

***WORK AREA PROTECTION –  
OVERHEAD WORK  
POLICY***

## **I. PURPOSE**

This policy is to provide for measures to protect the health and safety of, and minimize the risk to, any worker or any other person, where Starlite Communications Inc. (SCI) is engaged in overhead work. This policy is also supplementary and/or to compliment other relevant and applicable legislation and company policy.

## **II. WORKER COMPETENCY, TRAINING & CERTIFICATION**

Workers must have appropriate training and certification in the use of specialized equipment, tools, and the acceptable techniques for working at high levels.

- Boom Lifts/Scissor Lifts operation
- Fall Arrest System
- Chain falls, hoists, winches, rigging apparatus, attachments, load cells, etc.
- General knowledge of the structure being worked on, including but not limited to, load capacities, attachment points and methods, rescue plans including emergency notification, etc.

Workers engaged in any overhead work activity must be properly outfitted with Personal Protective Equipment (PPE). These may include safety footwear, hard hat, safety glasses, gloves, and fall protection to be used as demanded by the tasks being accomplished.

Workers participating in lifting operations, or in the vicinity of materials handling operations or other mobile equipment, are at all times required to wear safety footwear.

## **III. EQUIPMENT, TOOLS AND HANGING COMPONENTS**

At all times, small hand tools should be connected via a safety cable that prevents accidental dropping. Portable radios/phones must be in a secure holster with a similar safety hookup.

Lifting equipment, such as Booms and Scissor lifts must have current certification demonstrating regular inspection and maintenance.

Chain hoists, chain falls, steel cables, slings, chokers and other rigging equipment are to be regularly maintained, inspected and certified according to government legislation, manufacturers' recommendations, and good industry practice.

## **IV. CONTROL OF THE WORK AREA**

During the installation/removal of any infrastructure, i.e.: tower, roof tops mounts, etc., the work area below must be clear of people at all times. A 'ground rigger' must be in place to protect the area using physical elements (signage, cones, etc) and/or vigilance to ensure no one gains access to the work area, or is put in unnecessary danger.

A 'ground rigger' and/or physical elements must be used to warn people of the immediate work area around the lift. The 'ground rigger' is responsible to keep people and mobile equipment away from the work area and lift.

Once the installation/removal is at a stage where there no longer is a threat of falling, and the remaining overhead work is related to minor adjustments, the supervisor will determine the further need for a 'ground rigger' and/or physical elements.

Under no circumstances should people be directly under any item being lifted.

### **A. Supervisors**

1. Assign a 'ground rigger' to control pedestrian and mobile traffic below any overhead work.
2. Determine whether physical elements are also required.
3. Are responsible for ensuring a procedure for assessing when work is deemed to be in the minor adjustment stage.

## **B. Employees**

1. Comply with this policy.
2. Attend training which is designed to instruct them on Work Area Protection and Overhead Work policy.
3. Accept assignment as 'ground rigger' when so designated by the supervisor.

## **C. Management**

1. Communicate this policy to sub-contractors of SCI.
2. Investigate any incident breach reported by an employee and take measures that will prevent the incident breach from occurring again.

## **D. Sub-Contractors**

1. Comply with all provisions of SCI's Overhead Work Policy. Copies of this policy will be provided by SCI Management upon request.
2. Ensure that their employees are appropriately trained.

## **V. ANNUAL REVIEW**

Annual review of this policy and procedures will be conducted by SCI Management.