



Over the Edge Site Inspection & Safety Plan



| | |
|----------------------|--|
| Site: | The Lofts at 888 Lawrence, KS |
| Event Set Up: | Aug 24, 2018 |
| Event Date: | Aug 25, 2018 |
| Prepared By: | Robert Pitkin, SPRAT Level 3 |
| Event ID: | BGC-LAWR-KS-2018-1 |



Table of Contents

| | |
|--|----|
| Table of Contents | 2 |
| ABSTRACT | 3 |
| APPLICABLE STANDARDS AND CERTIFICATIONS | 4 |
| SAFETY PLAN | 5 |
| BUILDING CONTACTS AND LOGISTICS | 6 |
| SITE RIGGING PLAN ANALYSIS | 7 |
| SITE RIGGING VISUALS | 12 |
| MAIN RAPPEL BARRICADE VISUALS | 15 |
| TRAINING AREA | 17 |
| EMERGENCY INFORMATION | 18 |
| EMERGENCY MUSTER LOCATION | 19 |
| RESCUE PLAN..... | 20 |
| PASSING A KNOT | 21 |
| COMMON POTENTIAL HAZARDS..... | 22 |
| WEATHER POLICY | 23 |
| CHANGES & ADDITIONS | 24 |
| STAKEHOLDER ACTION ITEMS FOR SAFETY PLAN | 25 |



ABSTRACT

BUILDING SUITABILITY

It has been determined that the **The Lofts at 888**, Lawrence, KS is a suitable location to host an Over the Edge (OTE) rappelling event. This decision was made by **Robert Pitkin, SPRAT Level 3**, certified industrial rope access specialist, who considered the following:

- A comprehensive evaluation of the building and the surrounding area was performed;
- Review of the specific Federal and State OSHA laws, and Society of Professional Rope Access Technicians (SPRAT) rope access procedures;
- Communication with on-site building representatives;
- Specific site safety recommendations (see below).

RATE OF DESCENT

Based on the height of the roof top and layout of the building, the rate of descent has been determined to be 6 participants per hour per rope. It is standard practice that OTE set two rappelling stations, thus a total of 92 participants based on an eight hour rappel day. Approximately a 13 hour work day including set up, tear down, and scheduled site safety checks.

SPECIFIC SITE SAFETY RECOMMENDATIONS:

In addition to the regular hazards associated with working at height, the following recommendations must be implemented:

- Clearly outlined off limit areas;
- Pre-site façade inspection;
- Safety plan action items have been identified for all key stakeholders (see page 25);
- Other hazards may be identified between now and Event Day and will be specifically addressed in the Changes & Additions on page 24

SAFETY BRIEFING

A mandatory safety briefing with all key parties must be conducted on the morning prior to the event to review any and all amendments to this Plan. OTE lead staff, The Lofts at 888, Lawrence, KS representatives and Boys & Girls Club of Lawrence event personnel, as well as any other event partners with a stake in the event, will be invited to attend the Safety Briefing.



APPLICABLE STANDARDS AND CERTIFICATIONS

All Over the Edge events are set up as industrial work sites. This means that we will abide by applicable OSHA regulations for **working at height** and **fall protection**. OSHA regulations and ANSI/ASTM standards outline when fall protection is required, what type is acceptable for a given situation and procedures to follow for rope access. Regulations also state the lead-up administrative work for jobs where fall protection is required. This includes analyzing the hazards, reducing the hazards, communicating the hazards, job planning, and rescue planning; all are included as a part of this document and Over the Edge procedures. These regulations and standards further define the type of equipment and breaking strengths that may be used in fall prevention, fall protection and rope access systems. In our system, the equipment includes helmets, rope, harnesses, connectors, descenders, anchors, and guardrails. We use standard industrial and/or NFPA 1983 certified equipment as necessary.

ROPE ACCESS PROCEDURES

Over the Edge goes a step beyond the governing bodies with its attention and adherence to safety protocols and practices to ensure our loss run history remains impeccable. OTE has voluntarily adopted the Society of Professional Rope Access Technicians (SPRAT) industry-consensus standards, **Safe Practices for Rope Access Work** and **Certification Requirements for Rope Access Work**. Additional information can be found at www.sprat.org.

Over the Edge will provide a team of certified staff to manage the technical portion of the event. The Event Site Safety Supervisor will hold a Level 3 SPRAT and/or IRATA certificate, which is the highest obtainable certification in industrial rope access totaling years of experience and thousands of documented hours working on ropes.

Local volunteers also assist with the many aspects of the event. Rope volunteers are recruited from the local community and may have professional or recreational rope experience. These volunteers perform support functions, which are under the supervision of the certified Level 3 Site Safety Supervisor and OTE staff. No participant is allowed to proceed with their rappel until an Over the Edge, certified, staff member checks safety equipment. In addition to this, the rope volunteer staff is trained by OTE and often holds certification in their respective rope related fields, including: NFPA 1006, AMGA, SPRAT, IRATA or equivalent local certification.

Our procedures meet required regulations and often exceed certain standards such as:

- OSHA PART 1910 Subpart D - Walking-Working Surfaces
- ISO 22846-1:2003 Personal equipment for protection against falls -- Rope access systems
- ANSI/ASSE Z359 0-13 Fall Protection Code
- ASTM 2505-07 – Standard Practice for Industrial Rope Access
- SPRAT – 2012 Safe Practices for Rope Access Work



SAFETY PLAN

The following documents make up the Safety Plan for the event:

1. **Site Rigging Plan Analysis:** This is completed during our initial building analysis and is revised during set-up. It is used to identify hazards and plans to mitigate them. It also outlines the rigging plan.
2. **An Emergency Evacuation Plan:** To be put into effect should a person or persons have to be moved from the roof in the case of medical emergency, fire, or weather related emergencies.
3. **Event Day Safe Roof Access Plan:** This document records who has access to what areas on the rooftop. It also lists the PPE (personal protective equipment) required by each group. This document is referenced during our pre-job staff meeting.
4. **Event Day Safe Ground Access Plan:** Same as the roof access plan, but for the ground. It also outlines the exclusion zone where we restrict pedestrian traffic.
5. **Common Hazards:** This document lists the tasks that we perform which would have disastrous results if not done properly. Our chief concerns are dropped objects, falls from height, and participants rappelling too quickly. This document is communicated to the staff during our pre-job staff meeting.
6. **Rescue Plan:** This is a requirement when working under OSHA regulations. The plan is discussed and practiced during the staff safety meeting. If special rescue equipment is needed it is pre-rigged and kept adjacent to where it will be needed. This document is communicated to the staff during staff training.
7. **Action Items:** An “at a glance” look at what each party involved has to do to help implement the Safety Plan and hold a successful event.



BUILDING CONTACTS AND LOGISTICS

| BUILDING CHECK LIST | | | |
|---------------------|---|---------------------|---|
| Building name: | The Lofts at 888 | Inspected by: | Matt Jachowski SPRAT L 3 |
| Address: | 888 New Hampshire St, Lawrence, KS, 66044 | Date: | Feb-23-2018 |
| | | Building Hgt: | 90' |
| | | Stories: | 7 |
| NONPROFIT: | Boys & Girls Club of Lawrence Alissa Bauer abauer@bgclk.org (785) 213-8165 | Facilities Manager: | Amanda Habiger Director of Property Management amandah@firstmanagementinc.com (620) 562-0190 |
| Dir. of Security: | | Chief Engineer: | |

| GEAR SHIPPING & STORAGE INFORMATION | | | |
|--------------------------------------|---|---------------------|-----------------------------------|
| Delivery/ Shipping Location: | Ship to Alternate Location | Shipping Contact: | Steven Ochoa (626) 388-0696 |
| Delivery/ Shipping Address: | 700 New Hampshire Street Lawrence KS 66044 | | |
| Receiving Hours/ Dock Hours: | M-F 9am - 5pm | Dock Height: | (Common Dock Height is 48" – 52") |
| Inside Delivery: | No | Lift Gate Required: | No |
| Gear Storage: | Available and Secure | | |
| Storage Location: | Alternate property, 1 block from event location | | |
| OTE Van Parking: | | | |
| RV Parking: | | | |
| Additional Equipment Delivery Notes: | Building has a forklift | | |
| Comments or Additional Information: | | | |



SITE RIGGING PLAN ANALYSIS

| ANCHORS (STRENGTH INFORMATION PROVIDED FROM BUILDING, QUALIFIED PERSON OR PROFESSIONAL ENGINEER) | | | |
|--|---|--|-------------------|
| Number of Anchors in 15° of edge for each station: | 2 per rappel station | Strength documentation: | None Required |
| OTE Site Visit: | Matt Jachowski Feb-23-2018 | 5,000lbs / Certified (3,600lbs) / Structural (Steel/Concrete): | Structural Anchor |
| OTE Testing - OSHA 1910.66 App C II (a) "Test methods for personal fall arrest systems (non-mandatory)" | | Davit Arms / Sockets load verified (typ. 1,000lbs WLL) | N/A |
| Distance of rigging anchors, structure wrap, Y-hang to edge: | ≈ 40' | | |
| Height of rigging anchors, structure wrap, Y-hang to edge: | 1' - 8' above roof level | | |
| Staff anchors: | Ropes connected to anchorage for proper fall protection | | |
| Media / photographer anchors: | Separate ropes connected to anchors in fall restraint mode, limit 2 positions | | |



| EDGE / PARAPET | | | | | |
|--------------------------------------|---|-----------------------|---|---|------------------------------|
| Height of edge / rail: | 8.5" | Approved guard rail: | No | Rope redirect: | Tripods |
| Width of edge: | 9.5" | Breakables near edge: | No | Rope protection: | Standard OTE Rope Protection |
| Designated areas: | To be defined and clearly marked and controlled per OSHA 1910.21(b) | | | | |
| ROOF / FAÇADE | | | | | |
| Façade material: | Brick & Glass | | Roof surface: | Membrane | |
| Façade condition: | Good | | Roof condition: | Excellent | |
| Façade hazards: | Windows, lights, awnings | | Roof hazards | Tripping hazards | |
| Façade exclusion zones: | Windows | | Roof exclusion zones: | Mostly off limits, marked as needed with barricade tape | |
| Roof electrical equipment: | HVAC | | Roof guard rails: | Yes | |
| Antenna/RF equipment: | No RF in Work Area | | | | |
| ACCESS TO ROOF | | | | | |
| Elevator to: | 9th floor | | Ladders: | None | |
| Flights of stairs: | 1 flight(s) | | Tripping hazards: | Tall roof access door sill, electrical conduit | |
| Condition of stairs: | Good | | Low ceilings: | Yes | |
| Lighting: | Poor | | Type of fall protection required: | Personal fall protection systems in place and in use | |
| SPECIAL EQUIPMENT NEEDED | | | | | |
| Davit arms [advanced set-up?] | No | | Tripods | Yes (3) | |
| Platform or ladder needed for set-up | No | | Scaffolding | | |
| Platform or ladder needed for Event | None | | Extra rope needed [>300' rappel or rappel >50' from anchors?] | No | |
| Extra carpet/edge protection | No | | Knot passing pulleys | Yes | |
| Additional set-up time | No | | Advance set-up | None | |
| Visibility between roof and training | Yes | | | | |
| 3RD ROPE OPTION | | | | | |
| Notes: | No | | | | |



| MAIN RAPPEL RIGGING PLAN | |
|---|---|
| <p>2 rope event:</p> <ul style="list-style-type: none">- Rappel Distance-90'- Ropes will run from designated anchors (see Rooftop Rigging Diagram) and over the South side face of the The Lofts at 888- Tripods will be used to redirect the ropes.- Edge padding will be used where ropes and slings rub along the edge.- Rappellers will be escorted to roof by staff/volunteers.- Only those wearing appropriate PPE and anchored in by OTE will have access to the edge of the roof.- OTE staff will stay on the roof to observe Rope Volunteer staff and perform the safety check- End of rappel will be on Sidewalk, Rappellers will be escorted through access doors back into the building.- Rescue Plan on site. | <p>Descent time per person: 10 mins # rappellers/hour/ rope: 6 # rappellers/8 hr day: 92</p> <p>Note: Number of rappellers per eight hour day reflects three scheduled ropes checks per rope setup per day.</p> |
| <p>Comments:</p> <ul style="list-style-type: none">- Event photographers/media will be anchored into ropes anchored across roof and may be limited to two.- Façade will be inspected for damage before and after the event. | |



| TRAINING ANCHORS (STRENGTH INFO PROVIDED FROM BUILDING, QUALIFIED PERSON OR PROFESSIONAL ENGINEER) | | | | | |
|---|---|--|--|------------------|------------------------------|
| Number of Anchors in 15° of edge for each station: | (1) | Strength Documentation | 1 | | |
| OTE Site Visit/Inspection: | Matt Jachowski Feb-23-2018 | 5,000lbs / Certified (3,600lbs) / Structural (Steel/Concrete): | Structural anchorage | | |
| OTE Testing - OSHA 1910.66 App C II (a) "Test methods for personal fall arrest systems (non-mandatory)" | | Davit Arms / Sockets load verified (typ. 1,000lbs WLL) | N/A | | |
| Distance of rigging anchors, structure wrap, Y-hang to edge: | 1' | | | | |
| Height of rigging anchors, structure wrap, Y-hang to edge: | 1' above roof level | | | | |
| Staff anchors: | Ropes connected to anchorage for proper fall protection | | | | |
| Media/photographer anchors: | Separate ropes connected to anchors in fall restraint mode, limit 2 positions | | | | |
| TRAINING EDGE / PARAPET | | | | | |
| Height of edge / rail: | N/A | Approved guard rail: | Yes | Rope redirect: | Tripod |
| Width of edge: | N/A | Breakables near edge: | No | Rope protection: | Standard OTE Rope Protection |
| ACCESS TO TRAINING | | | | | |
| Elevator to: | 9th floor | Ladders: | None | | |
| Flights of stairs: | 1 flight(s) | Tripping hazards: | Tall roof access door sill, electrical conduit | | |
| Condition of stairs: | Good | Low ceilings: | Yes | | |
| Lighting: | Poor | Type of fall protection required: | N/A | | |



TRAINING AREA RIGGING PLAN

Training Rappel

- Ground School

- A Ground School may be used in addition to or in place of a training rappel. This shorter rappel will allow the participants to get comfortable in the equipment and learn the safety procedures.
- Tri-pod will be rigged to be self-supporting or will be adequately stabilized with ropes, rigging and appropriate anchors.
- Rappellers will be escorted to the training area by staff/volunteers.
- Fall Prevention will be used in the training area as appropriate.
- Edge padding will be used where ropes and slings rub along edges or sharp surfaces.
- OTE staff will supervise the ground school training.
- Participants will be escorted to the main rappel by staff/volunteers after their training experience.

Comments:

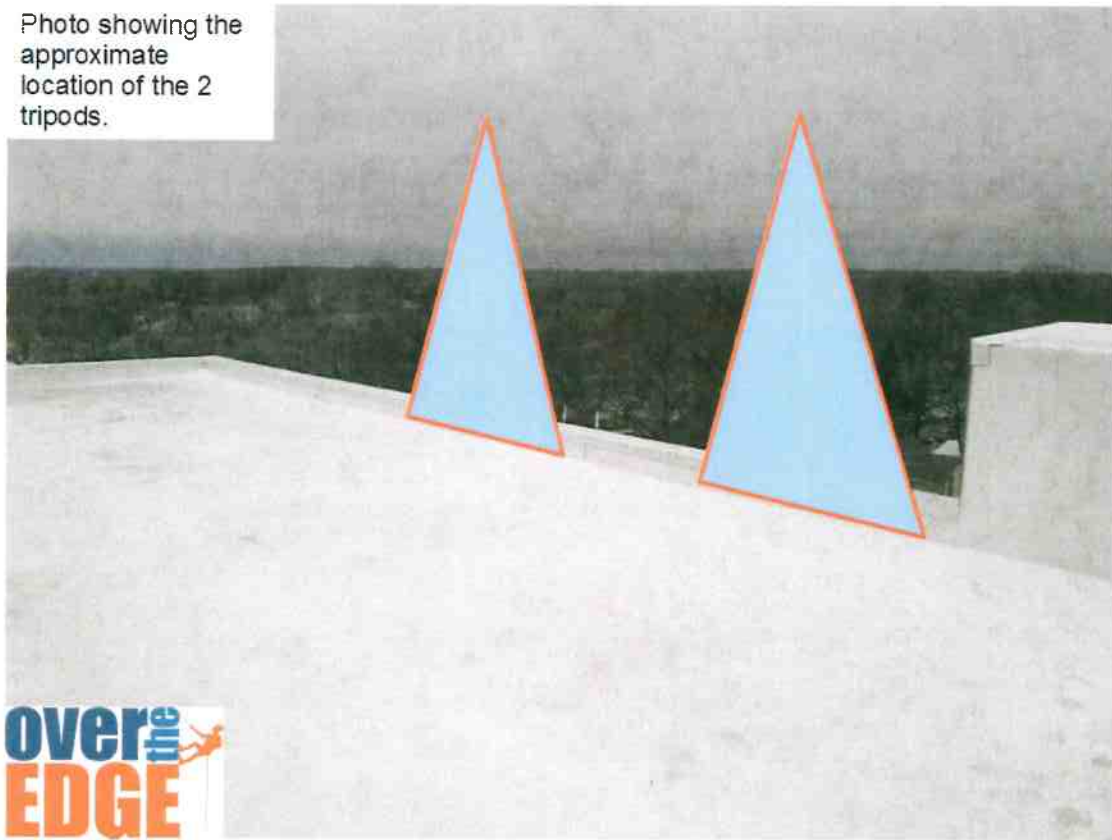
- The number of non-participants present in the training area may be limited by OTE staff or their designee to facilitate a learning environment for participants.

SITE RIGGING VISUALS



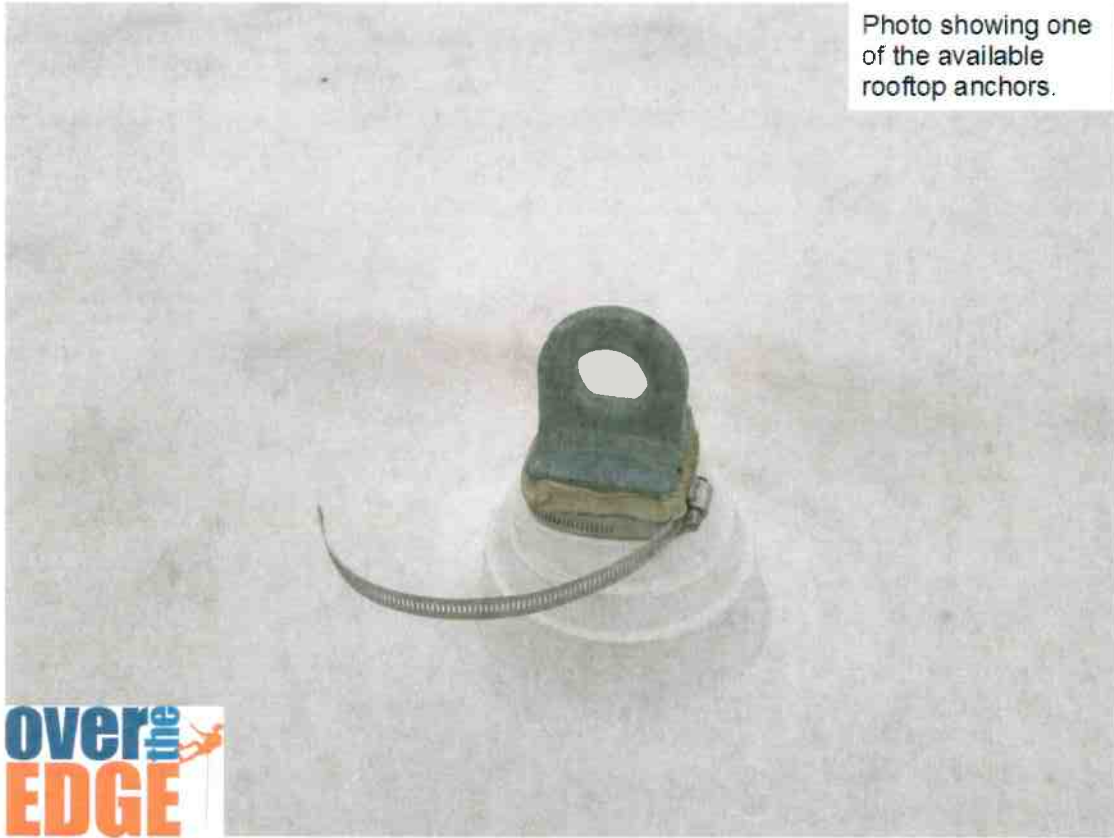
Some rigging details have been left out for clarity.

Photo showing the approximate location of the 2 tripods.

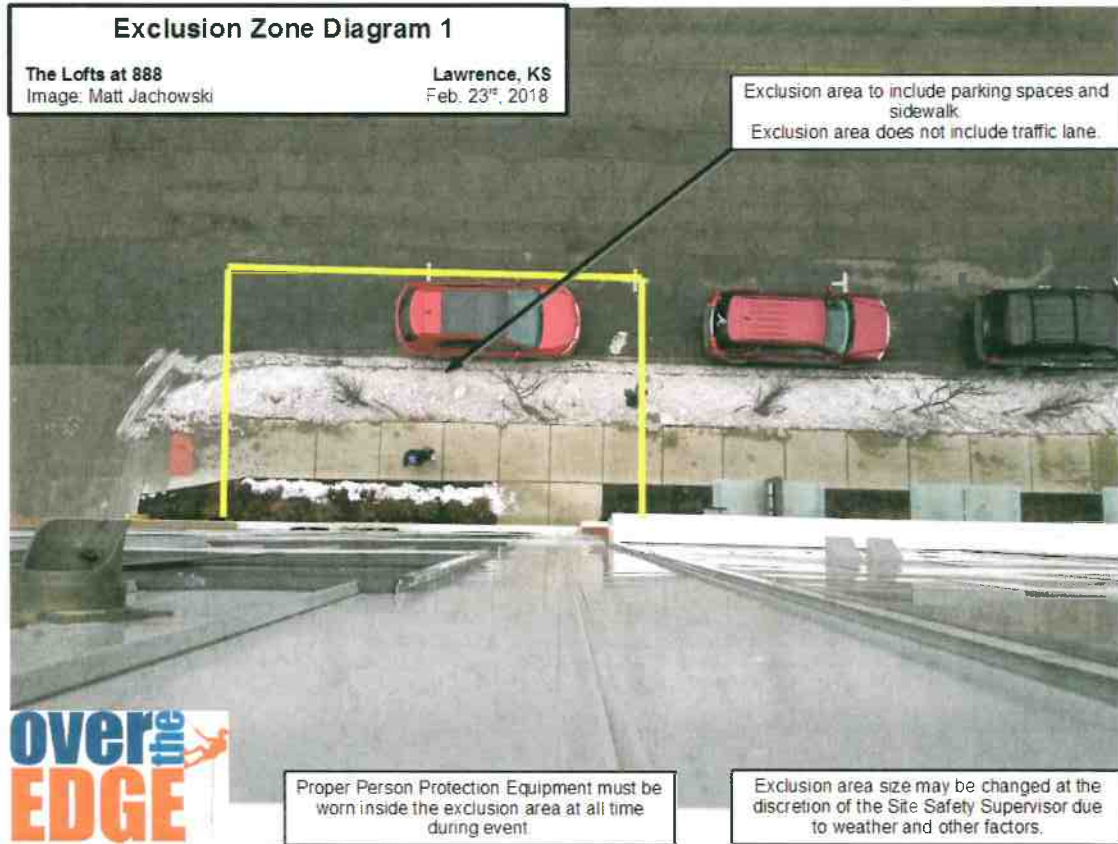


Some rigging details have been left out for clarity.

Photo showing one of the available rooftop anchors.



MAIN RAPPEL BARRICADE VISUALS



Exclusion Zone Diagram 2

The Lofts at 888
Image: Matt Jachowski

Lawrence, KS
Feb. 23rd, 2018

Exclusion area size may be changed at the discretion of the Site Safety Supervisor due to weather and other factors.

Proper Person Protection Equipment must be worn inside the exclusion area at all time during event.

Exclusion area to include parking spaces and sidewalk.
Exclusion area does not include traffic lane.



TRAINING AREA

Prior to rappelling from the roof, each participant may complete a training rappel from a lesser height if a suitable training area has been determined. This shorter rappel will allow the participants to get comfortable in the equipment and learn the safety procedures. All participants are escorted to the training area by a non-profit volunteer assigned to them.

Ground School

A Ground School will provide participants with hands on training to practice equipment operation, experience hanging in a harness and executing safety procedures. The Ground School will totally replace a training rappel prior to the main rappel. All participants are escorted to the Ground School area by a non-profit volunteer assigned to them.

Example:



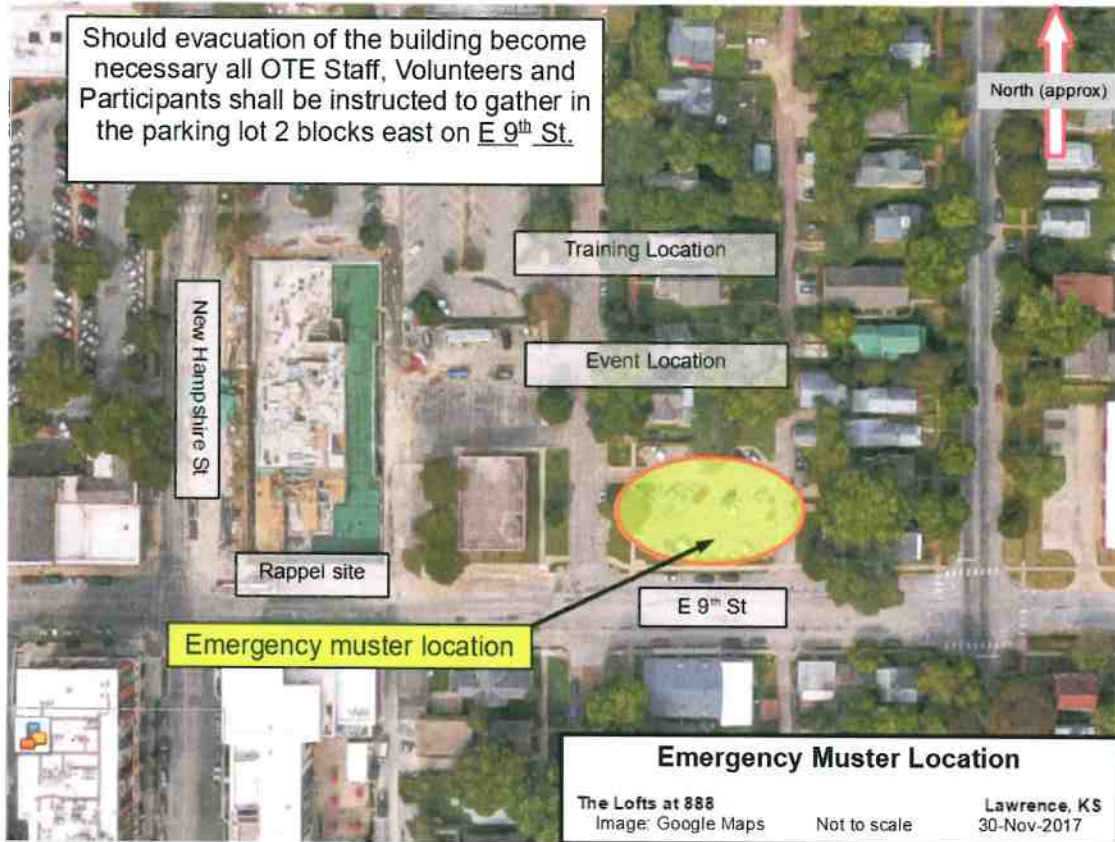


EMERGENCY INFORMATION

| | |
|-------------------------------------|--|
| Location: | The Lofts at 888 |
| First aid response | The OTE staff member in closest proximity will initiate care to any injured party for whom OTE is responsible, such as participants, Ropes Volunteers, etc. As soon as able, the SSS will take over care. At any point, care may be turned over to any able party with a higher level of medical training. |
| Nearest first-aid kit / pocket mask | Staging area, roof, registration |
| Nearest AED | With EMS Response |
| Nearest fire alarm | Building-wide and automatic |
| Nearest fire extinguisher | Building-wide sprinkler system |
| Exit route | Secure rappel areas. Roof staff will muster at the elevators. Roof supervisor will check attendance. Stairs will be taken to access ground area muster (main entrance). |
| Hazards in exit route | Uneven surfaces. Ropes on ground. |
| Weather assembly area | Staging Area |
| Building evacuation area | See Emergency Muster Location below |
| Staff list | In OTE rooftop safety procedures and staging area |
| Participant list | Posted next to ropes, in OTE rooftop procedures at staging area |
| Communication devices | Radios, cell phones, key numbers posted at registration, staging and at roof top |
| Potential medical emergencies | Heart conditions, stroke, allergic reaction |
| Other medical issues | Dehydration, heat exhaustion, cut and bruises, burns (rope and equipment), foreign objects in eye |
| Comments | Clear travel routes prior to event. Clear signage pointing towards exit. Barriers to maintain easy to find access route. Identify hazards and make aware to staff and participants. |

EMERGENCY MUSTER LOCATION

Emergency muster location should building evacuation be necessary.



In the event of evacuation the local authority having jurisdiction may relocate all to another location.



RESCUE PLAN

| OTE RESCUE PLAN |
|--|
| Scenario A: ASAP engages <ul style="list-style-type: none">• Advise ground belay person of situation, control through fireman's belay.• Give slack on the safety line until participant can reach ASAP to disengage.• Continue rappel. |
| Scenario B: Freeze or jam in Descender <ul style="list-style-type: none">• Advise bottom of situation.• Rescuer 1 attends main line; Rescuer 2 attends back-up line.• Maintain communication with ground belay person and participant.• Ground belay person controls rate of descent through communication with top Rescuers.• See 'Passing a knot' if needed. |
| Scenario C: Tangle at top, twisted ropes or rigging <ul style="list-style-type: none">• Engage and hold weight on ASAP.• Advise ground belay person of situation.• Use 3:1 to pull participant up until tangle can be fixed.• Inform ground belay person when situation is resolved. |
| Scenario D: Main line failure <ul style="list-style-type: none">• Top belay engages.• Top belayer lowers participant to ground.• Maintain communication with ground belay person to gauge descent speed. |
| Scenario E: Decent device malfunctions, no braking action <ul style="list-style-type: none">• Advise ground belay person to administer fireman's belay.• Advise ground belay person and participant that ropes will be released and ground belay person will have control through fireman's belay.• Lower participant by controlling anchor descender while maintaining communication with ground belay person.• If participant does not lower due to jam in device, revert to Scenario C. |



PASSING A KNOT

It is possible that the main line will not reach the ground when lowering a frozen or jammed participant. If this is the case, it will be necessary to pass a knot through the ID and directional (tripod) pulley.

| Passing a Knot - Jigger Option |
|--|
| <ul style="list-style-type: none">• Lower main line until knot is 12 - 18 inches away from the anchor descender.• Attach Jigger (4:1 mini-haul, "Set of Fours") to main line just beyond anchor descender. Attach the other end of the descender to an anchor.• Lightly tension Jigger. (There shall be a minimum 10ft of working tail length on Jigger).• Using anchor descender, lower weight to Jigger.• Open anchor descender and past the knot beyond anchor descender.• Lightly tension anchor descender.• Lower weight from Jigger until anchor descender is loaded.• Remove Jigger and continue lowering using anchor descender.• Repeat steps 1 – 8 for back-up line. |
| Passing a Knot - Rescue Rope & Second Descender Option |
| <ul style="list-style-type: none">• Lower main line until knot is 12 - 18 inches away from the anchor descender ("A").• Using a second descender ("B"), a separate rope, (minimum 30' length) and a rope grab, attach second rope with rope grab to the main line just beyond "A" and attach "B" to an anchor.• Lightly tension "B".• Lower weight from "A" to "B".• Open "A" and pass the knot beyond.• Lower weight with "B" until "A" is loaded.• Remove "B", rope grab and second rope and continue lowering using "A".• Repeat steps 1 – 7 for back-up line. |
| Passing a Knot - Original Option |
| <ul style="list-style-type: none">• Lower mainline until knot is 48 inches away from the anchor descender.• Reeve rope through second anchor descender just behind the knot, attach to anchor and lock• Transfer weight onto backup line by lowering through anchor descender until mainline is slack• Remove original anchor descender from rope and anchor.• Lower backup line to transfer weight onto mainline.• Continue lowering mainline using anchor descender.• Hold weight on backup line, feed slack on main line to pass directional pulley.• If knot becomes jammed in rigging, create a 3:1 haul system on the back-up line using a rope grab and pulley. |



COMMON POTENTIAL HAZARDS

| Potential Hazards | Risk Level | Persons/ Property Affected | Control Measures | Risk Level with Control Measures | Acceptable Yes/No |
|--|-------------|--|--|----------------------------------|-------------------|
| Dropped objects | High | Staff, spectators, participants | Lanyards on all tools near edge. Rigging work done within roof area. Follow safety checks for loose objects. Closely monitor media. Staff radios strapped to harness. | Low | Yes |
| Coming into ground too quickly | High | Participants | Ground person holds ropes when rappeller is 50' from ground. Ground person takes control of rappel for last 20'. | Low | Yes |
| Trips near edge at top | Med | Staff, participants, spectators, media | Good housekeeping throughout event. All staff vigilant for hazards. Immovable hazards to be clearly identified. 100% tie off | Low | Yes |
| Object / hand caught in Descender | Med | Participants | Follow safety check for loose clothes and hand away from Descender. Train participants in proper technique. Stop and remind if poor technique is seen near the top. Know and practice rescue methods. | Low | Yes |
| Staff member not tied-off | Med | Staff | Pay attention to staff. Speak-up, as you would want them to do for you, if you notice something. | Low | Yes |
| Sun/heat exhaustion | Med | Staff, participants, spectators | Use sunscreen, drink plenty of water, take breaks, go indoors at times. Pay attention to others. | Low | Yes |
| Hit by traffic | Med | Staff, participant, spectators, media | Physical barriers to prevent crossings. Designated crossing area. Good signage for pedestrians and traffic. | Low | Yes |



WEATHER POLICY

Lightning

A weather related delay must be initiated until the lightning strikes are a safe distance away. Lightning can strike horizontally up to forty (40) miles. If lightning strikes within forty (40) miles and nothing separates an event and the lightning (i.e. taller buildings), then it is not safe to be out on the rooftop. If surrounded by taller buildings, the safe distance for lightning strike can be shortened. Regardless of surrounding buildings, remain indoors if lightning is observed within twenty (20) miles. If thunder can be heard, remain indoors. It can be considered safe to restart the event ten (10) minutes after the last observed strike or sound of thunder.

Heavy rain

Typically an event can continue to operate in rain. When rain is so heavy people lose vision or some other unsafe condition exists due to rain, a weather related delay must be initiated until rain eases enough to continue.

Wind

Wind can cause participants to lose their ability to continue down the rope or they may be blown away from the building. Wind can cause entanglement of ropes and can increase the risk of injury to participants. A general guideline for wind speed is a sustained wind of approximately twenty-five (25) miles per hour (MPH). However, gusty wind can be a problem in a less sustained wind speed. Wind direction and building location can also affect how wind affects an event. A building can sometimes block the wind all together or direct the wind at the rappel face. OTE technicians are to use hand held anemometer wind gauges at the rappel site to help determine safe wind speeds for an event. The SSS shall initiate a weather related delay if any of the following conditions exist: a sustained wind at the rappel face of twenty-five (25) MPH or higher, gusts lasting twenty (20) seconds of twenty-five (25) MPH, gusts lasting less than twenty (20) seconds of higher than thirty (35) MPH or a lower wind in a direction that causes persons to place themselves at likely risk of injury.

Heat

Heat can be very dangerous to people working outdoors. When temperatures rise, a rooftop can quickly exceed the heat index. Rope volunteers, photographers, TM and the SSS can be exposed to extreme heat on hot days. Monitor people closely and ensure people drink lots of water. Give people lots of breaks and allow people to spend some time indoors during the hottest parts of the day. In the event of OTE personnel showing signs of a heat related illness and no one is available to relieve that person, a weather related delay shall be initiated for a time to allow that person to recuperate in the conditioned air indoors.



CHANGES & ADDITIONS

Use this section to record changes and additions to this document.

This Site Plan accounts for a total of 92 participant rappels within an 8 hour rappel day. Additional participant rappels and/or exceeding the allotted 8 hours may result in additional fees. Please refer to the event specific contract for details.

For information on the event from a previous year, the Post Job Debrief Report (PJDB) is available by contacting the Account Manager.



STAKEHOLDER ACTION ITEMS FOR SAFETY PLAN

In order to implement the Safety Plan, each party responsible for the event must provide the following:

Property Owner Duties

- Adherence to the recommendations in the Site Inspection & Safety Plan
- Participation in 120, 45, & 7 Day Meetings at building's discretion (approximately 15 min duration, conference call)
- Coordinate with Not-for-Profit and OTE technical staff on davit arm set-up if necessary
- Accept shipment and provide secure storage of gear: two 4' x 4' x 4' pallets (or more if a three or four rope event), approx. 750 – 1000 lbs up to approximately 10 days prior to the event
- Provide a registration area & staging area where participants can don their gear
- Attendance at On-Site Safety Meeting upon arrival of OTE (1 hour duration – OTE provides agenda): Not-for-Profit Rep, Property Owner/Rep, Chief Engineer, Security
- Advance confirmation of Event Schedule as found in Onsite Meeting Agenda
- Emergency phone numbers and contacts
- Staff person with keys/access to all storage, staging, roof, training, passages/elevators between locations assigned to OTE staff, both the day prior to and the day of the event
- Cart or dolly for OTE technical staff to haul equipment to roof (crates stay in one place)
- Have someone present for crate pick-up after event (weekday)
- Notification of any roof work done between first point of contact and Event Day

Not-for-Profit Duties

- Obtain any permits required
- Work with Property Owner to provide rooftop security person
- Send information to all Event Volunteers 30 days prior to Event Day outlining parking, lunch, directions, etc; must include Event Map
- Provide signage for outlining travel routes within the Event Map
- Provide street/sidewalk/patio barriers if any closures are necessary
- Name and address of nearest hospital
- Attendance at On-Site Meeting upon arrival of OTE (1 hour duration – OTE provides agenda): Not-for-Profit Rep, Property Owner/Rep, Chief Engineer, Security
- Upon OTE's arrival, please supply:
 - Complete Media/VIP Schedule (5 copies)
 - Event Day Schedule (5 copies)
 - Event Volunteer Schedule (2 copies)
- For staging area, please have available in the room **by 7:30 am Media/VIP Day:**
 - 5 six foot tables, 2 chairs (set up in staging room)
 - Access to internet or confirmed wireless signal to monitor weather
 - Minimum of 3 electrical outlets in the staging room/area
- Staging area: displays, music, video, décor, food (whatever you want to do to make it a welcoming area where participants will be)



- Any additional items that need to be in place at building, per Site Inspection & Safety Plan or at the request of the building, prior to OTE arrival on site (i.e. plywood walkway on roof, step at railing, scaffolding, etc)
- Distribute "Volunteer Duties" handout to volunteers and take escorts on a site-walk before event starts
- Name tags for ALL participants/staff/volunteers on event site (Avery brand stick on) – to be put on participants, NOT on helmets
- Have copies of Participant Waiver at registration for all media, participants and volunteers to sign; collected by OTE Staging Manager
- Name as additional insured on your event insurance certificate:
Over the Edge USA Inc., 6555 Sugarloaf Pkwy., Suite 307 Box 180, Duluth, GA 30097
- **Water on site in staging area, training area, exclusion zones and on roof – please have available on both days for the whole day**
- 4 sawhorses/police barriers for exclusion zones at bottom of rappels
- 3 garbage cans – staging, training, roof
- Lunch for all event/ropes volunteers and OTE staff on Event Day
- 1 event shirt (if available)

Over the Edge Duties

- Responsible for all rappelling related activities associated or with this event, including but not limited to the roof top area, training area, and staging area
- Ensure all participants, media and volunteers sign a Participant Waiver. OTE will keep the originals in their possession. If the not-for-profit should like to keep a copy or original of the waiver, two blank waivers should be provided for participants to sign, or photocopying of the waivers is the responsibility of the not-for-profit.
- Provide the Site Inspection & Safety Plan
- Perform the rigging of the ropes and the technical equipment for the event
- Clearly identify and pad hazards
- Inspect the building façade prior to and post event
- Provide barrier tape
- Provide personal protection equipment for media and VIP spectators
- Work with Not-for-Profit to determine the best location for registration/staging
- Name Not-for-Profit and Building entities as additional insured on insurance certificate for the event
- Provide the Agenda for the On-Site Meeting
- A zero footprint philosophy as it relates to the site. Generally described as there should be no trace of the event or activities leading up to event on the property within 24 hrs after the event has ended. Organizer will clean up all applicable equipment and items related to its specific duties after the Over the Edge Event in order to leave the Event Site in such condition.

OTE OFFICE USA ONLY (Reports and JHA)

POST EVENT REPORTS

At the close of each day, media and event, text messages should be sent to the post-event report GroupMe (734-335-8561) to notify them of the status of the day.

The following reports should be completed after each event.

Kit Inventory: <https://www.surveymonkey.com/s/OTEkit>

This should be done immediately after the event by one team member who has knowledge about the closing inventory from the event.

Post Job Debrief: <https://www.surveymonkey.com/s/OTEPJDB>

This report must be done by the SSS soon after each event. Other team members may complete a PJDB, as well.

Peer Review: <https://www.surveymonkey.com/s/OTEPeerReview>

This should be done by each member of event team for each of the other members of the event team.

Other documentation:

JHA, Meeting Attendance and Zero Footprint Check: These should be completed on site and placed with the waivers from the event. Photos should be taken of each for electronic storage on Sharepoint (or emailed to RM).

Incident Report: This document should be completed any time an incident or near miss occurs. It should be submitted to the Technical Manager for the event's region.

SISP Update: The SISP must be updated after each event by the SSS. The building record on Salesforce should be updated and the fields indicating this completed. Contact your RM if you have trouble with this.



WORK PLAN (To be completed on site)

| | |
|---|---|
| Description of work | |
| Rope access methods | <input type="checkbox"/> Standard practices outlined in Technical Manual |
| Training | Training is to be provided for all operative personnel on proper use of all tools and equipment as necessary. Specify training needed below. |
| Individual equipment | <input type="checkbox"/> helmet <input type="checkbox"/> eye protection <input type="checkbox"/> foot protection <input type="checkbox"/> gloves <input type="checkbox"/> protective clothing <input type="checkbox"/> reflective clothing <input type="checkbox"/> respiratory protection <input type="checkbox"/> hearing protection <input type="checkbox"/> harness <input type="checkbox"/> connectors <input type="checkbox"/> descender <input type="checkbox"/> belay device <input type="checkbox"/> 2 backup devices <input type="checkbox"/> lanyards <input type="checkbox"/> pulley <input type="checkbox"/> headlamp <input type="checkbox"/> multi-tool <input type="checkbox"/> other |
| Group equipment | <input type="checkbox"/> ropes (length and quantity) <input type="checkbox"/> edge protection <input type="checkbox"/> rigging straps <input type="checkbox"/> connectors <input type="checkbox"/> other |
| Team communication | <input type="checkbox"/> Visual (hand signals) <input type="checkbox"/> Verbal <input type="checkbox"/> Radio (Channel__) |
| Machinery lock-out/tag-out | Do machinery, valves, or gates need to be locked-out? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Machinery locked-out/tagged out of service <input type="checkbox"/> Hold order visually checked by RA Supervisor Hold order number: _____ Contact person for clearance: _____ |
| Equipment/tool management | |
| Describe Access Zone/Hazard Zone and methods to mark secure entry and to protect public or other workers: | |
| Access (Fall) Zone | |
| Hazard Zone | |
| Anchors | Standard anchors outlined in Technical Manual |
| Rescue and retrieval methods | |
| Rescue kit | <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Patient Packaging <input type="checkbox"/> Gri-gri <input type="checkbox"/> Pulleys <input type="checkbox"/> Rope Grabs <input type="checkbox"/> connectors <input type="checkbox"/> spare equipment |



COMMON HAZARDS ON SITE

| Condition | Description of Hazards | Control Measures |
|----------------------------------|--|--|
| Falling | Gravity induced injury or death | <ul style="list-style-type: none"> ☑ 100% FP, always use appropriate fall-protection or rope access equipment when 6 feet from unprotected edge with a fall potential of 6 feet or more ☑ All personnel must be properly trained ☑ Use 2 rope system when working line is primary means of support ☑ Use independent anchorages ☑ Always check ropes/anchors, hardware, harness, helmet |
| Communication difficulty | Loud ambient noise No radios/radio malfunction Personnel on opposite sides of building | <ul style="list-style-type: none"> ☑ Agree upon standard communication symbols ☑ Check radios, charge radios ☑ Check alternate communication system |
| Sharp/abrasive surfaces | Rope or anchor damage/failure Abrasions/cuts to hands | <ul style="list-style-type: none"> ☑ Use proper edge protection/padding ☑ Use redirect or intermediate anchors as needed ☑ Wear gloves, long sleeves/pants |
| Electrical lines and RF exposure | Inadvertent contact with lines Burns or electrocution Damage to ropes/anchors | <ul style="list-style-type: none"> ☑ Get appropriate clearances ☑ Confirm lock-out/tag-out ☑ Check for lines that may effect wind blown rope |
| Machinery | Inadvertent contact Damage to ropes/anchors | <ul style="list-style-type: none"> ☑ Get appropriate clearances ☑ Confirm lock-out/tag-out |
| Dropped tools or materials | Injury to personnel or public Damage to structure Loss of tools & work time | <ul style="list-style-type: none"> ☑ 100% Tie-off, helmets, good housekeeping stations ☑ Clearly mark and barricade the hazard zone ☑ Hardhats must be worn in hazard zone ☑ Lanyard all tools ☑ Avoid rigging ropes & locating drop zone over the edge (hazard zone) |
| Hazard/Access/ Safe Zones | Injury to personnel or public inside a hazardous environment w/o proper ppe/ fall protection | <ul style="list-style-type: none"> ☑ Clearly marked zones ☑ Strict enforcement by all |
| Rain/wet conditions | Slippery surfaces Decreased friction on descent & belay devices | <ul style="list-style-type: none"> ☑ Stop work if conditions become dangerous ☑ Set up weather station in staging area ☑ Wear appropriate clothing ☑ Be aware of slippery conditions |



| | | |
|-------------------|--|--|
| Sun/heat | Possible dehydration, heat exhaustion | <input type="checkbox"/> Water available on site <input type="checkbox"/> Wear appropriate clothing <input type="checkbox"/> Use sunscreen |
| Wind | Danger of ropes blowing into areas where descent is difficult or where ropes may be damaged Difficulty in communication Danger of unsecured tools being blown into access zone | <input type="checkbox"/> Stop work if conditions become dangerous <input type="checkbox"/> Set up weather station in staging area <input type="checkbox"/> Secure loose materials at work site |
| Lightning | Danger of electrical strike | <input type="checkbox"/> Stop work when lightning threatens |
| Vehicular traffic | Possible impact | <input type="checkbox"/> Clearly mark and barricade the hazard zone <input type="checkbox"/> Arrange for street closure if necessary |



INTERNAL SAFETY MEETING ATTENDEES (JHA AND SISP REVIEW)

Date of Meeting: _____

Time of Meeting: _____

Location of Meeting: _____

| Name and Position | Emergency Contact: Name and phone number | Allergies and Food Preferences |
|-------------------|---|--------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |



PRE-JOB ROPE VOLUNTEER SAFETY MEETING

Date of Meeting:

Time of Meeting:

Location of Meeting:

RV's Present:

| | |
|-------|-------|
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Items Discussed:

- Any employee can stop event
- Dropped objects – people looking over side/radios
- Ground staff stopping when at 20'
- People in exclusion zone
- Rescue plan, Inspection and safety checks-USE CHECKLIST!
- Communication, Social Media posting, and radio etiquette
- Restroom location and access, Plan for lunch and any dietary restrictions
- Challenge by Choice, Anti-Sexual Harassment
- Weather and potential for schedule modifications
