Purpose
This document defines the minimum control measures required to reduce the risk of injury or illness related to fall hazards or work at height.

Scope
Applicable to all Coca-Cola system locations (manufacturing, distribution, offices, laboratories and all other locations) worldwide.

Definitions
See Appendix I.

Requirements

1. Compliance
Implement management practices and controls in accordance with the stricter of Company requirements or applicable legal requirements related to fall protection controls.

   - Establish and maintain processes to identify, access and periodically verify compliance with current versions of these applicable legal requirements. These processes may be specific to fall protection or part of a more comprehensive compliance process.

2. Hazard Identification and Risk Assessment
Conduct and document an initial assessment of the workplace to identify potential fall hazards and necessary controls.

   The assessment:
   - May be either a stand-alone document or included as part of a more comprehensive risk assessment;
   - Must be updated whenever processes, equipment or facilities that can create or change potential fall hazard(s) are added or modified; and

1“Applicable legal requirements” means any law, regulation, rule, requirement, standard, norm, decree or code applicable to the relevant facility and/or operation enacted, promulgated or issued by any governmental or regulatory agency or body at the National, Federal, State, Provincial, Municipal or other local level. It may also include relevant and applicable international or regional laws, regulations, rules and agreements, such as, but not limited to United Nations Guidelines and/or European Union (EU) Directives or Regulations, whether adopted into locally applicable law or directly applicable without the need for local adoption.
• Must be reviewed at least annually to verify that it is current.

3. Administrative Controls

3.1 Fall Protection Procedures
Establish and document procedures and controls addressing all applicable sections of these Requirements, in order to prevent the risk of falling and for conducting work at height

3.2 Work Permits
Establish a permit program to control, monitor and document work at heights of more than 2 meters (6 feet) where fixed platforms and standard railings are not provided. This includes work within 5 meters (15 feet) of an unprotected edge of a roof or work platform. Work where associates remain on a ladder, within the confines of an aerial device or tied off to a designated engineered anchorage point, do not require a work permit unless the site’s risk assessment and procedures dictate otherwise.

The permit must:
- Be completed prior to the work, with permit requirements communicated to all those involved in the work;
- Be posted in the immediate work area for the duration of the work;
- Contain at least:
  - Date, time, exact location and duration of the work;
  - Description of the work to be done;
  - Anchorage points to be used;
  - Safety checks required and completed, including inspection of equipment;
  - Special considerations identified during a pre-work risk assessment, which must be addressed or followed during the work;
  - Rescue plan in place in the event of a fall; and
  - Signed verification by the workers and the Area Supervisor that the above have been completed and verified.
- Be retained for 1 year or as per legal requirement, whichever is longer.

4. Physical Controls

4.1 Floor Surfaces
Maintain floors to prevent slips, trips and falls.

- Guard floor holes to protect personnel from a trip or fall.
- Provide covers and/or guardrails to protect personnel from the hazards of open pits, tanks, vats, trenches, etc. Covers shall not introduce additional trip hazards and shall be suitably strong for the intended use.
- Floors shall be maintained in a clean and, so far as possible, a dry condition. Where wet processes take place, maintain drainage to minimize water on the floor, with additional controls implemented as necessary to prevent slip hazards.
- Keep floors free from protrusions or loose surface material that can create a trip hazard.

4.2 Wall Openings
Guard every wall opening from which there is a drop of more than 1.2 meters (4 feet), or elsewhere as indicated by the risk assessment.

- Guards shall be capable of withstanding a load of a person falling onto the barrier. Where there is exposure below to falling materials, provide a removable toe-board or the equivalent.
- When the opening is not in use, keep the guard in position regardless of a door on the opening.

4.3 Elevated Platforms and Walkways
Guard every open-sided floor, platform or walkway 1.2 meters (4 feet) or more above adjacent floor level, or where the risk assessment indicates a need for protection, by a standard railing on all open sides except where there is entrance to a ramp, stairway, fixed ladder or loading access.

- Provide toe-boards wherever there is a risk of objects falling over the open sides onto people or equipment below.
- Openings or Extension Platforms used for material handling shall have guarding equivalent to a standard railing. When the open side is not in use for handling materials, keep the guard closed.
- Guard openings for fixed ladder access with a standard railing. Passage through the railing must be either provided with a swinging gate or so offset that a person cannot walk directly into the opening. Chains cannot be used as a substitute for swing gates or offsets.

4.4 Fixed Ladders
Design, use and manage fixed ladders to prevent injury.

- Provide fixed ladders more than 6 meters (20 feet) in height with a cage surrounding the climbing side of the ladder, extending from 2 meters (7 feet) above floor level to a point at least 1 meter (3.5 feet) above the landing surface.
o Fixed ladders longer than 9 meters (30 feet) shall be provided with landing platforms at least every 9 meters (30 feet).

4.5 Fragile Surfaces
Provide controls as necessary to prevent falls through fragile surfaces.

o Communicate the presence of fragile surfaces to potentially affected personnel through the use of clear markings or other means.

o Implement controls to prevent any unnecessary travel over fragile surfaces or travel near enough to present a fall hazard.

o In the event that travel over or near to a fragile surface is required, provide physical fall prevention controls, such as platforms, guards or covers, if feasible. If physical fall prevention controls are not feasible in a particular situation, then implement the use of fall protection equipment as described below.

5. Fall Protection Equipment

5.1 Fall Protection Equipment
When performing work at heights over 2 meters (6 feet) where fixed platforms and standard railings are not provided personnel shall be provided with and wear fall protection equipment meeting the requirements set forth in ANSI Z359.1 or applicable local standards, and sized to securely hold the user.

o Fall protection is required for work at heights less than 2 meters (6 feet) if the site’s risk assessment indicates the potential for injury due to falls.

o Unless otherwise indicated by the site’s risk assessment or procedures, fall protection equipment is not required:

 On a ladder provided that the work performed allows the person to maintain 3 points of contact with the ladder at all times (e.g., one hand and two feet, or two hands and one foot); and

 When using scaffolding with a standard railing.

o Body belts may not be used as fall protection.

o Lanyards must be no longer than 2 meters (6 feet). Self-retracting lanyards, if used, must limit free-fall distance to less than 2 meters (6 feet).

 Connectors (snaphooks, carabiners, etc.) used to attach the lanyard to the harness or anchorage point must be lockable (requiring at least 2 actions to open), in order to prevent inadvertent opening.

o When the use of fall protection equipment as described above is not possible, or is inadequate to control the risk, implement alternative fall protection measures, such as safety nets or airbags, of sufficient capacity to prevent injury in the event of a fall.
5.2 Anchorage Point
Fall protection equipment must be attached to anchorage points capable of supporting a person in the event of a fall.

- Anchorage points must:
  - Support at least 2 times the maximum expected arresting force (nominally 2270 kgf (5000 lbf)). Do not use non-structural members, such as piping systems, electrical conduit or scaffolding, as anchorage points unless they have documented capability of supporting the required force. Devices specifically designed as temporary anchorage points, such as beam straps, may be used if the supporting member meets these requirements; and
  - Be located to ensure a maximum free-fall distance of less than 2 meters (6 feet).
- Each person must have their own independent anchorage point unless the single anchorage point has documented capability of supporting more than one person.

 **WARNING:** NEVER use a lanyard as an anchorage point by wrapping it around a structural element and connecting it to itself. This reduces the strength of the lanyard by a minimum of 50% and greatly increases the chances that the lanyard will be cut or will roll out of the connector.

6. Aerial Lifts

6.1 Use of Aerial Lifts
Implement safe work practices for work requiring aerial lifts.

- Toe-boards and standard railings are required on all aerial lifting equipment.
- Personnel in an aerial device must:
  - Wear fall protection equipment and be tied off to the aerial device at all times;
  - Stand firmly on the floor of the work platform;
  - Follow an established docking procedure that provides continuous fall protection, in the event that the work requires exiting the device in the raised position; and
  - Implement controls to prevent objects from falling from the lift, such as the use of tool carriers to hold parts.

- Do not operate aerial devices near energized high voltage power lines unless the equipment is designed for such operation. A minimum distance of at least 3 meters (10 feet) must be maintained between the energy source and the device.
- Do not exceed load limits specified by the manufacturer.
- Implement controls to prevent personnel access under a raised aerial device.
- Establish controls to prevent the inadvertent movement of the lift during operation.
Do not move mobile platforms when the work platform is elevated in a working position with personnel in the basket, except for equipment that is specifically designed for this type of operation.

6.2 Forklift Basket Attachments
If a lift truck with a basket attachment is used as an aerial lift, comply with the controls specified in Section 6.1 above, and with the following:

- Comply with the Company’s Lift Truck Safety Requirements.
- The basket attachment must:
  - Have a standard railing and toe-board;
  - Have an identified anchorage point; and
  - Be secured and locked to the lift truck.
- Wheels of the lift truck must be locked or chocked when work is being done inside the basket.
- The lift truck operator must remain at the controls of the lift truck and stay in communication with the personnel while personnel are in the basket attachment.
- The lift truck may not be driven while personnel are in an elevated position.
- The lift truck must have a load rating at least equivalent to twice the total load, including basket, personnel and equipment; and
- The lift truck must have safeguarding in compliance with the Machine Safeguarding Requirements if needed to prevent contact with lift truck moving parts.

7. Portable Ladders and Scaffolds

7.1 Portable Ladders and Mobile Platforms
Implement safe work practices for work requiring portable ladders or mobile platforms.

- Place and use ladders and mobile platforms to minimize the possibility of falling and to protect users from area hazards, such as energized equipment and traffic.
- Use the ladder only for the load and purpose for which it is designed.
  - Do not tie or fasten ladders together to provide longer sections unless designed for extension.
  - Do not use metal ladders or mobile platforms where there is the potential to contact live electrical equipment.
- Store ladders and mobile platforms such that they are protected from damage and are accessible for use.
7.2 Scaffolding
Implement safe work practices for work requiring use of scaffolding

- Scaffolding shall:
  - Support without failure its own weight and at least twice the maximum intended load applied or transmitted to it. Post the load rating and do not exceed it;
  - Be provided with standard railing for all work platforms; and
  - Be provided with ladders (integrated with or secured to the scaffolding), which must be used for ascending or descending.

- Personnel working on scaffolding:
  - Must meet these Fall Protection Requirements during assembly and disassembly of scaffolding;
  - May not remain in the scaffolding while it is being moved; and
  - Must perform a risk assessment prior to work and implement controls to mitigate any identified risks. At a minimum, the assessment must address risks from environmental factors (wind, slippery surfaces), potential for collision (with traffic or loads being lifted) and the risk to people below from falling objects.

8. Inspection and Maintenance
All fall protection equipment, aerial lifts, ladders (fixed, portable and mobile stairs) and scaffolding must be inspected and maintained to ensure that they function as designed and minimize any risk of injury. At a minimum:

- Maintenance and inspection must comply with the more stringent of manufacturer’s recommendations, the requirements contained in this section or in Appendix II of this document. Records of maintenance and inspection required by the manufacturer must be retained for the life of the equipment; and

- If the equipment fails any of its maintenance and inspection checks, then it must be removed from service, with controls implemented to ensure that it will not be used inadvertently. Defective fall protection equipment that cannot be repaired must be destroyed to prevent use.

9. Fall Protection Training
Ensure that employees and other affected personnel who use any type of fall protection equipment, aerial lifts, ladders (fixed, portable and mobile stairs) or scaffolding, are adequately trained to use it without endangering their own or others’ safety.

- Training must cover applicable sections of the facility’s fall protection procedures and include how to perform required pre-use inspections.

- Training for fall protection equipment must be documented and cover the proper method to wear and use harnesses and other applicable equipment.
• Training for aerial devices must be documented and result in certification that the user is competent in the proper operation of the equipment and in using appropriate fall protection controls.

• Training for portable ladders or scaffolding must include how to properly place, secure, use and store the equipment, as applicable.

• Provide refresher training when there is evidence of deficiencies in employees' knowledge regarding performance of their roles and responsibilities, and, for aerial devices, at least every three years.

• Ensure that contractors and visitors understand and follow site requirements regarding fall protection, in compliance with the Contractor and Visitor Management Requirements.

References
Ladder Safety Guidelines

ANSI Z359.1
"Safety Requirements for Fall Arrest Systems, Subsystems, and Components

Contractor and Visitor Management Requirements ES-RQ-110

Lift Truck Requirements ES-RQ-175

Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Summary of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Jan-2010</td>
<td>Revised document released as part of the TCCMS Redesign - Governance Reset. This document contains content from the previous version with reformatting and significant rewording.</td>
</tr>
<tr>
<td>3-July-2007</td>
<td>Changed document name to Fall Protection Requirements Modified compliance requirement for consistency with other requirements; For clarity: separated sections with color codes, added clarification language in several sections, moved portable ladder operation to guidelines</td>
</tr>
<tr>
<td>25-Aug-2006</td>
<td>Revised language for local regulation, added records retention requirement and references to Hot Work and Contractor Management Requirements</td>
</tr>
<tr>
<td>02-Feb-2006</td>
<td>Corrected some typo errors</td>
</tr>
<tr>
<td>31-Aug-2005</td>
<td>Initial Issue</td>
</tr>
</tbody>
</table>
Appendix I

Definitions

Aerial work (Work at Height): Any work performed 2 meters (approximately 6 feet) above the adjacent floor levels, or at a lesser height if the site's risk assessment indicates the potential for injury due to falls.

Aerial lift (aerial device): Any vehicle-mounted device, telescoping or articulating, or both, that is used to position personnel.

Anchorage point (tie off point): The point at which fall protection equipment is attached to a support structure capable of holding a person in the event of a fall. Can be a fixed, engineered point; a horizontal or vertical lifeline engineered for the purpose; or a device, such as a beam strap, engineered as a temporary anchorage point.

Articulating boom platform: An aerial device with two or more hinged boom sections or with a telescopic or extensible boom.

Competent person: A person who, because of training and experience, is capable of identifying hazardous or dangerous conditions in aerial work, operating aerial devices and training employees to identify such conditions and to operate such equipment.

Extension ladder: A non-self-supporting, portable ladder, adjustable in length, consisting of two or more sections traveling in guides or brackets so arranged as to permit length adjustment.

Fragile Surface: any surface liable to fail if any reasonably foreseeable load is applied to it. Includes surfaces such as sky lights and other horizontal or angled glazing in roofs, asbestos cement sheets and other non-load bearing materials and light weight ceilings constructed over internal offices.

Floor opening: An opening measuring 30.5 cm (12 inches) or more in its least dimension, in any floor, platform, pavement or yard through which persons may fall, such as a hatchway, stair or ladder opening, pit or large manhole, excluding floor openings occupied by elevators, dumb waiters, conveyors, machinery or containers.

Hoisting machine: Any device intended to raise and lower a suspended or supported mobile work platform. Typically this can be a forklift truck or crane.

Ladder: An appliance usually consisting of two side rails (stiles) joined at regular intervals by cross-pieces called steps, rungs or cleats, on which a person may step in ascending or descending. Ladders may be “fixed” (attached to building or structure) or “portable.”

Landing platform: An elevated platform separating sections of a fixed ladder. The landing platform must be sized to allow a person to stand comfortably without needing to hold onto the ladder. The ladder sections above and below the landing platform must be offset so that the platform provides a break in the continuous length.
Lanyard: A flexible line of rope, wire rope or strap that is used to secure the body belt or body harness to a deceleration device, lifeline or anchorage.

Mobile unit: A combination of an aerial device, its vehicle and related equipment.

Mobile work platform: Any personnel-carrying device (typically, a man basket or lift bucket).

Scaffold: Any temporary elevated platform and its supporting structure used for supporting workers or materials or both.

Standard railing: A barrier erected along exposed edges of a work platform to prevent falls of persons, and providing protection equivalent to a railing meeting the following design criteria: the railing shall consist of top rail, intermediate rail and posts, and shall have a nominal vertical height of at least 107 cm (42 inches) from upper surface of top rail to floor, platform, runway or ramp level. The top rail shall be smooth-surfaced throughout the length of the railing. The intermediate rail shall be approximately halfway between the top rail and the floor, platform, runway or ramp. All railings must be constructed to withstand the force of a person falling into the railing without collapse or failure of the rail.

Stepladder: A stepladder is a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back.

Toe-board: A vertical barrier at floor level, at least 10 cm (4 inches) high, erected along exposed edges of a work platform to prevent materials from falling from the platform. Where material is piled to such height that a standard toe-board does not provide protection, paneling or fencing from floor to intermediate rail or to top rail must be provided.

Wall opening: An opening at least 76 cm high and 46 cm wide (30 x 18 inches), in any wall or partition, through which persons may fall. Openings for windows are normally not considered to be a wall opening.
### APPENDIX II—Maintenance and Inspection

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Pre-Use Check</th>
<th>Monthly Inspection*</th>
<th>Annual Inspection &amp; Maintenance*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Protection Equipment ([including, but not limited to, body harnesses, lanyards, fall arrestors and attachment points (tie-offs, life lines, beam straps)])</td>
<td>Yes: Visual check</td>
<td>Not Applicable</td>
<td>Yes: Documented inspection, Retain records for life of equipment.</td>
</tr>
<tr>
<td>Aerial Lifts</td>
<td>Yes: Documented, pre-shift check covering: All controls working properly</td>
<td>Not Applicable</td>
<td>As specified by manufacturer, Retain records for life of equipment.</td>
</tr>
<tr>
<td></td>
<td>• Platform free of slip/trip hazards</td>
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<tr>
<td></td>
<td>• Hydraulic/ pneumatic/ electrical fittings tight</td>
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<tr>
<td></td>
<td>• Lifting tackle free of defects</td>
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<tr>
<td></td>
<td>• Rails, toe-boards, safety chains in place</td>
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<tr>
<td></td>
<td>• Fall protection is available</td>
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<tr>
<td></td>
<td>• No structural defects/ support braces intact</td>
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<td></td>
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<tr>
<td></td>
<td>Retain inspections for 12 months.</td>
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<td></td>
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<tr>
<td>Fixed ladders, portable ladders and mobile stairs</td>
<td>Yes: Visual check</td>
<td>Not applicable</td>
<td>Yes: Documented inspection Retain records for life of equipment.</td>
</tr>
<tr>
<td>Scaffolding</td>
<td>Yes: Documented, prior to each use and after being moved or assembled</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>Verify that the cross-bracing is complete, the work platform is complete, and scaffolding is secure, structurally sound and will not move.</td>
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<tr>
<td></td>
<td>Retain records for the life of equipment.</td>
<td></td>
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</tr>
</tbody>
</table>

*Beyond the specific inspections noted above, follow manufacturer’s instructions for maintenance and inspection content and frequency. Retain records of all manufacturer required maintenance and inspection for the life of the equipment.*