

# Guidance

## Dropped Object Risk Assessment Check List

| Item No. | Assessment  | Initials | Date | Notes |
|----------|---|----------|------|-------|
| 1        | Has a dropped objects and tool prevention course been completed   |          |      |       |
| 2        | Are the consequences of dropped Tools and Objects understood  |          |      |       |
| 3        | Lead a Risk Assessment plan for an activity involving working at height   |          |      |       |
| 4        | Consider the level of risk  |          |      |       |
| 5        | Is the difference between Static and Dynamic dropped tools understood   |          |      |       |
| 6        | Identify Hazards  |          |      |       |
| 7        | Identify potential static dropped objects within your area of work.   |          |      |       |
| 8        | Use an observation process for analysing and identifying potential dynamic dropped objects during an operational activity. Identify any piece of equipment that moves and has the ability to collide, hit or strike and conversely be hit by or struck by other pieces of equipment |          |      |       |
| 9        | Identify and explain dropped objects <b>preventive</b> controls in use on the installation  |          |      |       |
| 10       | Identify and explain dropped objects <b>mitigating</b> controls in use on the installation  |          |      |       |
| 11       | Check if the risk of anything falling can be eliminated by doing the work at ground level   |          |      |       |
| 12       | Check that all materials and equipment are secure   |          |      |       |
| 13       | Check if suitable bins/bags are provided for small, loose objects   |          |      |       |
| 14       | Clearly identify primary securing and secondary retention devices while participating in an installation based dropped objects inspection with a supervisor   |          |      |       |
| 15       | Check if appropriate Personal Safety Equipment is being used and operatives are trained and certified to work at height   |          |      |       |
| 16       | Identify the company approved dropped objects tool kit for working at height  |          |      |       |
| 17       | Has tool kit, tools and tethering systems been inspected and passed fit for purpose   |          |      |       |
| 18       | Show how to use the company approved dropped objects tool kit for working at height   |          |      |       |
| 19       | Check all hand tools are suitably tethered  |          |      |       |
| 20       | Check tool lanyard anchor points if using belt / bags or holsters are structurally rated  |          |      |       |
| 21       | Is there a tool issue log book in place   |          |      |       |
| 22       | Consider the use of catch scaffolding or safety net under the work area   |          |      |       |
| 23       | Check scaffolding toe boards are in place   |          |      |       |
| 24       | Check all portable hand tools will not come apart during use  |          |      |       |
| 25       | Is the work area adequately barricaded off are drop fall zones areas designated and appropriate signs displayed   |          |      |       |
| 26       | Is The work area tidy and free from loose objects and debris  |          |      |       |
| 27       | Is there a formal and up-to-date method statement in place and are those responsible implementing it  |          |      |       |
| 28       | Are adequate control measures in place  |          |      |       |
| 29       | Is use being made of THINK and START Identify Hazards programmes  |          |      |       |
| 30       | Should operational changes occur is TIME OUT for SAFETY (TOS) being implemented   |          |      |       |

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## **Further explanation to points in risk assessment checklist and additional considerations for use in the method statement**

- Lead a Risk Assessment plan for an activity involving working at height.
- Observe participants as they lead the Risk Assessment plan utilizing all of the available checks that are available on the documents.
- References must also be used regarding use of the working at heights tool kits available. They should also ensure that all involved personnel utilize documentation such as the log book before commencing work.
- Use an observation process for analyzing and identifying potential static and dynamic dropped objects during an operational activity. The participant must use an observation process and documents during an operational activity preferably outside their normal area. They must demonstrate ability to capture any changes in the operational event and identify any areas where the potential for a dynamic dropped object exists.

## **Identify and explain dropped objects preventive controls in use on the installation**

The participant shall identify and explain both static preventive controls (equipment maintenance/periodic inspection process, primary securing devices such as nuts, bolts, screws and brackets) and dynamic preventive controls (individual awareness, observation process, risk assessment, management of change, derrick log book, lift plans and third party equipment inspections).

## **Identify and explain dropped objects mitigating controls in use on the installation.**

The participant shall identify and explain both static and dynamic mitigating controls. Examples of static mitigating controls include secondary retention such as wire slings, lock wire, split pins, roll pins, spring clamps, lock washers, safety chains, barriers and restricted access areas. Examples of dynamic mitigating controls include at height tool kits, secondary retention such as wire slings, lock wire, split pins, roll pins, spring clamps, lock washers, safety chains, barriers and restricted access areas and PA announcements.

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## **Inspect the company approved dropped objects toolkit for working at height.**

Participants must be able to check the condition of all fasteners, tethers, lanyards, bags, and belts that are attached to tools in the tool box. Ensure that all tool fasteners are in good working order and not damaged. Inspect the lanyards for wear and also any adverse affects on the lanyards from exposure to chemicals. Ensure that the tool box is kept in a clean and orderly fashion.

Check tools for damage and excessive wear which may lead to failure

## **Show how to use the company approved dropped objects toolkit for working at height**

The operative should show how to use the working-at-height tools correctly. The tools must be attached in a manner that does not have the ability to become loose and fall while working at height. The participant must also demonstrate how to use tool issue log book when taking tools and equipment up in the work place.

## **Complete Dropped Tools prevention training course.**

Participants should successfully complete Dropped Tools and Objects Training course.

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