



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817 BOX 1  
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NAVSUPPACTNAPLESINST 5100.12  
N35  
18 Jul 23

NAVSUPPACT NAPLES INSTRUCTION 5100.12

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: FALL PROTECTION PROGRAM MEMORANDUM

Ref: (a) OPNAV M-5100.23H, Navy Safety and Health Program Manual  
(b) DON Fall Protection Guide for Navy and Marine Corps Facilities of July 17  
(c) CNIC M-5100.1, Base Operating Support Safety Manual  
(d) Legislative Decree 81/08, Consolidated Italian Occupational Health and Safe Act  
(e) OPNAVINST 3500.39D, Operational Risk Management

Encl: (1) Fall Protection Compliance Audit Checklist  
(2) Fall Hazard Survey Report for Specific Work Location and Site-Specific Fall Hazard Survey Report Checklist  
(3) Fall Protection and Prevention Plan Sample

1. Purpose. The purpose of this instruction is to establish a command Fall Protection Program, provide policy and requirements for the implementation of the program, and establish procedures on fall protection and fall prevention for U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy personnel working at heights and/or exposed to fall hazards while conducting aircraft maintenance and inspection work.

2. Applicability. This program applies to all NAVSUPPACT military personnel, Department of the Navy (DON) civilian personnel, and local-national employees who are exposed to fall hazards when performing maintenance or inspection work on an elevated, walking, or working surface with unprotected sides, edges, or openings, from which there is a possibility of falling four feet or more to a lower level; or where there is a possibility of a fall from any height onto dangerous equipment, into a hazardous environment, or onto an impalement hazard.

3. Background. Falls from heights are a major cause of injuries and fatalities in the workplace. Reference (a) directs all Navy and Marine Corps ashore activities to establish a managed Fall Protection Program. The nature of aviation maintenance and inspection requires that NAVSUPPACT Naples, Italy personnel work at heights, thereby exposing them to fall hazards.

4. Command Fall Protection Policy. NAVSUPPACT Naples, Italy is committed to provide a safe working environment for its personnel exposed to fall hazards and eliminating preventable mishaps. Ensuring the safety of our personnel is critical to achieving our mission. It is the responsibility of all involved to do their utmost to maintain a safe work environment, so that we can accomplish our tasks without incident. This program is part of an overall Command Safety

Program designed to enhance operational readiness by preventing injury or death of personnel through careful management of material resources. As per reference (a), NAVSUPPACT Naples, Italy may use references (b) and (d) as a guide when creating their own site specific program, plans, and policies.

5. Duties and Responsibilities. NAVSUPPACT Naples, Italy leadership must ensure that all personnel assigned to the Fall Protection Program have the necessary skills, knowledge, training, and expertise to manage, administer, and implement the fall protection program. Furthermore, NAVSUPPACT personnel must take every reasonable precaution to protect themselves and others while working at heights.

a. Command Safety Officer. NAVSUPPACT Naples, Italy Safety Officer must provide oversight of the Command Fall Protection Program.

b. Fall Protection Program Manager (FPPM). The FPPM is a person designated in writing and must:

- (1) Develop and implement the Command Fall Protection Program;
- (2) Manage and coordinate the command's core Fall Protection Program;
- (3) Perform and document reviews, and evaluations of operations, facilities, materials, and equipment affecting fall protection;
- (4) Conduct fall hazard survey and prepare survey report;
- (5) Coordinate workplace and personal fall protection system inspections with the supporting competent person for fall protection.

c. Competent Person for Fall Protection. The competent person support services can be requested from the supporting Regional/local Installation Safety office. Competent person services may be provided by command personnel if they have completed the required training course as described in appendix 13-A of reference (a) and paragraph 6.2 of reference (b). Competent person must:

- (1) Correct or abate identified fall hazards;
- (2) Obtain consulting services from the supporting Regional/local Installation Safety office on technical aspects of the program;
- (3) Coordinate with the supporting Regional/local Installation Safety office to analyze core effectiveness through the annual safety self-assessment process;
- (4) Coordinate core fall protection training for all personnel who are exposed to fall hazards (end-users) and other personnel involved in the program, when applicable.

(5) Coordinate with the supporting Regional/local Installation Safety office any other support described in table 1 of reference (c) required to ensure the proper management of this program.

d. Tenant Commands

(1) Tenant commands must designate Fall Protection Qualified Persons and Fall Protection Competent Persons depending upon the activity size and mission;

(2) Tenant commands may be supported by NAVSUPPACT Naples, Italy Safety Office and qualified persons implementing the program through a written agreement signed by both parties (Base Operating Support Agreement).

e. Supervisors

(1) Ensure all workers performing work for the command are protected from falling to a lower level at all times;

(2) Ensure fall hazard assessments and surveys are complete within his or her area of responsibility;

(3) Ensure all personnel exposed to fall hazards are adequately trained;

(4) Ensure Fall Protection and Prevention (FP&P) plans and rescue plans are adequately prepared and used.

f. End Users

(1) Be familiar with all FP&P prior to initial completion of task;

(2) Verify fall protection gear is inspected at least annually;

(3) Complete required visual inspection of fall protection gear prior to and after each use for possible damage;

(4) Report all suspected damage of fall protection gear to supervisor, or qualified competent person immediately. All fall protection gear suspected of damage must be removed from service, tagged out as unusable, and replaced;

(5) Report all falls or fall arrest equipment activation to the safety office regardless of injury or damage;

(6) Any fall protection equipment that has experienced a fall or activation or suspected of experiencing a fall or activation must be removed from service.

6. Fall-Hazard Prevention and Control. Reference (a) requires each DON activity to survey the workplace to identify potential fall hazards and prepare a “Fall Hazard Survey Report”, enclosure (2). Reference (a) requires a FP&P, prepared by a competent person for fall protection, or by a qualified person for fall protection, as part of a managed Fall Protection Program. The trained FPPM may also prepare the FP&P Plan. The FP&P Plan, enclosure (3), must provide site specific guidance for tasks executed at NAVSUPPACT Naples, Italy. Prior to visiting a site at another U.S. Navy activity, NAVSUPPACT Naples, Italy employees who will be climbing or using ascending equipment different from the equipment addressed in NAVSUPPACT Naples, Italy Fall Hazard Survey Report should review the host activity’s “Fall Hazard Survey”.

7. Fall Protection Training. NAVSUPPACT Naples, Italy personnel who have the potential for exposure to fall hazards and/or those involved in the Fall Protection Program must be trained in fall prevention and fall protection as per requirements in references (a) and (b). A competent person or a vendor who has the knowledge, expertise, and education to deliver the training must train end-users.

a. Initial Training. Command personnel exposed to fall hazards must complete the following training: Fall Hazard Awareness Training. General fall hazard awareness training must be provided by either a competent person for fall protection or by completion of a Navy-approved general fall hazard awareness training, such as the Enterprise Safety Applications Management Systems course 1259 or Fall Protection Program Manager Course (CIN: A-493-0099) and Competent Person Fall Protection (CIN: A-493-0103).

b. Personnel required to climb aircraft must be qualified climbers. Qualified climbers must be trained and knowledgeable regarding those surfaces which are, and are not, able to support a climber; and must observe airframe restrictions. Qualified climbers must rely on experience, proper training, and the use of time-critical risk management as described in reference (e) to minimize the risk of a fall. Training must include:

- (1) Requirement for cranial protection;
- (2) Areas on airframe authorized for use as a step;
- (3) Checking to ensure that steps are cleaned of slippery substances;
- (4) Instruction to maintain three points of control on aircraft at all times.

c. End-users of fall-protection must also undergo “hands-on” training on the specific personal fall-protection system and equipment used at the command. This training must be performed by a competent person for fall protection. End-user training must include training on:

- (1) Safe use of equipment
- (2) Proper application of equipment;

- (3) Equipment limits;
- (4) Estimation of fall distances and clearance requirements;
- (5) Methods of inspection, storage, care, and maintenance;
- (6) Applicable regulations;
- (7) Proper anchoring and tie-off techniques;
- (8) Recognition of fall-hazard deficiencies
- (9) Site specific procedures.

d. Retraining. Retraining in relevant topics must be provided to the end-user and/or qualified climbers when:

- (1) Personnel have been observed using maintenance stands or fall protection equipment in an unsafe manner;
- (2) Personnel have been involved in a mishap or a near-miss incident;
- (3) Personnel have received an evaluation that reveals that he or she is not using the fall protection equipment properly.
- (4) An end-user is assigned a different type of fall protection equipment;
- (5) A condition in the workplace changes in a manner that could affect the safe use of the fall protection equipment that the end-user is to utilize.

e. Refresher training. Personnel exposed to fall hazards must receive periodic awareness and hands-on equipment (when applicable) refresher training as required by references (a) and (b).

8. Inspection, Storage, Care, and Maintenance of Fall Protection Equipment. Command fall protection equipment must comply with the requirements of reference (a); applicable requirements in reference (b); and the manufacturer's requirements for the inspection, storage, care and maintenance of fall protection equipment.

- a. A competent person for fall protection or a competent person for equipment inspection must perform a documented inspection on each piece of fall protection equipment annually using criteria found in reference (b) or appropriate Maintenance Required Card (MRC).
- b. End-users of fall protection must inspect fall protection equipment prior to each use using criteria in reference (b) or appropriate MRC whichever is more stringent.

9. Mishap Reporting. Any fall-from-height experienced by command personnel must be reported to the FPPM or Safety Officer. If a fall results in fall-arrest equipment activation, the event must be reported as a near-miss using the hazard report in reference (c).

10. Program Audits and Evaluation. The FPPM must audit the program annually (at a minimum) as per reference (a). Each command can use The Fall Protection Compliance Audit Check List, enclosure (1), for a self-assessment on the compliance with this program.

11. Rescue Plan. When fall-arrest systems are utilized, the FPPM must coordinate with the supporting competent person for fall protection to create a rescue plan which meets the requirements in reference (b). The rescue plan must then be incorporated into the Command Fall Protection Program.

## 12. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/ Approved%20Record%20Schedules/Forms/ A 11 1 tems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/A111tems.aspx).

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

13. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNA V 52 15/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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**Fall Protection Program Compliance  
Audit Checklist**

<b>OPNAVINST 5100.23 Series, CHAPTER 13, or NAVMC DIR 5100.8, Chapter 18 FALL PROTECTION PROGRAM/AUDIT CHECKLIST COMPLIANCE CHECK LIST For COMMANDS HAVING PERSONNEL PERFORMING WORK AT HEIGHTS, EXPOSED TO FALL-HAZARDS AND USING FP EQUIPMENT</b>		Date of Audit:		
Unit		Command		
Prepared/Audited by (Signature)		Location		
<b>FALL PROTECTION PROGRAM Policy (Par. 1303/18000)</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Does the Command have personnel working at heights, exposed to Fall-Hazards above 4 feet, and using Fall Protection (FP) Equipment?			
	Is there a possibility of a fall from any height onto dangerous equipment, into a hazardous environment, or onto an impalement hazard?			
	Is there any need to deviate from the 4-foot threshold height requirement (5 foot for Shipyard Operations)? Is this deviation approved by the Command Competent Person for Fall Protection?			
	If the answer to the above is <b>yes</b> , a Fall Protection program is required to be established and implemented.			
<b>BASIC PROGRAM REQUIREMENTS (Par. 1304/18003)</b>				
2	Is the Fall Protection program written and approved by the activity safety office?			
3	As an alternate to the written Fall Protection program, is the Activity using the DON Fall Protection guide as their program with Safety Office review and approval? If using the guide as the Activity Fall Protection program, is the site specific fall protection requirements and information included?			
<b>ACTIVITY POLICY (ADDITIONAL REQUIREMENTS) (Par.1305)</b>				

4	Is there a need for the activity to have additional supplementary requirements above and beyond the requirements stated in OPNAVINST 5100.23 Series, Chapter 13?			
<b>DUTIES AND RESPONSIBILITIES (Par.1306/18002)</b>				
5	Did the Command delineate duties and assigned responsibilities for personnel involved in the Fall Protection program, including Program Manager, Competent and Qualified Persons for Fall Protection, in the implementation of a managed Fall Protection program?			
6	Are the assigned personnel trained IAW OPNAVINST 5100.23 Series and have the necessary skills, knowledge and expertise to manage, administer and implement the Fall Protection program safely?			
<b>YS AND ASSESSMENT OF FALL-HAZARDS (Par.1307/18002.b)</b>				
7	Has a survey been conducted for each Fall-Hazard at existing buildings, facilities or structures, and a Fall-Hazard Survey Report prepared?			
8	Was Fall-Hazard analysis performed to determine the risk assessment, hazard severity, and fall mishap probability as per w/OPNAVINST 5100.23, Series, Chapter 12?			
9	Is one or more Fall Protection methods identified in the survey report to eliminate, prevent or control each Fall-Hazard?			
10	Do the surveyed walking/working surfaces have the structural integrity to support the workers safely (e.g., working on roofs or platforms)?			
11	For personnel conducting inspection and investigation work of roof surfaces or inspecting and investigating workplace conditions on roofs (e.g. maintaining mechanical equipment), have they received proper training to conduct the work safely, prior to accessing the roof?  Did the Safety Office approve accessing the roof?			
12	Has the Fall-Hazard survey and assessment been validated annually for comparison purposes?			
<b>FALL PROTECTION AND PREVENTION PLAN (Par. 1304.(a)/18002)</b>				
13	For personnel exposed to Fall-Hazards and using personal fall-protection equipment (not otherwise protected by passive Fall Protection system such as guardrails), has a Site-specific Fall Protection and Prevention Plan been prepared and submitted to the Safety Office for review and approval?  (It is recommended to prepare a generic Fall Protection and prevention plan for non- routine and infrequent tasks [e.g., emergency tasks]).			



The plan must be updated as conditions change, once every six months.				
14	<p>Is the Fall Protection and prevention plan prepared either by the designated competent or Qualified Person for Fall Protection?</p> <p>If the plan includes Fall Protection components or systems requiring direction, supervision, design calculations, or drawings by the Qualified Person for Fall Protection, is the name, qualifications and responsibilities of the Qualified Person must be addressed in the plan.</p>			
15	Does the plan describe in detail the specific practices, equipment, methods and procedures to be used for the protection of workers from falling to a lower level, and the inspection requirements?			
<b>FALL-HAZARD PREVENTION AND CONTROL (Par.1308/18003)</b>				
<b>PREFERRED ORDER OF CONTROL MEASURES (Par. 1308.a/18003)</b>				
16	Have the Fall-Hazards been evaluated to determine the preferred order of control measures for selecting the appropriate Fall Protection method (i.e. elimination, prevention, or control)?			
17	Can Fall-Hazards be eliminated by alternate work methods or changing task(s) or process(s)?			
<b>SELECTION OF FALL PROTECTION MEASURE (Par. 1308.b/18003)</b>				
18	Is the most appropriate Fall Protection method selected, compatible with the type of work being performed?			
<b>STANDARD GUARDRAIL SYSTEMS (Par. 1308.b.(1)/18003)</b>				
19	When guardrails are used, do they comply with the specified requirements for height, strength and minimum material of construction?			
20	<p>When perimeter cables are used at unprotected sides or edges, as a method of attaching a lanyard to the cables and also used as guardrails, do they meet the design requirements for horizontal lifelines?</p> <p>Did the Qualified Person for Fall Protection design the system including anchorages of the horizontal lifeline system?</p>			
<b>SAFETY NET SYSTEM (Par 1308.b.(2)/18003)</b>				
21	Does the safety net installation meet the specified criteria and requirements, including the size of the mesh openings and the strength of the outer rope or webbing?			

22	Has the safety net been tested in a suspended position with 400 pounds test weight immediately after installation and under the supervision of a Qualified Person?			
23	If a safety net was relocated, repaired or left in place for more than 6 months, was it retested in suspension under the supervision of Qualified Person?			
24	Was the inspection of the safety net performed by a Competent Person per manufacturer's instructions and recommendations?			
25	Inspection of safely nets must be performed immediately after installation, weekly thereafter, and following any alteration or repair. Has the inspection been documented?			
<b>COVERS (Par.1308.b.(3)/18003)</b>				
26	If covers are used to cover a hole 2 inches or more in its least dimension, are they capable of withstanding without failure, at least twice the combined weight of the worker, equipment and material that will pass over it?  When temporary covers are used, are they secured in place and clearly marked or color coded?			
<b>WORK PLATFORMS (Par. 1308.b.(4)/18003)</b>				
27	When working from elevated work platform, is the platform equipped with guardrail or other Fall Protection system? Is the work platform maintained properly?			
<b>ACTIVE FALL PROTECTION SYSTEM [1308.b.(5)/18003]</b>				
<b>PERSONAL FALL ARREST SYSTEMS [Par. 1308.b.(5).(a)/18003]</b>				
28	Do all personal fall arrest systems and equipment used meet ANSI/ASSE Z359 Fall Protection Code/Product Standards?			
29	When selecting personal Fall arrest system, is the free-fall distance, total fall distance, available and required clearances taken into consideration?			
30	Do the snaphooks and carabiners used meet ANSI Z359.12 standard?  (Snaphooks and carabiners meeting ANSI Z359.1-1992(R1999) must not be used.)			
31	For workers having body weight outside the capacity range of 130-310 lbs. and using Personal Fall Protection equipment, is it permitted in writing by the manufacturer?			

32	<p>If it is necessary to increase the free-fall distance beyond 6 feet (e.g. Tying at the feet level) and limiting the maximum arresting force on the body under 1,800 lbs., is the Qualified Person for Fall Protection making this determination?</p> <p>There are two types of energy absorbing lanyards, the 6 ft. free fall and 12 ft. free fall. When the tie off point is located above the dorsal D-ring use the 6 ft. free fall energy-absorbing single or “Y” lanyards. When the tie-off point is located below the dorsal D- ring, use the 12 ft. free-fall energy absorbing single or “Y” lanyards.</p>			
33	<p>If the sternal D-ring attachment point on the full body harness (located at the sternum) is used as an alternate fall arrest attachment in applications where the dorsal attachment is determined to be inappropriate by the competent person for fall protection and where there is no chance to fall in a direction other than the feet first?</p>			
	<p>For fall-arrest, is the worker exposed to a free-fall distance of less than two feet?</p>			
34	<p>Is the proper Self Retracting Device (SRD) selected and used, taking into consideration if the equipment is used in a horizontal or vertical application?</p> <p>There are four types of manufactured SRDs, self-retracting lanyard (SRL) used only in vertical applications, SRL with leading edge Capability used in vertical and horizontal applications, SRL for rescue and a hybrid component of any two of the above SRDs.</p>			
35	<p>When using “Y” lanyard for 100% tie-off, does the joint between the two legs of the lanyard withstand a force of 5,000 lbs.?</p>			
36	<p>The unused leg of the “Y” lanyard must not be attached to any part of the harness, except to attachment points specifically designated by the manufacturer. Has the manufacturer of the equipment designate such attachment points (Full body Harness must be equipped with at least one Lanyard Parking Attachment Element)?</p>			
<b>RESTRAINT SYSTEM [Par. 1308.b.(5)( b)/18003]</b>				
37	<p>In a restraint system, the end user must be using a full body harness and the proper length of the lanyard. Does the lanyard used have the proper length to prevent the worker from reaching the unprotected side or edge?</p> <p>When using a restraint system, is the lanyard length short enough (or adjustable) to prevent a worker from being exposed to a Fall-Hazard?</p>			

37	In a restraint system, the end user must be using a full body harness and the proper length of the lanyard. Does the lanyard used have the proper length to prevent the worker from reaching the unprotected side or edge?			
	When using a restraint system, is the lanyard length short enough (or adjustable) to prevent a worker from being exposed to a Fall-Hazard?			
<b>POSITIONING SYSTEM [Par. 1308.b.(6)/18003]</b>				
38	When using a positioning system, is the worker using a separate system (secondary system) that provides back-up protection from a fall?			
	When using a positioning system, is the lanyard length short enough (or adjustable) to prevent a worker from being exposed to a fall more than two feet?			
<b>CLIMBING LADDER FALL ARREST SYSTEM [Par. 1308.b.(7)]</b>				
39	When using climbing-ladder FA System for ascending or descending on fixed ladders, is the distance between the connection point of the body harness and the rail or cable 9 inches long?			
	Will the system stop the fall within two feet from the onset of a fall?			
	Prior to installation, has the ladder (to which the climbing device will be attached) been designed to withstand the forces generated by the fall of the climber?			
<b>OTHER ENGINEERED FALL PROTECTION SYSTEM [Par. 1308.b.(8)]</b>				
40	Are commercially available engineered/integrated Fall Protection systems designed, installed, certified and used only under the supervision of QP and used per manufacturer instructions and recommendations?			
	Did the CP may (if deemed appropriate by a QP), supervise the assembly, disassembly, use and inspection of the engineered system, under the direction of the QP and the design included drawings, required clearance, instructions on proper installation, use and inspection requirements?			
<b>PERSONAL FALL PROTECTION1 EQUIPMENT SELECTION CRITERIA (Par. 1309/1802)</b>				
41	Does the selected personal fall protection equipment meet the latest ANSI Z359 Fall Protection Code/Standards?  <b>(Any equipment meeting ANSI A10.14 and ANSI Z359.1 1992(R1999) must not be used)</b>  Electrically rated harnesses must meet ASTM F887 Standard.			

42	Can the manufacturer of the selected equipment substantiate thru Third-Party Testing Laboratories, Witness Testing by a Professional Engineer, or Manufacturer Self- Certification Testing, that the equipment meets ANSI Z359 Fall Protection Code/Standards and/or designed, selected and approved by the Qualified Person for Fall Protection?			
<b>TRAINING (Par. 1310/18004)</b>				
43	Does the Is Fall Protection training for all personnel involved in the Fall Protection program comply with OPNAVINST 5100.23, Appendix 13-A, DON Fall Protection Guide and ANSI Z359.2 Standard?			
44	Are workers trained by a Competent Person for Fall Protection who is qualified to deliver the training on the safe use of Fall Protection and rescue equipment, including hands-on and practical demonstrations and as per requirements in Appendix 13-A of OPNAVINST 5100.23?			
45	Did the assigned Competent and Qualified Persons for Fall Protection receive adequate training IAW Appendix 13-A of OPNAVINST 5100.23?			
46	Did other personnel involved in the Fall Protection program receive adequate training as required by the Fall Protection Program Manager?			
47	Has the above training been documented and verified with a certificate of training?			
48	Did end-users receive refresher/update training on the safe use of Fall Protection equipment once every two years?			
	Did the Competent Person for Fall Protection receive refresher/update training to stay current with the Fall Protection and educational requirements once every two years?			
	Did other personnel involved in the Fall Protection program receive recommended or required refresher/update training as specified in Appendix 13-A and ANSI Z359.2 standard?			
<b>ANCHORAGES FOR PERSONAL FALL PROTECTION EQUIPMENT (Par. 1311/18003)</b>				
49	For certified fall arrest anchorages selected/identified and designed by a Qualified Person for Fall Protection, are they capable of supporting at least twice the maximum arresting force?			
	For non-certified fall-arrest anchorages selected by a Competent Person for Fall Protection, are they capable of supporting a minimum force of 5,000 pounds per person attached?			

50	For non-certified restraint anchorages selected by a Competent Person for Fall Protection, are they capable of supporting 1,000 pounds per employee attached?			
	For non-certified positioning, climbing ladder fall-arrest system and rescue anchorages selected by a Competent Person for Fall Protection, are they capable of supporting 3,000 pounds per employee attached?			
	For Certified restraint, positioning and climbing ladder fall-arrest system anchorages, are they selected, identified and designed by a Qualified Person for Fall Protection, meeting the requirement of two times the foreseeable force on the worker?			
	If needed, are certified anchorages for assisted rescue and self-rescue designed for 5 times the intended loading by a qualified person?			
51	Are the certified horizontal lifeline anchorages designed by a registered professional engineer with experience in designing HLL systems; or designed by a Qualified Person for Fall Protection who has appropriate knowledge, training and experience?  Non-certified anchorages are not permitted for HLL System.			
<b>RESCUE PLAN AND PROCEDURES (Par. 1312/18002)</b>				
52	For personnel working at heights and using fall-arrest equipment, has a site-specific Fall-hazard rescue plan and procedures been prepared and maintained at the work location?			
53	If self-rescue or assisted-rescue are the planned methods to be used during rescue, did the personnel conducting rescue receive adequate training?			
54	If required, are independent anchorages for rescue identified and selected?			
55	If the method of rescue will be conducted by the jurisdictional public and Government-emergency response agencies, has a pre-incident plan been developed?			
<b>INSPECTION OF PERSONAL FALL PROTECTION EQUIPMENT (Par. 1313/18002)</b>				
56	Have procedures been established for inspection, storage, care and maintenance of the equipment IAW manufacturer's instructions and recommendations or 3-M maintenance system, whichever is more stringent?			
57	Does the Competent Person for Fall Protection inspect the Fall Protection equipment at least annually and w/documentation?  It is recommended the CP inspect the equipment semi-annually.			
58	Does the end-user inspect the equipment prior to each use?			
59	Is the equipment stored, cared for and maintained IAW References 13-1, 13-5 and with manufacturer instructions and recommendations?			

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<b>FALLS FROM HEIGHTS MISHAP REPORTING (Par. 1314/MCO P5102.series)</b>				
60	Are falls-from-heights mishaps reported as per the reporting criteria of OPNAVINST 5102.1D/MCO P5102 (series)?			
<b>EVALUATION OF PROGRAM EFFECTIVENESS (Par. 1315)</b>				
61	Are procedures in place to audit and evaluate the Fall Protection program, at least once every two years IAW reference 13-1?			

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## Fall-Hazard Survey Report for Specific Work Location

### General information

Activity/Command: \_\_\_\_\_ Page: # \_\_\_\_\_

Building/Facility: # \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Work Area: \_\_\_\_\_

Survey Conducted by: \_\_\_\_\_

Accompanied by: \_\_\_\_\_

### Survey Data

- Fall-Hazard Zone and Type (Description): \_\_\_\_\_
- Work Location: \_\_\_\_\_
- Personnel interviewed: \_\_\_\_\_
- Applicable regulations/Standards: \_\_\_\_\_
- Type of work performed: \_\_\_\_\_
- How close is the person to the Fall-Hazard? : \_\_\_\_\_
- Location and distance to obstructions: \_\_\_\_\_
- Suggested anchorage location, if Fall-Hazard cannot be eliminated or prevented:  
\_\_\_\_\_
- Available clearance and total fall distance: \_\_\_\_\_
- Number of personnel exposed to Fall-Hazard: \_\_\_\_\_
- Frequency and duration of exposure: \_\_\_\_\_
- Exposure rating: High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_
- Potential severity of a fall: \_\_\_\_\_
- Any obstructions in the potential fall path: \_\_\_\_\_



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- Access or egress to Fall-Hazard area: \_\_\_\_\_
- Condition of floor or other surfaces: \_\_\_\_\_
- Review any mishap reports at the facility: \_\_\_\_\_
- Any chance of slips trips and same level falls: Yes \_\_\_\_\_ No \_\_\_\_\_
- Lock-Out/Tag-Out hazard: \_\_\_\_\_
- Floor/surface condition: \_\_\_\_\_
- Identify the presence of:
  - Hot objects: \_\_\_\_\_
  - Sparks: \_\_\_\_\_
  - Flames: \_\_\_\_\_
  - Heat producing objects: \_\_\_\_\_
  - Any electrical/Chemical/RF Transmitter hazards: \_\_\_\_\_
  - Sharp objects: \_\_\_\_\_
  - Abrasive surfaces: \_\_\_\_\_
  - Any moving equipment in the area: \_\_\_\_\_
  - Impact of weather factors: \_\_\_\_\_
  - Other maintenance work environment/issues: \_\_\_\_\_

• Suggested Fall Protection Solutions:

Select two of the following probable solutions:

- Guardrails: \_\_\_\_\_
- Safety nets: \_\_\_\_\_
- Fall-arrest system: \_\_\_\_\_
- Travel Restraint system: \_\_\_\_\_
- Work positioning system: \_\_\_\_\_
- Horizontal lifeline system/Single anchor vertical lifeline: \_\_\_\_\_
- Aerial lift equipment/work platforms: \_\_\_\_\_
- Warning line system/Designated Area Method: \_\_\_\_\_
- Climbing Ladder Fall-Arrest System: \_\_\_\_\_
- Raising/lowering devices: \_\_\_\_\_
- Covers: \_\_\_\_\_

If fall-arrest/restraint/work positioning/Horizontal lifeline/Single Anchor Vertical Lifeline system is selected:

- Anchorage(s) location (if any): \_\_\_\_\_
- Can rescue be performed if required: \_\_\_\_\_

- Type of rescue: \_\_\_\_\_
- Any potential swing Fall-Hazards: \_\_\_\_\_
- Is the end-user properly trained: Yes \_\_\_\_\_ No \_\_\_\_\_
- Other factors: \_\_\_\_\_

- Fall-Hazard assessment per OPNAVINST M-5100.23H:

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- Any additional information:

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- Drawings/Sketches/Photos:

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- Prepared by:

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- Approved by:

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## Site-Specific Fall Hazard Survey Report Checklist

<u>GENERAL INFORMATION</u>					
<b>Activity/Command:</b>			<b>Date:</b>		
<b>Building/Facility #:</b>			<b>Work Area:</b>		
<b>Survey Conducted By:</b>			<b>Approved By:</b>		
<b>Fall-Hazard # (1, 2, 3, etc.)</b>		<b>FP Program Manager or Competent Person:</b>			
<u>SURVEY INFORMATION</u>					
Major Fall-Hazard Zone or Type:		Work Location:			
Personnel Interviewed:	1.	Guiding Regs:			
	2.	Work Type:			
	3.				
Distance of Personnel from Fall-Hazard (Ft):		Location or Distance to Obstructions (Ft)?			
Suggested Anchorage(s) (if fall-arrest system utilized):					
Distance to Ground Below (Ft):		Number of Personnel Exposed to Fall- Hazard:			
Frequency/Duration of Fall Exposure:	/	Exposure Risk:			
Potential Severity of Fall:		Obstructions in Fall Path:			
Access or Egress to Fall-Hazard Area (i.e. ladder, AWP, Stairs, etc.)		Condition of Floor/Other Surfaces:			
Historical Fall Mishaps at the Facility?				Lock Out/Tag Out Hazard?	
Is There a Risk of the Following?		Suggested Fall Protection Solutions			
Hot Objects:		Guardrails			
Sparks:		FA Type:	Horizontal Life-Line		
			Portable System		
Flames:			Overhead Beam Strap		
			Self-Retracting Lanyard		
		Energy Absorbing Lanyard			
Chemical Hazards:		Maintenance Stand or work platforms			
Electrical Hazards:		Restraint System			
Sharp Objects:		Positioning System			
Abrasive Surfaces:		Aerial Lift/Work Platforms			
Weather Factor:		Horizontal or Single Anchor Vertical Lifeline System			
Other risk Factors:		Other FP methods			
Anchorage(s) Locations (if Applicable)					
Can Rescue Be Performed if Required?				Type of Rescue:	
Is there a rescue plan prepared?				Explain Other:	
Are End-users Trained on Fall-arrest Systems?				Do Swing Fall-Hazards Exist?	
Additional Information					

## Fall Protection and Prevention Plan

Activity/Command: \_\_\_\_\_

Building/Facility: # \_\_\_\_\_

Department: \_\_\_\_\_

Work Area/Location: \_\_\_\_\_

Plan Prepared by: \_\_\_\_\_

Date Prepared on: \_\_\_\_\_

Date Modified: \_\_\_\_\_

Plan implemented by: \_\_\_\_\_

Task/Work Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of personnel exposed to Fall-Hazards: \_\_\_\_\_

Description of the Fall Protection system to be used: \_\_\_\_\_

Training Requirements: \_\_\_\_\_

Anchorage Location and type: \_\_\_\_\_

Anchorage Strength: \_\_\_\_\_

Certified/Non-Certified Anchorage(s): \_\_\_\_\_

Describe the rest of the system used: \_\_\_\_\_

Describe the set up procedure for access to work location:

Instructions for:

Assembly: \_\_\_\_\_

Use: \_\_\_\_\_

Disassembly: \_\_\_\_\_

Inspection Care and Maintenance: \_\_\_\_\_

Available and required clearance: \_\_\_\_\_

Free-fall Distance: \_\_\_\_\_

Total Fall Distance: \_\_\_\_\_

Number of personnel using the system: \_\_\_\_\_

System Limitation: \_\_\_\_\_

Equipment Inspection Procedure and Intervals: \_\_\_\_\_

Design of the system (if required):

\_\_\_\_\_  
\_\_\_\_\_

Manufacturer's standards/drawings including instructions and recommendations:

Any other info: \_\_\_\_\_

Include rescue plan and procedures: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

SAMPLE