Table of Contents

I. Purpose and Scope ............................................................................................................. 3

II. Goals .......................................................................................................................... 3

III. References .................................................................................................................. 3

IV. Definitions .................................................................................................................. 3

V. Types of Fall Protection Systems ................................................................................. 5

VI. Fall Protection Locations ........................................................................................... 6

VII. Fall Protection Guidelines – Options ........................................................................ 6

VIII. Inspection of Fall Protection Systems ..................................................................... 7

A) Full Body Harnesses ...................................................................................................... 7

B) Self-Retracting Lanyards ............................................................................................... 8

C) Snaphooks ................................................................................................................... 9

D) Tie-off Anchorages ....................................................................................................... 9

E) Elevating Man Lift ....................................................................................................... 10

F) Guardrails .................................................................................................................. 10

IX. Storage and Maintenance of Fall Protection Equipment ........................................... 10

X. Personal Protective Equipment .................................................................................. 10

XI. Training ..................................................................................................................... 11

XII. Enforcement ............................................................................................................. 11

XIII. Rescue Procedures .................................................................................................. 12

XIV. Fall Investigation ...................................................................................................... 13

XV. Contractors and Student Non-Employees ................................................................. 13

XVI. Program Evaluation ................................................................................................. 14
Table of Contents (Continued)

Appendix 1 – Contract Addendum Use of Fall Protection ......................................................15
   Exhibit A to Contract Addendum:
   Acknowledgement & Assumption of Risks & Release .............................................17
Appendix 2 - Full Body Harness Annual Inspection Checklist .................................................19
Appendix 3 – Self-Retracting Lanyard Annual Inspection Checklist .......................................20
Appendix 4 – Safety Training Record ...............................................................................21
Theater Department Fall Protection Program

I. Purpose and Scope

The purpose of this Fall Protection Program is to establish guidelines to protect all students, staff, and employees engaged in activities that expose them to potential falls from elevations. Additionally, the scope of this fall protection program also includes all maintenance, custodial employees and contractors who may engage in work activities in the Vasey Hall Theater. It applies particularly to those employees, students and other users whose work activities expose them to potential falls from elevations at heights of 4 feet or more.

II. Goals

The goal of this Fall Protection Program is to prevent the occurrence of falls from elevations of 4 feet or higher. This goal will be accomplished through effective education, engineering and administrative controls, use of fall protection systems, and enforcement of the program.

III. References

- Occupational Safety and Health Administration, 29 CFR 1926, subpart M
- Occupational Safety and Health Administration, 29 CFR1910.66, Appendix C
- American National Standards Institute Z 359.1

IV. Definitions

**Anchor Point:** A secure point of attachment for lifelines, lanyards, or deceleration devices. An anchor point must be capable of supporting at least 5000 pounds (3600 pounds if engineered/certified by a qualified person) per person and must be independent of any anchorage being used to support or suspend platforms.

**Authorized Person:** A person trained and assigned by supervision to perform a specific type of duty or duties or to be at a specific location or job site (ex., hanging lights, building maintenance, repair, etc.).

**Competent Person:** A person trained to identify existing and predictable hazards in the surroundings or working conditions, which are hazardous or dangerous to employees, students and other users. A person who has the authorization to take prompt corrective action to eliminate such hazards.

**Connector:** A device which is used to couple (connect) parts of the personal fall arrest system together.
### Deceleration Device
Any mechanism, such as a rope grab, rip-stitch lanyard, a specially woven lanyard, tearing or deforming lanyard, automatic self-retracting lifeline/lanyard, etc., which serves to dissipate a substantial amount of energy during a fall arrest.

### Deceleration Distance
The additional vertical distance a falling employee travels excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of a user’s body harness attachment point at the moment of activation of the deceleration device during a fall, and the location of that attachment point after the user comes to a full stop.

### Free Fall
The act of falling before a personal fall arrest system begins to apply force to arrest the fall.

### Free Fall Distance
The vertical displacement of the fall arrest attachment point on the user’s body harness between the onset of the fall and just before the system begins to apply force to arrest the fall. **Free fall distance must not exceed 6 feet.** This distance excludes deceleration distance and lifeline/lanyard elongation distance.

### Full Body Harness
Webbing/straps which are secured about a user’s body in a manner that will distribute the fall arrest forces over the thighs, pelvis, waist, chest and shoulders; having means for attaching it to other components of a personal fall arrest system, preferably at the shoulders and/or middle of the back.

### Guardrail System
A barrier erected to prevent employees from falling to lower levels. This system includes a toeboard, midrail and toprail able to withstand 200 pounds of force applied in any direction.

### Lanyard
A flexible line of rope or strap that has self-locking snap hook connectors at each end for connecting to body harnesses, deceleration devices, and anchor points.

### Lifeline
A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline). This serves as a means for connecting other components of a personal fall arrest system to the anchorage.

### Personal Fall Arrest System
A system used to arrest (catch) a user in a fall from a working level. It consists of an anchorage location, connectors, a body harness, and may include a lanyard, deceleration device, lifeline, or any combination of the before-mentioned items.

### Qualified Person
An individual, who by possession of a recognized degree, certificate, or professional standing or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, work, or project.
Rope Grab: A deceleration device, which travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest the fall of an employee.

Snaphook: A connector comprised of a hook-shaped member with a closed keeper which may be opened to permit the hook to receive an object and when released, automatically closes to retain the object. Snaphooks must be self-closing with a self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection, thus preventing the opportunity for the object to “rollout” of the snaphook.

Toeboard: A low protective barrier that will prevent the fall of materials and equipment to lower levels, usually 4 inches or greater in height.

Total Fall Distance: The maximum vertical change in distance from the bottom of an individual’s feet at the onset of a fall, to the position of the feet after the fall is arrested. This includes the free fall distance and the deceleration distance.

Unprotected Sides and Edges: Any side or edge of a walking or working surface (e.g., floor, ramp, runway, etc.) where there is no guardrail at least 42 inches high.

V. Types of Fall Protection Systems

1) Scaffolding equipped with the mandated guardrail.
2) Guardrail with a toeboard, midrail and toprail.
3) Personal fall arrest systems.
   - Anchor points (rated at 5000 pounds per person).
   - Full body harness.
   - Restraint line or lanyard.
   - Retractable lanyard.
   - Connectors (self-locking snaphooks).

Appropriate fall protection will be determined by the task (job) to be performed.
VI. Fall Protection Locations

Fall protection is required wherever the potential to fall 4 feet or more exists. The Theater Production Manager in consultation with the Office of Environmental Health & Safety has identified the following places where fall protection must be utilized:

1) All interior equipment platforms, catwalks, elevating lifts and scaffolds.  
2) All mezzanine and balcony edges.  
3) All tasks requiring use of scaffolds or elevating man lifts.  
4) All tasks requiring users to lean outside the vertical rails of ladders (i.e., painting, carpentry, light hanging, etc.).  
5) Any task performed from a ladder in which three point contact cannot be maintained.  
6) Scaffolding erection – 10 feet in height or greater.

VII. Fall Protection Guidelines – Options

A. Engineering Controls

This should always be the first option for selection whenever possible. An engineering control could include, but is not limited to, a computer controlled light system that eliminates hanging/wiring lights for each production.

B. Guardrails

On all projects, only guardrails made from steel, wood, and wire rope will be acceptable. All guardrail systems will comply with the current OSHA standards (i.e., contain a 42” high toprail, a midrail and toeboard, which can withstand 200 pounds of force in any direction).

C. Personal Fall Protection Systems

All employees, students and other users working on any project that requires the use of personal fall arrest or restraint system must complete the training mandated in Section XI of this program, and follow these guidelines:

1) A full body harness must be used at all times.  
2) Only retractable lanyards may be used so as to keep impact forces at a minimum on the body.  
3) Only nylon rope or nylon straps with locking snaphooks are to be used for restraints.  
4) All lanyards will have self-locking snaphooks.
Villanova University  
Department of Environmental Health and Safety  
Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Subject</th>
<th>Fall Protection Plan</th>
<th>Number: S37</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vasey Theater</td>
<td>Effective: 5-1-14</td>
</tr>
</tbody>
</table>

5) The user must inspect all personal fall arrest equipment before each use. Any deteriorated, bent, damaged, impacted item or harness showing excessive wear must be removed from service.

**D: Fall Arrest Equipment Use**

1) The buddy system applies – working alone in any application that requires fall protection or any device that elevates a worker to a height greater than 4 feet is strictly prohibited.
2) A pole has been provided to extract the lanyard from the Self-Retracting Lanyard (SRL) housing. Hook the lanyard, pull it down to your level and hook the snap hook into the D ring on the back of the harness.
3) The SRL should be directly overhead at all times to prevent the pendulum swing effect.
4) When moving from one SRL to another SRL always come down the ladder onto the floor and unhook. Retrieve the other SRL by using the pole. Hook to the next SRL and return to the desired work location.

   Note: The **ONLY** exception to this is when an additional SRL needs to be hooked into a trolley. Retrieve the closest SRL by using the pole. Hook into the SRL, go up the ladder to install the additional SRL. This one exception is made to provide 100% fall protection.

5) To prevent electrical shock, always inspect lights and wiring for any exposed wires and torn, frayed or damaged insulation. Inspection of the lights to be hung should always be done on the ground before hoisting them to installation height to prevent shock while working at a height.

**VIII. Inspection of Fall Protection Systems**

The following criteria will be utilized to maintain all equipment in good working condition:

**A. Full Body Harnesses**

1) The user shall inspect before each use.
   - Closely examine all of the nylon webbing to ensure there are no burn marks, which could weaken the material.
   - Verify there are no torn, frayed or broken fibers, pulled stitches, or frayed edges anywhere on the harness.
   - Examine the D-ring for excessive wear, pits, deterioration, or cracks.
   - Verify that buckles are not deformed, or cracked, and that they operate correctly.
Villanova University
Department of Environmental Health and Safety
Policy and Procedure Manual

Subject       Fall Protection Plan
Vasey Theater

Number:     S37
Effective:  5-1-14

• Check to see that each grommet (if present) is secure and not deformed from abuse or a fall.
• The harness should never have additional punched holes.
• All rivets should be tight and not deformed.
• Check tongue/straps for excessive wear from repeated buckling.

2) Not later than June 30, 2015, and annually thereafter, a competent person will complete an inspection of all harnesses and documentation will be maintained by the Theater Department Technical Director for three years. Duplicate Appendix 2 to record the inspection of multiple harnesses.

3) In addition to the inspection documentation required by Appendix 2, the annual inspection shall be noted on the tag located on the right vertical strap of the harness using a permanent ink marker.

4) At the end of 10 consecutive inspection cycles (10 years) the harness shall be removed from service and replaced. The harness shall be removed from service earlier than the 10 consecutive inspection cycles if damaged.

5) Storage will consist of hanging in an enclosed cabinet, to protect from damage.

6) All harnesses that are involved in a fall must be removed from service and returned to the manufacturer.

B. Self-Retracting Lanyards (SRL)

1) The user shall inspect before each use.
   • Visually inspect the body to ensure there is no physical damage to the body.
   • Make sure all nuts and rivets are tight.
   • Make sure the entire length of the nylon strap/wire rope is free from any cuts, burns, abrasions, kinks, knots, broken stitches/strands, excessive wear and retracts freely.
   • Test the unit by pulling sharply on the lanyard/lifeline to verify that the locking mechanism is operating correctly.
   • Verify that the coil pin securing the swivel is fully inserted in the SRL housing and the fastening screw is secure.
   • Verify that all required labels are present and fully legible.

2) Not later than June 30, 2015, and annually thereafter, a competent person will complete an inspection of all SRLs and documentation will be maintained by the Theater Department Technical Director for three years. Duplicate Appendix 3 to record the inspection of multiple SRLs.
Villanova University
Department of Environmental Health and Safety
Policy and Procedure Manual

Subject: Fall Protection Plan
Vasey Theater

Number: S37
Effective: 5-1-14

3) In addition to the inspection documentation required by Appendix 3, the annual inspection shall be noted on the housing of the unit using a permanent ink marker.

4) At the end of 5 consecutive inspection cycles (5 years) the Self-Retracting Lanyard shall be removed from service and returned to the manufacturer for re-certification. The Self-Retracting Lanyard shall be removed from service earlier than the 5 consecutive inspection cycles if damaged.

5) All self-retracting lanyards involved in a fall must be removed from service and returned to the manufacturer.

C. Snaphooks

1) The user shall inspect before each use.

   - Inspect snaphook for any hook and eye distortions.
   - Verify there are no cracks or pitted surfaces.
   - The keeper latch should not be bent, distorted, or obstructed.
   - Verify that the keeper latch seats into the nose without binding.
   - Verify that the keeper spring securely closes the keeper latch.
   - Test the locking mechanism to verify that the keeper latch locks properly.

2) All snaphooks involved in a fall must be removed from service and returned to the manufacturer.

D. Tie-Off Anchorages

1) Inspect for integrity and attachment to solid surface.

2) Not later than June 30, 2015, and annually thereafter, the Theater Production Manager shall arrange for a competent vendor to complete an inspection of all ceiling fixed rails and trolleys. Documentation will be maintained by the Theater Department Technical Director for three years. The vendor shall provide written re-certification of the rails and trolleys.

3) Any ceiling rail which has been subjected to a fall incident shall be removed from service until recertified by a competent person.
E. Elevating Man Lift

1) The user shall inspect the lift before each use in accordance with the manufacturer’s placard on the unit.
2) Facilities shall insure the unit is inspected/serviced per manufacturer guidelines annually.

F. Guardrails

1) Temporary systems – The Theater Department Technical Director shall conduct a daily visual inspection of the system.
2) Temporary systems – The Theater Department Technical Director shall conduct a weekly structural inspection.
3) Permanent systems – Annual structural inspections will be completed by a competent person designated by the Theater Department Technical Director.

IX. Storage and Maintenance of Fall Protection Equipment

1) Never store the personal fall arrest equipment in the bottom of a toolbox, on the ground, or outdoors exposed to the elements (i.e., sun, rain, snow, etc.).
2) Hang equipment in a cool, dry location in a manner that retains its shape.
3) Always follow manufacturer recommendations for inspections.
4) Clean with a mild, nonabrasive soap and hang to dry.
5) Never force dry or use strong detergents in cleaning.
6) Never store equipment near excessive heat, chemicals, moisture, or sunlight.
7) Never store in an area with exposures to fumes or corrosive elements.
8) Avoid dirt or other types of build-up on equipment.
9) Never use this equipment for any purpose other than personal fall arrest.
10) Once exposed to a fall, remove equipment from service immediately.

X. Personal Protective Equipment

Employees, students and other users performing a task in which a hazard exists that cannot otherwise be mitigated shall be trained in the use of and must wear the Personal Protective Equipment required by Table I. Villanova University personnel are not permitted to use contractor personal protective equipment; in addition, contractors’ employees are prohibited from using Villanova University’s Personal Protective Equipment.
The Theater Technical Director shall determine the additional Personal Protective Equipment required to Table I and assure its use.

### Table I.
**Personal Protective Equipment**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Exposure to dust, projectiles or flying objects.</td>
</tr>
<tr>
<td></td>
<td>Safety glasses with side shields.</td>
</tr>
<tr>
<td>2</td>
<td>Exposure to objects with the capability to cut or abrade.</td>
</tr>
<tr>
<td></td>
<td>Appropriate protective gloves.</td>
</tr>
<tr>
<td>3</td>
<td>Strike against/falling objects/electric shock.</td>
</tr>
<tr>
<td></td>
<td>Standard Class B visor brim hard hat.</td>
</tr>
<tr>
<td>4</td>
<td>Fall from height.</td>
</tr>
<tr>
<td></td>
<td>Full body harness attached to a self-retracting lanyard.</td>
</tr>
</tbody>
</table>

**XI. Training** – The Theater Department shall document the attendance of all trainees (see Appendix 4) and retain records for three years.

Prior to engaging in any activity requiring the use of a fall arrest systems, all employees, students and other users exposed to a potential fall from height will be trained and have the knowledge to:

1) Recognize the fall hazards of/on their job sites.
2) Understand the hazards associated with working near fall hazards.
3) Work safely in hazardous areas by utilizing appropriate fall protection measures.
4) Understand and follow all components of this fall protection program.
5) Identify and understand the enforceable OSHA standards and ANSI standards that pertain to fall protection.
6) Recognize the need for and comply with the personal protective equipment required in Table I.
7) Inspect the equipment in accordance with program requirements.

**XII. Enforcement**

1) All employees, students and other users who fail to adhere to the provision of this program are subject to disciplinary action.
2) Documentation of any violations by employees will be kept in the employee’s personnel file and the Office of Environmental Health & Safety.
XIII. Rescue Procedures

A. Rescue Methods/Options of Fallen Personnel

At the beginning of any work activity where fall protection is an issue, rescue plans must be identified and discussed with all employees, students and other users in case of a fall.

In the unlikely event that a fall arrest occurs on-site, self-rescue would be the first line of recovery. A co-worker should first notify Public Safety of the emergency by dialing 4444 or 610-519-4444. After emergency notification, move a stable ladder or scaffold into position to allow the disabled worker to self-rescue. If assisted self-rescue is not a viable option, the services of the Bryn Maw Fire Department will be utilized.

Any employee, student or other user involved in a fall arrest or fall will be sent immediately for a medical evaluation to determine the extent of injuries, if any.

B. Communication Issues

In the event of a fall, the most knowledgeable student or co-worker is responsible for notifying the following individuals and/or departments.

1) Public Safety Department Dispatcher at 4444. If necessary, Public Safety will request assistance from the Bryn Mawr Fire Department.
2) Production Manager, Parris Bradley at 9-4762 or 484-437-9276.
3) Technical Director, Rajiv Shah at 9-4762 or 267-408-3590.
4) The Facilities Work Control Coordinator at 9-7893.
5) Director, Environ. Health & Safety Dept., Alice Lenthe at 9-7838 or 610-316-2180.
6) Business Manager, Villanova Theater at 9-4897.

C. Equipment Safety

Remove all components of the fall arrest system involved in the incident from service and document (bag and tag) with the name, date, and activity at the time of the fall. Return the components to the manufacturer for re-certification, or disposal.
Not later than June 30, 2016, and bi-annually thereafter, the Theater Department Technical Director shall arrange to conduct rescue procedure retraining. Documentation of this training shall be retained for three years.

XIV. Fall Investigation

All fall investigations will be conducted by the employees’ or students’ immediate supervisor in conjunction with the office of Environmental Health and Safety.

The following documentation will be completed as part of the fall investigation:
1) Interviews with co-workers and witnesses.
2) Employee injury/accident report.
3) Supervisor injury/accident report.

Copies of the accident reports must be sent to the Director of Insurance & Risk Management and the Theater Department Business Manager.

XV. Contractors and Student Non-Employees Use of Fall Arrest System

All outside contractors working in or on the premises of Villanova University will be required to follow the guidelines set forth in this Fall Protection Program. Contractors in the pre-job meeting will be informed of these requirements by the Theater Technical Director as well as the on-site work rules that apply. Contractors are required to provide the PPE mandated by Table I, (see page 11).

Contractors or their subcontractors are prohibited from performing any tasks requiring the use of fall arrest equipment unless their organization has executed an addendum to their contract with Villanova University in the form of Appendix 1, attached hereto, and provided Villanova University’s Director of Insurance and Risk Management with a certificate of insurance naming Villanova University as an additional insured and evidencing their general liability, automobile liability and workers compensation insurance coverage. In addition, prior to any such use, employees of such contractors, or their subcontractors, must provide proof of acceptable current fall protection training and execute the Release attached hereto as Exhibit A to Appendix 1. These documents must be retained by the Theater Department Business Manager for a period of three (3) years after such use.
Student Non-Employees must execute the Release attached hereto as Exhibit A to Appendix 1. These documents must be retained by the Theater Department Business Manager for a period of three (3) years after such use.

**XVI. Program Evaluation**

This Fall Protection Program will be jointly evaluated periodically by the Theater Technical Director, and the Department of Environmental Health and Safety to determine the effectiveness. The following criteria will be used to evaluate its performance:

1) Accident reports.
2) Number of accidents.
3) Management/employee compliance with program components.
4) Periodic on-site audits.
5) Employee feedback and interviews.

RB/mgs
This Addendum dated this _____ day of ________________, 20__, amends the Agreement (“Agreement”) dated ______________________ between Villanova University (“Villanova”) and ___________________________________ (“Contractor”).

In connection with the performance of services under the Agreement, Contractor desires to have its employees or approved subcontractors (collectively the “Workers”) perform work that requires the use of a Personal Fall Arrest System. Villanova consents to such work on the terms and conditions set forth herein.

Intending to be legally bound hereby, the parties agree as follows:

1. Villanova may permit in its sole discretion, which permission may be withdrawn by Villanova at any time and for any reason, Contractor and its Workers to perform work at heights in accordance with these terms.

2. All such work shall be in accordance with the Villanova Theater Department Program for Fall Protection (the “Program”), attached hereto and incorporated herein. Contractor acknowledges receipt of the Program and agrees to require its Workers to abide by all rules specified therein. Contractor acknowledges that compliance with such Program does not serve as a guarantee of Contractor or its Workers’ safety while performing work at heights. Contractor understands that if he/she or its Workers fail to abide by all prescribed rules or engages in conduct deemed unacceptable in the sole discretion of Villanova University, Villanova University may immediately terminate Contractor’s and such Worker’s permission to work at Villanova University.

3. No Worker shall be permitted to work at heights unless they have provided to Villanova (i) proof of acceptable current training for such Worker, and (ii) a signed Release in the form of Exhibit “A” to this Addendum.

4. Contractor acknowledges that work performed at heights could expose Contractor Workers to hazardous conditions that may constitute an extreme risk to their personal health and safety. These hazardous conditions include the possibility of falling from a great height. Contractor acknowledges that assumption of these risks could result in severe personal injury to Contractor or its Workers, including death. Contractor hereby expressly and voluntarily assumes all such risks incurred by Contractor or its Workers.
5. Contractor shall evidence Comprehensive General Liability Insurance at the minimum of $3,000,000 per occurrence. If driving automobiles onto campus in association with work, evidence of Automobile Liability Insurance at a minimum of $3,000,000 each accident is required. Note both Comprehensive General Liability and Automobile Liability Insurance coverage limits may be reached via an Excess or Umbrella Liability policy. In addition, Contractor shall evidence Workers Compensation and Employers Liability coverage as required by law. A Certificate of Insurance, naming Villanova University as Additional Insured evidencing the aforementioned coverage, shall be issued to Villanova University prior to the commencement work by the Contractor or its Workers.

6. In addition to any indemnification obligation in the Agreement, Contractor agrees to release, indemnify and hold harmless Villanova University, its agents, servants, students, officers, trustees and employees from and against any and all loss, damage, liability or expense, including attorney’s fees, including but not limited to all claims for damages on account of or by reason of bodily injury, including death, which may be sustained or claimed to be sustained by Contractor or its Workers or any third party, and all damages to property, caused by or arising out of or claimed to have been caused by or to have arisen out of work performed at heights by Contractor or its Workers, whether or not caused by the negligence of Villanova University, its agents or employees. Further, Villanova University will not be responsible for any physical damage occurring to property owned by Contractor or its Workers in connection with the use of the said work.

7. In the event of any conflict between the indemnification terms of the Agreement and this Addendum, the terms of this Addendum shall prevail.

The parties agree to this Addendum as of the date set forth below.

CONTRACTOR:     VILLANOVA UNIVERSITY

By: _______________________________ By: _____________________________
Elisa L. Hibbs, Business Manager
Villanova University Theater Dept.

Date: _______________________________
Exhibit A

USE OF PERSONAL FALL ARREST SYSTEM

ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS AND RELEASE

Villanova University

User: ______________________________

User desires to perform work requiring the use of a Personal Fall Arrest System on the property of Villanova University. Certain potential risks to personal health and safety are associated with said work. You should not perform work requiring a Personal Fall Arrest System unless you are willing to accept the associated risks.

1. Acknowledgment and Assumption of Risks; Health and Safety.

   I understand and hereby acknowledge that my use of fall arrest equipment on Villanova University’s campus could involve exposure to hazardous conditions that may constitute an extreme risk to my personal health and safety. These hazardous conditions include the possibility of falling from a great height. I acknowledge that my assumption of these risks could result in severe personal injury to me, including death. I hereby expressly and voluntarily assume all such risks incurred by my performing such work.

2. Agreement to Abide by All Rules.

   I understand that Villanova University has specified rules regarding the use of Fall Arrest Systems on its campus. I agree to abide by all rules specified, but I also acknowledge that compliance with such rules does not serve as a guarantee of my safety while using this equipment. I understand that if I fail to abide by all prescribed rules or engage in conduct deemed unacceptable in the sole discretion of Villanova University, Villanova University may immediately terminate my ability to perform work on its campus.

3. Training Certification.

   I understand Villanova University requires all persons using fall arrest equipment document current training. I certify that I hold a current training in the use of fall arrest equipment.

IN CONSIDERATION OF BEING ALLOWED TO UTILIZE THE FALL ARREST SYSTEM AND EQUIPMENT ON THE PROPERTY OF VILLANOVA UNIVERSITY, THE UNDERSIGNED HEREBY RELEASES VILLANOVA UNIVERSITY, TOGETHER WITH ITS BOARD OF TRUSTEES, OFFICERS, AGENTS AND EMPLOYEES, (COLLECTIVELY THE “RELEASED PARTIES”) FROM ANY AND ALL CLAIMS AGAINST EACH OF THE RELEASED PARTIES ARISING OUT OF OR IN ANY WAY CONNECTED WITH MY USE OF FALL ARREST EQUIPMENT, INCLUDING, BUT NOT LIMITED TO, LOSS OR DAMAGE TO PERSONAL PROPERTY AND ANY PERSONAL INJURY, INCLUDING DEATH. I RECOGNIZE THAT THIS RELEASE MEANS I AM GIVING UP, AMONG OTHER THINGS, RIGHTS TO SUIT THE RELEASED PARTIES FOR INJURIES. I ALSO UNDERSTAND THAT THIS RELEASE BINDS MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS, AS WELL AS MYSELF.

I agree that this document is to be construed under the laws of the Commonwealth of Pennsylvania. I acknowledge that I have read and understood the entire document and I have signed it knowingly and voluntarily.

_________________________  ___________________________  _________________
Signature of User           Name (Printed)              Date
# Full Body Harness

## Annual Inspection Checklist

<table>
<thead>
<tr>
<th>Harness Model/Name:</th>
<th>Serial Number:</th>
<th>Lot Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Manufacture:</td>
<td>Date of Purchase:</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### General Factors

<table>
<thead>
<tr>
<th></th>
<th>Accepted/Rejected</th>
<th>Supportive Details/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) <strong>Hardware:</strong> includes D-rings, buckles, keepers and back pads. Inspect for damage, distortion, sharp edges, burrs, cracks and corrosion.</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rejected</td>
<td></td>
</tr>
<tr>
<td>2) <strong>Webbing:</strong> Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discoloration.</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rejected</td>
<td></td>
</tr>
<tr>
<td>3) <strong>Stitching:</strong> Inspect for pulled or cut stitches. Inspect for frayed or broken fibers or frayed edges.</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rejected</td>
<td></td>
</tr>
<tr>
<td>4) <strong>Buckles:</strong> Verify that the buckles are not deformed or cracked and that they operate correctly.</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rejected</td>
<td></td>
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<tr>
<td>5) <strong>Tongue/Straps:</strong> Check for excessive wear from repeated buckling. Check to see that each grommet is secure and not deformed.</td>
<td>Accepted</td>
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<td>Rejected</td>
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<tr>
<td>6) <strong>Labels:</strong> Inspect, making certain all labels are securely held in place and are legible.</td>
<td>Accepted</td>
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<td></td>
<td>Rejected</td>
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**Overall Disposition:**

<table>
<thead>
<tr>
<th>Accepted</th>
<th>Rejected</th>
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<tbody>
<tr>
<td><strong>Inspected By:</strong></td>
<td><strong>Date Inspected:</strong></td>
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</table>
# Self-Retracting Lanyard
## Annual Inspection Checklist

<table>
<thead>
<tr>
<th>General Factors</th>
<th>Accepted/Rejected</th>
<th>Supportive Details/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) <strong>Impact Indicator</strong>: Inspect indicator for activation (rupture of red stitching, elongated indicator, etc.).</td>
<td>Accepted</td>
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<td>Rejected</td>
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<td>2) <strong>Screws/Fasteners</strong>: Inspect for damage and make certain all screws and fasteners are tight.</td>
<td>Accepted</td>
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<td>3) <strong>Housing</strong>: Inspect for distortion, cracks and other damage. Inspect anchoring loop for distortion or damage.</td>
<td>Accepted</td>
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<td>4) <strong>Lanyard/Lifeline</strong>: Inspect for cuts, burns, tears, abrasion, frays, excessive soiling and discoloration. (see impact indicator section.)</td>
<td>Accepted</td>
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<td>5) <strong>Locking Action</strong>: Inspect for proper lock-up of brake mechanism.</td>
<td>Accepted</td>
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<td>6) <strong>Retraction/Extension</strong>: Inspect spring tension by pulling lanyard out fully and allowing to retract fully (lifeline must be taut with no slack).</td>
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<td>7. <strong>Hooks/Carabiners</strong>: Inspect for physical damage, corrosion, proper orientation and markings.</td>
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<td>Rejected</td>
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<td>8. <strong>Labels</strong>: Inspect, making certain all labels are securely held in place and are legible.</td>
<td>Accepted</td>
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<td>Rejected</td>
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<tr>
<td><strong>Overall Disposition:</strong></td>
<td>Accepted</td>
<td>Inspected By:</td>
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<td></td>
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<td>Date Inspected:</td>
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Self-Retracting Lanyard/Lifeline Model/Name: __________________________
Serial Number: __________________________ Lot Number: _________________
Date of Manufacture: _________________ Date of Purchase: _______________
Comments: __________________________

Accepted/Rejected

Supportive Details/Comments
Appendix 4

**Safety Training Record**

Training Topic: ____________________________________________
Instructor Name: __________________________________________
Date of Training: _________________________________________

<table>
<thead>
<tr>
<th>Employee Name</th>
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