescue team from doing so, any employee that is injured or has been suspended in their harness for an unsafe period of time should be lowered to the floor or ground so that first aid and medical attention can be accessed as quickly as possible.)
- Provide first aid and required medical attention. (Ensure that the possibility of suspension trauma is addressed.)
- Collect all of the employees fall arrest equipment and tag it as DO NOT USE. Document the items used, the employee's name, the date and time of the fall and the job being performed when the fall occurred.
- Give the fall arrest equipment and documentation to the employee's supervisor or manager to have inspected for defects or damage.

### **Ladder Rescue**

If a ladder can be safely set up and the suspended person can be safely reached by a rescuer on the ladder follow the procedures listed below:

- Set up the ladder so that the suspended employee can be reached by a rescuer on the ladder.
- Rig separate life lines for the rescuer on the ladder.
- If the employee that has fallen is unconscious or due to injuries is unable to help during the rescue and a second rescuer is required consideration should be given to using an alternative rescue procedure.
- Securely attach a separate lowering / winch line to the employee.
- Rescuers on the ground, or closest safe surface, should raise the employee just enough to allow for his / her lanyard to be disconnected and then lower the employee to the ground or floor using the lowering line.
- Once the fallen employee has been lower to a safe surface provide any required first aid and determine if medical attention is required to deal with possible suspension trauma.



## **Aerial Lift Rescue**

If an aerial lift is readily available and can be safely used to reach the suspended employee the procedures listed below are to be followed.

This rescue procedure can only be used if one of the rescuers is qualified to operate the aerial lift or a qualified operator is available to work with the rescuer.

- The aerial lift operator / qualified rescuer will ensure they are wearing proper fall protection equipment and that there is either an appropriate lanyard or self retracting lanyard available for the employee being rescued.
- Manoeuvre the aerial lift into position under, and within safe reach, of the employee to be rescued.
- Once the employee being rescued is safely on the platform of the aerial lift attach the available lanyard or self retracting lanyard to the harness of the employee being rescued.
- Disconnect the lanyard or self retracting life line the employee was using when they fell.
- Lower the lift to the ground, remove the rescued employee from the lift and immediately provide required medical attention.
- When it is safe to do so, remove the fall protection equipment involved in the accident from service, bag it and attach a tag with the employees name, the date and time of the fall and what activities were at the time of the fall.
- Turn the bagged equipment over to the employee's supervisor.

**A copy of this document must be posted at the work site with the required rescue equipment.**

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