



**Central Office  
Elevated and Overhead Work Safety**

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## **Purpose**

The purpose of this section is to establish safe guidelines for proper Elevated & Overhead Work at a customer's location. The guidelines cover work using lifts, ladders, and any overhead work at a field location.

These guidelines are designed to significantly reduce the potential for injury due to overhead falling materials, broken equipment usage, and carelessness.

## **Elevated and Overhead Work Summary**

- Prior to beginning work, inspect all PPE, Fall Protection, and equipment for deficiencies, and complete the required pre-work inspection checklists.
- Barricade the area with caution tape and cones to prevent unauthorized entry.
- Employees working unprotected above 4 feet or from elevated work platforms must wear fall protection and be tied-off appropriately.
- Working directly over other personnel is prohibited.
- Stay inside the guardrails, do not lean up against, sit, or stand on guardrails.
- Never use any type of ladder on an elevating lift.
- Never move an elevating lift from one location to another while it is extended.
- Always inspect ladders prior to use and ensure that the right ladder is used for the right job.
- Only non-conductive fiberglass ladders are to be used around potential electrical hazards.

## **Site Management**

Site Management is responsible for:

- acquiring customer site-specific Elevated & Overhead Work Procedures, or developing new work instructions when conditions warrant a change in this procedure at a particular customer location
- supervising all Elevated & Overhead Work conducted by field personnel
- ensuring that all personnel inspect ladders and PPE prior to each use.
- ensuring that the proper PPE is being used for the task
- removing any damaged ladders and PPE from the customer's location and having them sent back for replacement immediately

## **Field Technicians**

Field Technicians are responsible for:

- inspecting all ladders & PPE prior to use
- ensuring that the proper PPE is being used for any designated task

## **Ladder Safety**

Ladders shall be inspected prior to each use. A defective ladder shall never be used and shall be tagged immediately "Damaged-Do Not Use." Site management shall remove the ladder from service. Using ladders with broken and missing rungs, split side rails or other defects is very dangerous and is prohibited.

Always use the appropriate ladder for the right task. Never use a metal or wooden ladder around live electrical equipment. Only approved non-conductive fiberglass ladders shall be used by field personnel to conduct elevated electrical work. In addition, only non-conductive fiberglass ladders shall be used for general purposes at any field location that has live electrical equipment.

All personnel that are in an area where there is the potential injury from overhead work must wear the appropriate head protection.

Some additional guidelines to follow include:

- Do not stand on the top rung of the ladder.
- No more than one person at a time on a portable ladder.
- Stepladders shall not be used as straight ladders.
- Ladders shall be properly positioned to prevent slipping or shall be tied and secured. If this is not possible, have another person brace the ladder.
- The base of extension ladders shall be placed at a distance equal to  $\frac{1}{4}$  of the working length of the ladder.
- The side rails of an extension ladder must extend at least 3 feet above the landing, roof, or platform to provide adequate hand holds.
- Ladders will not be used for purposes that they were not intended for, such as walkways, benches, scaffolding, etc.
- When climbing or descending a ladder, always face the ladder and never lean outside of the rails.
- Do not place ladders inside passageways, doorways, or any other location that may cause accidental movement of the ladder. If work in an aisle is required, mark the area with caution tape and cones prior to beginning any overhead work.

## **Aerial Lifts**

Prior to any elevated work, the area must be barricaded using caution tape or cones.

Elevating platforms with deficiencies or damages must be removed from service immediately, and tagged "Broken, Do Not Use." Only qualified and trained individuals shall make repairs.

Training must consist of hands-on operation of the same type of equipment and shall include the proper Do not modify or alter any elevating platform that was not designed by the manufacturer. Any altered equipment must have written authorization from the manufacturer stating the approved changes.

Full-body harness Fall Protection must be used while operating elevating platforms.

The lanyard attached to the body harness must also be attached to a D-Ring, which must be attached within the vehicle on an approved location. Check the operator's manual for approved tie-off locations within the vehicle.

Fall Protection equipment must be inspected prior to each use

Never move an elevated platform while the lift is extended. Always lower the lift and move to the desired location and resume to the desired height. When leaving a vehicle unattended, make sure the lift is fully lowered, the power is shut off and the keys are removed.

Never use ladders or planks on an elevated platform to get further height.

Climbing, standing or sitting on the platform handrails is not permitted.

Working directly over other personnel is prohibited. In addition, any field personnel working near the overhead work must wear appropriate head protection.