

REGIONAL PREVENTION PLAN FOR THE UMBRIA REGION 2020-2025

TARGETED PREVENTION PLAN FOR THE RISK OF FALLS FROM HEIGHTS IN BUILDINGS

SELF-ASSESSMENT SHEET

To address the risk of falls from heights in construction companies in the Umbrian territory and to reduce the accident phenomenon, especially in the serious and fatal component, it is necessary to raise awareness among employers of companies in the construction sector of the obligations. A useful tool for verifying these obligations and behaviors is the company self-assessment form.

When working at heights above 2 m, adequate scaffolding, scaffolding or suitable temporary works or precautions must be adopted to reduce the risk of people or things falling from a height.

The self-assessment form was born from the National Prevention Plan 2020-2025, within the Predefined Program PP07 "Targeted prevention plan from the risk of falling from heights on construction sites". Its compilation and relative return to the territorially competent PSAL Services is part of the implementation of the assistance activities carried out by the Prevention Department.

The form is intended for employers who work in construction and is used to collect data and information useful for understanding the current organizational and management context in which companies carrying out work that can expose their workers to falls from heights operate. It can also be used to evaluate the procedures for the correct adoption and use of the equipment, as well as to carry out periodic checks on the construction site.

The sheet is divided into eight sections: a first table is dedicated to the collection of general information, the subsequent ones differ depending on the type of preparation used. The spaces to be filled in by the Employer are shown in the last column on the right.

REGIONAL PREVENTION PLAN FOR THE UMBRIA REGION 2020-2025

TARGETED PREVENTION PLAN FOR THE RISK OF FALLS FROM HEIGHTS IN BUILDINGS

SELF-ASSESSMENT FORM FOR COMPANIES

1. COMPANY DATA SHEET

Name or Company Name:.....

VAT tax code:.....

Registered office in the municipality of....., Prov.....

Address.....

tel.:..... Email.....

PEC address:.....

Operational headquarters (if different from the legal one):

Address.....

tel.:..... Email.....

PEC address:.....

Name of the company's employer:.....

Number of company employees:.....of which immigrants from other countries.....

Performed activity:.....

ATECO code 2007:.....INAIL tariff code:.....

TO	Cognitive framework	Space to be filled in by the Employer
A1	Have there been workplace accidents due to falls from heights in the company in the last five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A2	Are you aware of any good practices or best practices to reduce the risk of falling from a height?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A2 Bis	---> If yes, what good practices or good practices do you know?
A3	What type of setups are used <u>most frequently</u> to carry out work at heights?	<p><i>[Also multiple answers]</i></p> <input type="checkbox"/> scaffolding <input type="checkbox"/> scaffolding <input type="checkbox"/> PLE <input type="checkbox"/> top parapets <input type="checkbox"/> other.....
A4	Is the resistance and state of conservation of the roofs that need to be worked on to support the workers and the materials used to be checked in advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A5	Are openings in attics or roofs protected and marked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A6	Has health surveillance been activated for workers exposed to risk from falling from heights?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A7	Are you aware of the Regulations to be adopted in the company regarding alcohol with regards to consumption, abuse and surveillance activities (intra-company and extra-company)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A8	In the case of ordinary maintenance work on a roof, the company checks in advance the existence of specific documentation relating to the safe execution of this type of work (work file, technical document for coverage, ...)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

B	Assembly and dismantling of scaffolding	Space to be filled in by the Employer
B1	Does the company own the scaffolding it uses or does it rent it? [NB: if you are a solo user, go directly to prospectus C "Use of scaffolding"]	<input type="checkbox"/> Yes <input type="checkbox"/> No
B2	Which type of scaffolding is mainly used?	<input type="checkbox"/> prefabricated <input type="checkbox"/> pipes and joints <input type="checkbox"/> multidirectional
B3	Is it checked before assembly that the elements to be used are subject to the same ministerial authorization or in the case of mixed use, is this provided for by the ministerial authorisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B4	Is the documentation accompanying the scaffolding drawn up by internal staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B4 bis	--- > What part of the documentation is drawn up by external professionals?	[Also multiple answers] <input type="checkbox"/> PiMUS <input type="checkbox"/> Executive draw <input type="checkbox"/> project <input type="checkbox"/> other.....
B5	How often is the review of the scaffolding elements carried out?	<input type="checkbox"/> it is not done <input type="checkbox"/> every time, before reuse <input type="checkbox"/> at least once a month <input type="checkbox"/> at least every six months <input type="checkbox"/> at least once a year
B6	Before preparing the Assembly, Use and Dismantling Plan of the scaffolding and/or having the project drawn up by a qualified engineer or architect, an inspection and survey of the state of the places is carried out, previously examining the elements useful for the installation of the scaffolding (characteristics of the installation plan, type of anchors that can be used, need for non-standard or particular configurations, function of the last deck to prevent falls from the roof, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B7	Have the workers assigned to erecting the scaffolding been adequately trained? Including the person in charge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B8	Is the congruence of the scaffolding installed with the user manual and ministerial authorization always carried out on site, with the executive drawing and any project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B9	Who carries out the functions of the person in charge of erecting the scaffolding?	<input type="checkbox"/> directly from the Employer <input type="checkbox"/> by another appointed person
B10	When was new scaffolding last purchased?	<input type="checkbox"/> in the last 3 years <input type="checkbox"/> 3 to 5 years <input type="checkbox"/> 5 to 10 years <input type="checkbox"/> for over 10 years
B11	Is a preventive check of the scaffolding support surface carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No

C Using scaffolding		<i>Space to be filled in by the Employer</i>
C1	Is the correctness and completeness of the scaffolding documentation (PIMUS, project, executive drawing, etc.) verified in advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C2	Is the correct installation of the scaffolding to be used on site and its correspondence with the accompanying documentation verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C3	Is the scaffolding support surface checked in advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C4	Is the state of conservation of the scaffolding checked as the works progress?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C5	When you use scaffolding as a fall arrest system for work on the roof of buildings, is the presence of the project and the suitability of the top elements always checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No

D Use of top parapets or guardrails		<i>Space to be filled in by the Employer</i>
Q1	Are proprietary parapets used or are they rented?	<input type="checkbox"/> YES, owned <input type="checkbox"/> No, I rent <input type="checkbox"/> in both cases
D2	How is the choice of the type of parapets to be used made?	<i>[Also multiple answers]</i> <input type="checkbox"/> Based on the equipment in stock <input type="checkbox"/> based on the evaluation of the resistance of the roofing <input type="checkbox"/> based on the type of anchors <input type="checkbox"/> based on the slope of the roof
Q3	Is the suitability and correct installation of the parapets on site always checked before use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q4	Is the resistance of the anchoring point of the parapets always checked before installation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D5	What equipment or device is used for assembling/ dismantling parapets?	<i>[Also multiple answers]</i> <input type="checkbox"/> PLE <input type="checkbox"/> PPE <input type="checkbox"/> Scaffold <input type="checkbox"/> other.....

AND	Use of tower wheeled bridge - (scaffold)	
E1	Are the scaffoldings used owned or rented?	<input type="checkbox"/> -YES, they are owned <input type="checkbox"/> -No, we use rental
E2	Is the assembly, use and disassembly of the wheeled bridge reserved for workers in possession of the necessary skills and knowledge, acquired through information, education and training (practical test and applied exercise)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E3	Is the correct assembly of the scaffolding on site checked before use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E4	Are the scaffolding also used by workers from other companies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E5	Is the documentation accompanying the scaffolding kept on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E6	Is a review of the scaffolding elements carried out before their reuse? With what periodicity?	<input type="checkbox"/> -No <input type="checkbox"/> -YES, with every use <input type="checkbox"/> -YES, at least once a month <input type="checkbox"/> -YES, at least once every six months <input type="checkbox"/> Yes, at least once a year
E7	Is the consistency of the assembled scaffolding checked with the manufacturer's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E8	When the scaffolding is used for landing on the roof, are the necessary provisions applied to prevent it from falling into the void?	<input type="checkbox"/> Yes <input type="checkbox"/> No

F	Use of personal protective equipment	Space to be filled in by the Employer
F1	When the anchoring system is brought to heights by workers and temporarily installed for the execution of the works, is the suitability of the structures to which the system is tied/fixed checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
F2	Is the use of PPE reserved for workers who have received specific education and training (including practical tests and exercises)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
F3	When fall arrest PPE is used, is the recovery methods for workers assessed in the event of an emergency or rescue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
F4	Is the integrity and maintenance of the various components of the restraint or fall arrest system carried out? With what periodicity?	<input type="checkbox"/> -No <input type="checkbox"/> -YES, with every use <input type="checkbox"/> -YES, at least once a month <input type="checkbox"/> -YES, at least once every six months <input type="checkbox"/> -Yes, at least once a year
F5	Before starting work using fall-prevention PPE, is the clearance checked and the presence of any obstacles in the event of a worker falling (overhangs, fences, trees, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

G		Use of an elevating work platform (PLE)	Space to be filled in by the Employer
G1	Are proprietary MEWPs used or are they rented?	<input type="checkbox"/> -Yes, I own them <input type="checkbox"/> -No, I mainly use hot freight <input type="checkbox"/> -No, I mainly use cold freight	
G2	Is the correct training of MEWP users always checked (even in the case of hot rental)?	<input type="checkbox"/> -YES <input type="checkbox"/> -No	
G3	During the use of the MEWP, is the presence of a second operator on the ground adequately trained for any recovery maneuvers of the operator at height guaranteed?	<input type="checkbox"/> -YES <input type="checkbox"/> -No	
G4	Is the correctness and completeness of the documentation accompanying the MEWP (booklet, periodic checks, etc.) checked in advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G5	Is the correct maintenance of the PLE checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G6	Is the correct placement of the MEWP on the construction site verified (road slope, resistance of the support surface, presence of obstacles, etc. ...)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G7	If the possibility of disembarking at height is provided for in the PLE booklet, is what is indicated in the booklet implemented to avoid falling into the void?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

H		Use of portable hand ladders	Space to be filled in by the Employer
H1	Does the worker check the integrity of the ladders by hand before using them?	<input type="checkbox"/> -No <input type="checkbox"/> -YES, with every use	
H2	There are provisions so that ladders are used as workplaces at height only in cases where the use of other work equipment considered safer is not justified due to the limited level of risk and the short duration of use or the Existing site features that can't be changed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
H3	Where is the documentation accompanying the ladder kept (booklet, declaration of conformity, etc.)?	[Also multiple answers] <input type="checkbox"/> -In the dockyard <input type="checkbox"/> -in the company <input type="checkbox"/> other.....	

<i>APPEARANCE ASSESSED</i>	Please tick the answer			
	Yes	points	No	points

Section A				
A2. Are you aware of any good practices or best practices to reduce the risk of falling from a height?		1		0
A4. Is the resistance and state of conservation of the roofs that need to be worked on to support the workers and the materials used to be checked in advance?		1		0
A5. Are openings in attics or roofs protected and marked?		1		0
A6. Has health surveillance been activated for workers exposed to risks due to falls from heights?		1		0

Section B for scaffolding erectors				
B3. Is it checked before assembly that the elements to be used are subject to the same ministerial authorization or in the case of mixed use, that this is required by the ministerial authorisation?		1		0
B6. Before preparing the Assembly, Use and Dismantling Plan of the scaffolding and/or doing draw up the project by a qualified engineer or architect, an inspection and a survey of the state of the places is carried out, examining in advance the elements useful for the installation of the scaffolding (laying plan characteristics, type of anchors that can be used, need for out-of-the-box or particular configurations , function of the last anti-falling deck from the roof, etc.)?		1		0
B7. Have the workers assigned to erecting the scaffolding been adequately trained? Including the person in charge?		1		0
B11. Is a preventive check of the scaffolding support surface carried out?		1		0

Section C for scaffolding users				
C1. The correctness and completeness of the documentation is verified in advance scaffolding kit (PIMUS, project, executive drawing, etc.)?		1		0
C4. Is the state of conservation of the scaffolding checked as the works progress?		1		0
C5. When scaffolding is used as a fall arrest system for work on the roof of buildings, is the presence of the project and the suitability of the top elements always checked?		1		0

Section E				
E3. Is the correct assembly of the scaffolding checked on site before use?		1		0
E5. Is the documentation accompanying the scaffolding kept on site?		1		0

<i>APPEARANCE ASSESSED</i>	Please tick the answer			
	Yes	points	No	points

Section F				
F1. When the anchoring system is brought to heights by workers and temporarily installed for the execution of the works, is the suitability of the structures to which the system is tied/fixed checked?		1		0
F2. Is the use of PPE reserved for workers who have received specific education and training (including practical tests and exercises)?		1		0
F3. When fall arrest PPE is used, is the recovery methods for workers assessed in the event of an emergency or rescue?		1		0
F4. Is the integrity and maintenance of the various components of the restraint or fall arrest system carried out?		1		0
F5. Before starting work using fall-prevention PPE, is the clearance checked and the presence of any obstacles in case the worker falls (overhangs, fences, trees, etc.)?		1		0

Section H				
H2 There are provisions so that ladders are used as workplaces at height only in cases where the use of other work equipment considered safer is not justified due to the limited level of risk and the short duration of use or the Existing site features that can't be changed?		1		0
H3 Where is the documentation accompanying the ladder kept (booklet, declaration of conformity, etc.)?		1		0

TOTAL SCORE :

FINAL ASSESSMENT OF THE SCORE OBTAINED FROM THE SELF-ASSESSMENT SHEET (max. score 16)

Evaluate your final score on the basis of the following table, which shows the prevention measures to be implemented based on the result.

Score obtained	Assessment	Measures to be implemented
$P \leq 6$	BASS	Implement actions to review the risk assessment of falling from a height as soon as possible
$6 < P < 13$	MEDIUM	Review critical issues for lower scoring responses
$P \geq 13$	HIGH	Periodically check the implementation status of prevention measures

Evaluation for Scaffolding Users (section A, C, E, F and H)**FINAL ASSESSMENT OF THE SCORE OBTAINED FROM THE SELF-ASSESSMENT SHEET (max. score 16)**

Evaluate your final score on the basis of the following table, which shows the prevention measures to be implemented based on the result.

Score obtained	Assessment	Measures to be implemented
$P \leq 6$	BASS	Implement actions to review the risk assessment of falling from a height as soon as possible
$6 < P < 13$	MEDIUM	Review critical issues for lower scoring responses
$P \geq 13$	HIGH	Periodically check the implementation status of prevention measures