



Maintenance Management of Safety Harnesses Safe Work Procedure

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Introduction

This Safe Work Procedure will document the process flow for the acquisition, asset management, annual safety inspection and the distribution of Safety Harnesses used by UBC Facilities

Scope

This Safe Work Procedure applies to all Safety Harnesses made available for UBC Facilities use.

References

- OHS Regulation Part 11 Fall Protection
- I-B-11 UBC Facilities Personal Protective Equipment Program
- I-B-24 Fall Protection Policy
- I-C-03 Tool Management Policy
- PlanOn Job Aid: TE 101 - Submitting a Tool Reservation
- PlanOn Job Aid: TE 106 - Checking in a Tool
- PlanOn Job Aid: TE 107 - Checking out a Tool
- PlanOn Job Aid: TE 109 - Tool Reservation Alerts
- PlanOn Job Aid: TE 112 - Managing Tool Asset Units
- PlanOn Job Aid: TE 113 - Managing Tool Assets
- PlanOn Job Aid: TE 115 - Non-Bookable Periods
- PlanOn Job Aid: TE 116 - Stores Counter Reservation

Legal Requirement

UBC Facilities must provide and maintain Fall Protection as outlined in Occupational Health and Safety (OHS) legislation and corresponding employment agreements. Supervisors and workers must work collaboratively to ensure Fall Protection knowledge, understanding, and use is consistently employed to facilitate safe work in accordance with OHS legislation and UBC guidelines.



Definitions

- OHSR – B.C. Occupational Health and Safety Regulations
- CSA – Canadian Standards Association
- ANSI – American National Standards Institute
- EMMS – UBC’s Enterprise Maintenance Management System (PlanOn)
- Stores Qualified Individual - An individual who has current Fall Protection Inspector Training

Roles & Responsibilities

Employer

- Ensure safety harnesses are compliant with an applicable CSA or ANSI standard.
- Ensure compliance with OHSR.

Supervisor

- Ensure instruction and training for the correct use of safety harnesses is provided.
- Ensure annual maintenance of safety harnesses is provided.

Employee

- Must use the fall protection system provided by the employer.
- Use safety harnesses in accordance with training and instruction received.
- Inspect the safety harness and expiry date before use.
- Report any malfunction to the supervisor or employer.
- Ensure safety harnesses are properly cleaned, maintained and stored.
- Return safety harness to Stores for annual inspection prior to next inspection due date.

Work Procedure

Stores’ Qualified Individual

1. Maintain an EMMS Asset profile for each safety harness in use.
2. Each safety harness EMMS Asset profile will contain the minimum data elements: Unique ID #, Description, Manufacturer, Serial Number and next Annual Inspection due date.
3. Each safety harness will have the Users’ Manual attached to the EMMS Asset Profile.
4. Each safety harness will be tagged with a unique QR ID Code Label.
5. Each safety harness will be annually inspected by a qualified individual.
6. Annual inspection dates will be recorded on the safety harness’ log and are valid for one (1) year.
7. Safety Harnesses that have passed annual inspection will be made available for Facilities use as a no-charge rental event up until the next annual inspection due date.
8. Safety Harnesses that fail Annual Inspection will be removed from rental availability and destroyed.

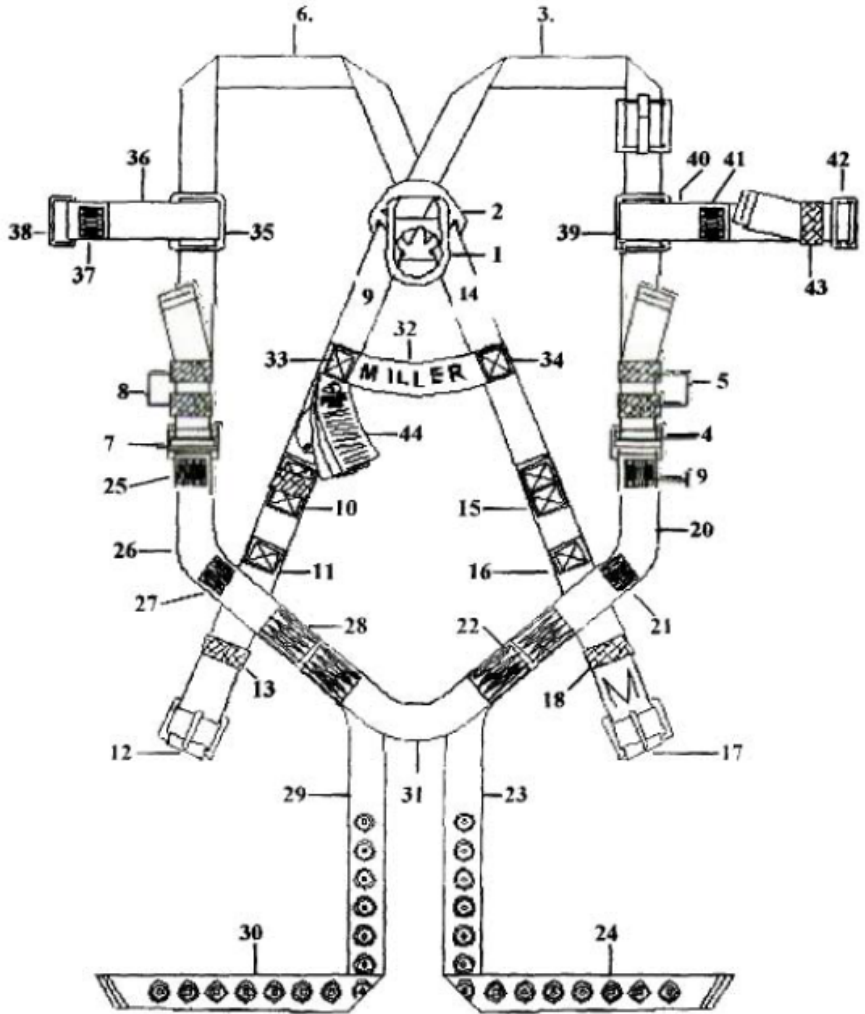
Appendix A:

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INSPECTION CHECKLIST - HARNESS

Item Description

- 1. Dee Ring
- 2. Dee Pad
- 3. Nylon Webbing
- 4. Spring Loaded Friction Buckles
- 5. Elastic Keepers (2)
- 6. Nylon Webbing
- 7. Spring Loaded Friction Buckles
- 8. Elastic Keepers (2)
- 9. Nylon Webbing
- 10. Stitching
- 11. Stitching
- 12. Tongue Buckle
- 13. Elastic Keeper (1)
- 14. Nylon Webbing
- 15. Stitching
- 16. Stitching
- 17. Tongue Buckle
- 18. Elastic Keeper (1)
- 19. Stitching
- 20. Nylon Webbing
- 21. Stitching
- 22. Stitching
- 23. Nylon Webbing
- 24. Grommets
- 25. Stitching
- 26. Nylon Webbing
- 27. Stitching
- 28. Stitching
- 29. Nylon Webbing
- 30. Grommets
- 31. Sub-Pelvic Strap
- 32. Back Strap
- 33. Stitching - Back Strap
- 34. Stitching - Back Strap
- 35. Chest Strap Pad
- 36. Nylon Webbing
- 37. Stitching
- 38. Mating Link
- 39. Chest Strap Pad
- 40. Nylon Webbing
- 41. Stitching
- 42. 3 Bar Mating Buckle
- 43. Elastic Keeper (1)
- 44. Tagging/Label System



Asste Tag: TC	Next Inspection Due Date:
Serial #:	Date of Manufacture:
Inspector:	Date of Inspection:
Inspector Signature:	
<input checked="" type="checkbox"/> FAIL: <input type="checkbox"/> Initial _____ REMOVE FROM SERVICE	<input checked="" type="checkbox"/> PASS: <input type="checkbox"/> Initial _____ RETURN TO SERVICE

Criteria = FAIL
 = PASS