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# 1. ABOUT THIS PROTOCOL

This protocol was established to protect personnel from the hazards associated with working at heights.
This protocol establishes minimum requirements for personnel working at heights.
This protocol defines the requirements for analyzing hazards associated with working at heights, along with the selection and use of fall protection equipment to protect workers from fall hazards.
This protocol applies to personnel who work at heights or oversee work at heights on Devon locations.
Contractors will have their own program that meets or exceeds Devon's Fall Protection Protocol when performing work on Devon locations.
None
Fall Protection Implementation Plan 350-IP



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# 3. ROLES

Division/Business Unit Leadership	Reinforce adherence to this protocol and provide resources for application of the protocol. Ensure employees responsible for working at elevated surfaces receive required training.
Line Supervisor	Understand how this protocol applies to personnel in their area of responsibility. Ensure personnel have training, skills, knowledge, and understanding to comply with this protocol. Check periodically to ensure the requirements of this protocol are being met. Provide equipment needed for fall protection.
Environmental, Health and Safety	Provide technical resources and tools for protocol application. Monitor compliance through the audit process.
Devon Employees	Adhere to the requirements of this protocol. Identify and report gaps in this protocol. Complete required training.
Contract Company Representative	Comply with regulatory requirements and follow this Protocol.



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## 4. PROTOCOL PREREQUISITES

#### 4.1 PROTOCOL OVERVIEW

This protocol defines the requirements for analyzing hazards associated with working at heights, along with the selection and use of fall protection equipment to protect workers from fall hazards. The document will apply to all work performed at heights.

#### 4.2 APPLICABLE STANDARDS

29 CFR 1910.23 - Ladders

29 CFR 1910.25 - Stairways

29 CFR 1910.28 – Duty to Have Fall Protection and Falling Object Protection

29 CFR 1910.67 – Vehicle-mounted Elevating and Rotating Work Platforms

29 CFR 1910.132 - Personal Protective Equipment General Requirements

29 CFR 1910.140 - Personal Fall Protection Systems

29 CFR 1910.269 – Electric Power Generation, Transmission, and Distribution

29 CFR 1926.451 – Scaffolding General Requirements

29 CFR 1926.453 - Aerial Lifts

29 CFR 1926.454 – Scaffolding Training Requirements

29 CFR 1926.501 - Duty to have Fall Protection

29 CFR 1926.502 - Fall Protection Systems Criteria and Practices

29 CFR 1926.503 – Fall Protection Training Requirements

29 CFR 1926.1051 – Stairways and Ladders General Requirements

29 CFR 1926.1052 - Stairways

29 CFR 1926.1053 - Fixed Ladders

29 CFR 1926.1060 – Stairways and Ladders Training Requirements

Devon Pre-Job Planning Protocol

Devon Hazard Assessment and Personal Protective Equipment Protocol

ANSI/ASSP Standard A10.8 – 2011 – Scaffolding Safety Requirements

ANSI/ASSP A10.32 – Construction Fall Protection

ANSI/ASSP Z359 – Fall Protection

ANSI-ASC A14 – Ladders

#### 4.3 REQUIRED MATERIALS, EQUIPMENT, INFORMATION, OR OTHER RESOURCES

Personal fall protection systems and equipment.



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## 5. PROTOCOL

## 5.1 FALL HAZARD CONTROLS

Step	Required Action	Role
5.1.1	Where feasible, eliminate fall exposures during initial design and construction. When elimination is not feasible, the preferred option is passive fall protection (e.g., guardrails, covers, etc.), followed by active fall protection (e.g., travel restraint, fall arrest, etc.).	Construction/ Engineering / Design / Line Supervisor
<b>Note:</b> Eliminating fall hazards includes, but is not limited to, relocation of the task to a safe location, installing ground level gauges, and/or installation of physical barriers such as guardrails, handrails, toe-boards and covers.		

## 5.2 GENERAL REQUIREMENTS

Step	Required Action	Role
5.2.1	Conduct a pre-task tailgate in accordance with the <a href="Pre-Job Planning Protocol">Protocol</a> prior to working at heights (e.g., fixed/portable ladders, scaffolding, platforms, aerial lifts, etc.).	Employee
<b>Note:</b> A fall protection assessment (including emergency rescue measures) must be communicated to affected employees if the fall hazard cannot be eliminated.		
Note: The pre-task tailgate must include precautions for dropped objects when performing work at heights (e.g., establishing red zone, tethering tools, etc.).		
5.2.2	Only walk on tanks that are designed for this activity and only with proper fall protection.	Employee

## 5.3 FALL PROTECTION SYSTEMS

Step	Required Action	Role
5.3.1	Ensure workers engaged in activities on elevated surfaces 4 feet or more above lower levels are protected from falling by a fall protection system:	Line Supervisor



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- Passive fall protection (guardrail/toe-board systems, cover, controlled access zone)
- Active fall protection (travel restraint, fall arrest systems)

**Note:** Refer to <u>Appendix A</u> for passive fall protection system requirements and <u>Appendix B</u> for active fall protection system requirements.

#### 5.4 PASSIVE FALL PROTECTION

#### **Guardrail Systems**

5.4.1 Ensure guardrails/toe-boards or barricades are erected to protect workers Line Supervisor from wall openings or floor holes on elevated surfaces.

**Note:** Refer to <u>Appendix A</u> for passive fall protection system requirements.

**Note:** Guardrail systems used at floor holes must be erected on all unprotected sides or edges of the hole.

**Note:** When guardrail systems are used at hoisting areas, a chain, gate, or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.

- 5.4.2 Ensure guardrail systems and toe-boards are installed to prevent falling objects by:
- Line Supervisor
- Ensuring wall openings or floor holes are small enough to prevent passage of potential fall objects.
- Not storing materials and equipment within 6 feet of an edge unless guardrails and toe boards are erected.
- Ensuring excess materials and debris are removed from the working area at regular intervals.

#### **Controlled Access Zones**

5.4.3 Controlled access zones may be used without guardrails, toe-boards, and fall arrest systems under certain situations:

**Employee** 

 A safety monitoring system must be established prior to work beginning.



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A control line must be established (e.g., raised warning marker, etc.) and be installed at least 6 feet from the edge (See <u>Appendix C</u>).

Covers		
5.4.4	Ensure covers for holes in floors and other walking/working surfaces are constructed to OSHA compliance to support the weight of personnel, equipment, and material that may be on the cover.	e Line Supervisor
Note:	Refer to Appendix A for cover requirements.	
5.4.5	Ensure covers are secure to prevent unintentional movement.	Line Supervisor / Employee
Stairs		
5.4.6	Ensure stairs are constructed to OSHA compliance.	Line Supervisor
Note:	Refer to Appendix A for stair requirements.	

## 5.5 ACTIVE FALL PROTECTION

Step	Required Action	Role
General		
5.5.1	Document fall protection Personal Protective Equipment (PPE) on the PPE Hazard Assessment Form in accordance with the <u>Hazard Assessment and Personal Protective Equipment (PPE) Protocol</u> .	Line Supervisor
5.5.2	Ensure fall protection equipment and their components are used exclusively for fall protection and not for any other purpose (e.g., hoisting equipment and materials, etc.).	Line Supervisor



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5.5.3 Ensure fall protection PPE is properly maintained, stored, inspected, and ANSI/ASSP approved.
 Note: Refer to Appendix B for active fall protection criteria.

**Note:** Fall protection PPE must be protected from being cut, abraded, melted, or otherwise damaged.

**Note:** Additional requirements apply for fall protection equipment used near overhead powerlines. Refer to OSHA and NFPA.

5.5.4 Inspect fall protection PPE prior to each use for wear, damage, and other deterioration.

Employee

**Note:** In the event defects cannot be immediately resolved, notify your supervisor and remove the equipment from service by placing a tag which states "OUT OF SERVICE" on the equipment or destroying the equipment.

5.5.5 Use appropriate fall protection equipment when working inside the basket of an aerial lift, crane suspended platform or basket (e.g., bucket truck, extendable boom platform, manlift, articulating boom platform or vertical tower). Never climb on the guardrails (midrail or handrail) of the basket.

**Employee** 

5.5.6 Ensure fall protection equipment involved in a fall is tagged with a "Do Not Use" tag on the equipment and immediately removed from service or destroyed.

Line Supervisor

5.5.7 Discuss a rescue plan (see section 5.7) for the type of work to be performed.

Employee

#### **Fall Restraint and Arrest Systems**

5.5.8 Use fall restraint or fall arrest systems when working at heights 4 feet or greater where passive fall protection is not reasonable, practical, or effective.

Employee

5.5.9 Maintain 100% tie-off when a personal fall-arrest device is required.

Employee

**Note:** This can be achieved by using a "Y" lanyard or twin leg retractable lifeline.

Note: Vertical lifelines must only be used for a single user.



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5.5.10	Only use fall arrest and fall restraint system components that have a documented inspection within the past 12 months (See Attachments $\underline{B}$ , $\underline{C}$ , $\underline{D}$ , and $\underline{E}$ ).	Employee
5.5.11	Calculate the maximum fall distance when using a fall arrest system to ensure the proper fall arrest system is used (see <a href="Appendix D">Appendix D</a> ).	Employee
	If an individual is outside of the 130–310-pound range, fall protection be evaluated by a Fall Protection Competent Person.	
Lanyard	s	
5.5.12	Connect fall arrest lanyards to appropriate anchor points (section 5.6) directly above the user's head when possible.	Employee
5.5.13	Do not tie knots in lanyards for any reason and do not tie-off a lanyard to itself unless the lanyard is specifically designed for such use and application.	Employee
	Tie-off adapters are manufactured for use on approved anchor points peam strap).	
5.5.14	Follow manufacturer's recommendation when connecting the lanyard directly to the D-ring on the full body harness.	Employee
Note:	Do not connect more than one lanyard of any type together.	
Harness	es	
5.5.15	Ensure all harness straps are snug to ensure there is no body shifting in case of a fall.	Employee
	The attachment point of the harness must be in the center of the back near the shoulder level.	
5.5.16	Body belts will only be used in a fall restraint system that prevents the worker from falling.	Employee
Compor	nents for Harnesses, Lanyards, and Lifelines	
5.5.17	Use only dual action latching snaphooks on fall protection equipment.	Employee



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5.5.18 Use snaphooks that are sized to be compatible with the equipment to which they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member.

Employee

#### 5.6 ANCHOR POINTS

Step	Required Action	Role
5.6.1 Note:	<ul> <li>Select an anchor point that meets the following criteria:</li> <li>Capable of suspending 5,000 lbs. per person or certified by a professional engineer to withstand two times the maximum arresting force.</li> <li>Independent of any anchorage used to support or suspend a platform.</li> </ul> Refer to Appendix E for examples of non-engineered anchor points.	Employee
5.6.2	Tie-off to only manufacturer-approved anchor points.	Employee

## 5.7 RESCUE

Step	Required Action	Role
5.7.1	Provide assisted rescue or ensure employees are capable of self-rescue in the event a fall occurs when utilizing a fall arrest system.	Line Supervisor
fall arı	Two individuals are recommended for assisted rescue when utilizing a rest system. Self-rescue must be satisfactory when two individuals are railable.	
Note: used.	Assisted rescue may not be required when a fall restraint system is	
<ul> <li>5.7.2 Discuss the rescue plan, appropriate for the potential rescue operation, when utilizing a fall arrest system. The rescue plan discussion should include the following at a minimum:         <ul> <li>Contacts (rescuer(s), competent person, emergency contact).</li> <li>Rescue equipment and location of equipment.</li> <li>Rescue factors (anchor point, landing area, rescue hazards).</li> <li>Rescue response procedure.</li> </ul> </li> </ul>		Authorized Fall Protection User



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**Note:** The rescue plan must be discussed during the pre-task tailgate meeting.

5.7.3 Conduct annual exercises for personnel assigned to rescue duties.

Line Supervisor

**Note:** Exercises may be conducted using several techniques, including tabletop exercises. Personnel should be able to demonstrate their knowledge of personal fall arrest equipment and procedures.

#### 5.8 LADDERS

Step	Required Action	Role
General		
5.8.1	Ensure all ladders are designed and constructed to OSHA and ANSI compliance.	Line Supervisor
Note:	See <u>Appendix F</u> for ladder criteria.	
5.8.2	Ensure ladders are maintained in a safe condition and are used only for the purposes for which they were designed. All ladders must be visually inspected prior to use.	Line Supervisor
<b>Note:</b> Damaged ladders must be tagged with a "Do Not Use" tag and immediately removed from service.		
5.8.3	Face ladders and maintain three points of contact (e.g., two hands and a foot, or two feet and a hand) when climbing or descending a ladder.	Employee
5.8.4	Do not carry objects or loads that could cause loss of balance while climbing or descending a ladder.	Employee
5.8.5	Keep the area clear around the top and bottom of ladders.	Employee
This sec	e Ladders tion specifies straight, extension, and "A" frame ladders. Neither ladder standard (29 CFR 1926, subpart X) nor the fall	
protec	tion standard (29 CFR 1926, subpart M) requires fall protection for rs while working on portable ladders.	



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5.8.6	Portable ladders in busy areas (activities or traffic) must be secured or protected by a temporary barrier to prevent them from being moved.	Employee
5.8.7	Ensure portable ladders are positioned so that feet are secure, level, and stabilized.	Employee
5.8.8	Do not climb on the rear section cross-bracing of stepladders unless the ladder is designed and provided with steps for climbing on both front and rear sections.	Employee
5.8.9	The cap and/or top step are not to be used as a step.	Employee
5.8.10	Do not move, shift, or extend a portable ladder while an individual is on it.	Employee
5.8.11	<ul> <li>Ensure extension and straight ladders used to access an elevated surface:</li> <li>Extend at least 3 feet above the elevated surface.</li> <li>Are positioned so they have the proper slope (See "4-to-1 Rule" in fall protection terms and definitions).</li> </ul>	Employee
5.8.12	Do not use metal ladders around electrical equipment.	Employee
5.8.13	Only one person shall climb or work from a portable ladder at the same time.	Employee
5.8.14	When not in use, portable ladders must be properly stored.	Employee
Fixed La	ndders	
5.8.15	<ul> <li>Ensure that fixed ladders are constructed with the following:         <ul> <li>Existing ladders installed before November 19, 2018, that extend more than 24 feet above a lower level must be equipped with a personal fall arrest system, ladder safety system, cage or well.</li> <li>Ladders installed after November 19, 2018, that extend more than 24 feet above a lower level will be equipped with a personal fall arrest system or ladder safety system.</li> </ul> </li> <li>On and after November 19, 2036, all fixed ladders extending more than 24 feet above a lower level will be equipped with a personal fall arrest system or a ladder safety system.</li> </ul>	Line Supervisor

**Mobile Ladder Stands/Platforms** 



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5.8.16 Do not move or shift a mobile ladder stand/platform while an individual is Employee on it.

## 5.9 SCAFFOLDING

Step	Required Action	Role
5.9.1	Ensure personnel responsible for the assembly of scaffolding are under the supervision of a competent person.	Line Supervisor
5.9.2	Ensure scaffolds are inspected and tagged by a competent person prior to each work shift they will be used or when modifications to the scaffolding have been made.	•
Note:  • •	Scaffolds shall be tagged: Green when they are safe to use without restrictions. Yellow when they can be used, but with restrictions. Red when they are unsafe for use.	

## 5.10 INSPECTION

Step	Required Action	Role
5.10.1	Ensure documented fall protection PPE inspections are conducted annually (see Attachments $\underline{B}$ , $\underline{C}$ , $\underline{D}$ , and $\underline{E}$ ).	Line Supervisor



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# 6. TERMS AND DEFINITIONS

Fall protection system that requires a person to wear or use fall protection equipment. Examples include travel restraint or fall arrest systems.	
A secure point of attachment for lifelines, lanyards, or deceleration devices.	
A procedure where an individual has fallen while using a fall arrest system and is helped by others to be retrieved.	
One who can identify existing and potential hazards and has authorization to take prompt corrective measures to eliminate them.	
An area used to control access from the leading edge of an elevated surface.	
A mechanism which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on a worker during a fall. Examples include rope grab or rip-stitch lanyards, specially woven lanyards, tearing or deforming lanyards, or automatic self-retracting devices/lanyards.	
The vertical distance of a fall traveled from the point when the deceleration device begins to operate until stopping, excluding lifeline elongation and free fall distance.	
A position where a person is exposed to a fall of 4 feet or more to a lower level.	
A system used to arrest the fall of an individual at a safe rate and prior to landing on a lower level. It consists of a body harness, anchorage, and connector. The connection may include a lanyard, deceleration device, lifeline, or a suitable combination of these.	



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Fall Protection System	A system used to provide protection from falling or to safely arrest a fall if one occurs. Examples include guardrails systems, safety net systems, fall arrest systems, and travel restraint systems.
Floor Hole	Gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.
Free Fall Distance	The vertical displacement of the fall arrest attachment point on the body belt or harness between onset of the fall and when the system begins to apply force to arrest the fall.
Full Body Harness	An apparatus with straps which may be secured about the worker in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a fall arrest system.
4-to-1 Rule	For every 4 feet a ladder extends upward, the ladder should be 1 foot from the base of the structure the ladder is leaned against.
Guardrail system	A barrier erected to prevent workers from falling.
Ladder Safety System	A system designed to eliminate or reduce the possibility of falling from a ladder. It usually consists of a carrier, safety sleeve, lanyard, connectors, and body harness. Cages and wells are not considered ladder safety systems.
Lanyard	A flexible line of rope, wire rope, or strap that has a connector at each end for connecting the body harness to a deceleration device, lifeline, or anchorage.
Lifeline	A line provided for direct or indirect attachment to a worker's body harness, lanyard, or deceleration device. Such lifelines may be horizontal or vertical in application.
Passive Fall Protection	Fall protection that does not require wearing or using fall protection equipment.  Examples include guardrail systems and controlled access zones.



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Travel Restraint Line	A rope or wire used to transfer forces from a body support to an anchorage or anchorage connector in a restraint system.
Travel Restraint System	A combination of an anchorage, anchorage connector, lanyard, and body support used to eliminate the possibility of going over the edge of a walking-working surface.
Rescue Plan	A process for retrieving a person who has fallen while using a fall arrest system through self or assisted rescue.
Rope grab	A device that attaches to a lifeline as an anchoring point that provides a means of arresting a fall.
Safety Monitoring System	A safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.
Self-Rescue	A procedure where an individual uses their fall protection equipment to rescue themselves.
Self-Retracting Device	A deceleration device containing a drum-wound line that can be slowly extracted from, or retracted onto, the drum under slight tension during normal movement used for fall arrest protection. At the onset of a fall, the device locks the drum and arrests the fall.
Snap-Hook	A self-closing device with a keeper, latch, or other similar arrangement that will remain closed until manually opened.
Three Points of Contact	A climbing technique used while 2 hands and 1 foot or 2 feet and 1 hand are on the ladder or stairwell at all times.
Toe-Board	A low, protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.



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Maximum Fall Distance

A maximum vertical distance between the wearer's body harness attachment points before and after the fall is arrested including lanyard extension and/or deceleration distance.

Wall Opening

A gap or void 30 or more inches high or 18 or more inches wide in a wall or railing, through which workers can fall to a lower level.

#### **General Terms and Definitions**

Area Individual operating fields or components that collectively comprise a Region; areas

normally include an area office.

Area Office Field office with assigned employees that support an area.

**Business Unit** Individual components that collectively comprise a Division. Business Units may also

be referred to as Basins.

Contract Company Representative A contractor who is assigned responsibilities and oversight for a specific task that requires adherence to Devon EHS protocols.

Division The division operations of Devon are Strategic-Services, Corporate, Facilities &

Pipeline and U.S.

**Division EHS** Titled position that provides EHS guidance and support within a Division. This could

be EHS Manager, EHS Supervisor, and/or EHS Professional.

Facility The collection of tangible structures, piping, valves, vessels, tanks, compression, and

> processing equipment located in close geographic proximity, that are involved directly in the development, production, processing, or delivery of oil and gas to market (e.g. A tank battery, drill site, well-site, compressor station, and pipeline).

Line Supervisor Titled position that has assigned authority and responsibility for financials, production, maintenance, projects, and personnel for a defined area. In Devon, this could be any Supervisor, Superintendent, Foreman or Assistant Foreman.



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Person-in- Charge (PIC)	A person that has been authorized by Devon to perform specific tasks.



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## 7. DOCUMENT MANAGEMENT

## 7.1 REVISION DETAILS

The changes made to this Protocol during the latest revision can be found in Attachment A.

#### 7.2 APPROVAL

This procedure has been approved by:

Name	Title	
Garrett Jackson	VP, EHS	

#### 7.3 SEEKING AND APPROVING VARIANCES

Variances to this document will be submitted in accordance with the EHS Document Control and Records Management Protocol.

#### 7.4 RELATED DOCUMENTS

Document Name
Fall Protection Harness Inspection Form
Fall Protection Ladder Safety System Inspection Form
Fall Protection Lanyard Inspection Form
Fall Protection Self-Retracting Device Inspection Form
Fall Protection Approval, Review, and Modification History
Fall Protection One-Pager
Fall Protection Protocol Training
Fall Protection Protocol Exam



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## 8. ADDITIONAL RELATED INFORMATION

## 8.1 TRAINING AND CERTIFICATION REQUIREMENTS

Step	Required Action	Role
8.1.1	Ensure Devon employees who will perform elevated surface work have been trained on this protocol before assigning them applicable activities.	Line Supervisor

8.1.2 Ensure level of training is appropriate with the type of work personnel will Line Supervisor be performing (see table).

Training Level	Participants	Content	
General Awareness	All employees working around elevated surfaces and accessing surfaces with passive fall protection	<ul> <li>Hazard identification</li> <li>Awareness of protocol requirements</li> </ul>	
Authorized Person	Employees accessing elevated surfaces without passive fall protection	<ul> <li>Hazard identification</li> <li>Selection of anchorage points</li> <li>Equipment selection</li> <li>PPE inspection/storage</li> </ul>	
Competent Person	Employees who oversee the installation of fall protection systems and approve key fall protection elements	<ul> <li>Installation of fall protection systems (e.g., horizontal lifelines, etc.)</li> <li>Design of controlled access zones</li> <li>Approving anchorage points</li> <li>Selection of anchorage points</li> <li>Hazard identification</li> <li>Equipment selection</li> <li>PPE inspection/storage</li> </ul>	
Authorized Rescue	Employees who assemble and use fall protection equipment rescue systems	Rescue equipment selection, inspection, use, storage, and maintenance	
Competent Rescue	Employees who develop rescue plans and procedures	<ul><li>Rescue plan/procedure development</li><li>Inspection of rescue equipment</li></ul>	



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Scaffold Competent Person Training  Scaffold User Training	Employees who will erect, disassemble, move, operate, repair, maintain, or inspect scaffolding  Employees who use scaffolding	<ul> <li>Hazard identification for specific scaffold type being used</li> <li>Correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the scaffold being used</li> <li>Design criteria, maximum intended load-carrying capacity, and intended use of scaffold being used</li> <li>Proper equipment selection when the scaffold is being used with restrictions</li> <li>Hazard identification for specific scaffold type being used</li> <li>Proper equipment selection when the scaffold is being used with restrictions</li> <li>Proper use of scaffold</li> <li>Proper handling of materials on the scaffold</li> <li>Maximum intended load</li> <li>Load-carrying capacities of the scaffold used</li> </ul>	
believe	Provide refresher training to be conducted whenever there is reason to believe that there are inadequacies in the employee's knowledge or use of fall protection systems or equipment.		
there is	Provide retraining for all authorized and affected employees whenever Line Supervisor there is a change in the types of fall protection systems or equipment to be used that render previous training obsolete.		
	Ensure contract company representatives follow the requirements of this protocol.		



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## 8.2 RECORDS/LOGS/REPORTS

Step	Required Action	Role
8.2.1	Forward records to EHS for filing.	Employee
8.2.2	File the records as noted below:	EHS

Record	File Location & Number	Retention Time	Enterprise Classification Structure Code
Harness Inspection	See Field Office File	CY + 3 Years	EH45
Sheet	Directory	(CY=Current Year)	
Lanyard Inspection	See Field Office File	CY + 3 Years	EH45
Sheet	Directory	(CY=Current Year)	
SRD Inspection Sheet	See Field Office File	CY + 3 Years	EH45
	Directory	(CY=Current Year)	

**Note**: The Records Management Enterprise Classification Structure Code is listed as a reference, which should be utilized when records are sent to stored records.



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## **APPENDIX A: PASSIVE FALL PROTECTION SYSTEM REQUIREMENTS**

(OSHA 1926.502 & 1910.29 & 1910.25)

This table provides a quick reference to the essential requirements for each category of the listed passive fall protection systems. For more detailed information, see the requirements in 29 CFR 1910 and 1926.

Category	Requirement	Requirement Requir		
Guardrail System	• Top edge: 42 ± 3 inches above wal	Top edge: 42 ± 3 inches above walking/working level		
Members	Midrails/screens/mesh: between top edge and surface if no			
	wall/platform ≥ 21 inches			
	Intermediate members: ≤ 19 inche	Intermediate members: ≤ 19 inches apart		
	<ul> <li>Withstand force: ≥ 200 pounds</li> </ul>			
	<ul> <li>Top/midrails: ≥ 0.25 inches diamet</li> </ul>	er/thickness		
Handrails and Stair Rail	Handrails: 30-38 inches from stair	tread		
Systems	Stair rail (pre-2017): ≥ 30 inches from the stail (	om stair tread		
	Stair rail (post-2017): ≥ 42 inches f	rom stair tread		
	Top rail as handrail: 36-38 inches f	rom stair tread		
	• Clearance: ≥ 2.25 inches			
	Openings: ≤ 19 inches			
<b>Tob-board Members</b>	Height: ≥ 3.5 inches			
	• Clearance: ≤ 0.25 inches			
	<ul> <li>Solid or openings ≤ 1 inch</li> </ul>	Solid or openings ≤ 1 inch		
	Withstand force: ≥ 50 pounds	Withstand force: ≥ 50 pounds		
Covers	Support: ≥ 2 times live load	Support: ≥ 2 times live load		
Stairways	Provided at elevation break ≥ 19 inches			
	<ul> <li>Vertical clearance: ≥ 6 feet, 8 inche</li> </ul>	Vertical clearance: ≥ 6 feet, 8 inches		
	Uniform riser heights/tread depths			
	Landings/platforms: ≥ width of sta	Landings/platforms: ≥ width of stair, ≥ 30 inches depth		
		Door/gate on stairway: platform depth ≥ 20 inches (pre-2017) or ≥ 22		
		inches (post-2017)		
	<ul> <li>Support: ≥ 5 times live load or ≥ 1,</li> </ul>	000 pounds		
Standard Stairs	Angles: 30-50 degrees	Angles: 30-50 degrees		
	Width: ≥ 22 inches			
	Riser height (pre-2017): ≤ 9.5 inches			
	Tread depth (pre-2017): ≥ 9.5 inches			
	Post-2017 rise/tread dimensions:	Post-2017 rise/tread dimensions:		
	30°: 6.5/11 inches	30°: 6.5/11 inches 41°: 8.25/9.25 inches		
	32°: 6.75/10.75 inches			



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33°: 7/10.5 inches	45°: 8.75/8.75 inches
35°: 7.25/10.25 inches	46°: 9/8.5 inches
36°: 7.5/10 inches	48°: 9.25/8.25 inches
38°: 7.75/9.75 inches	49°: 9.5/8 inches
40°: 8/9.5 inches	



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# **APPENDIX B: ACTIVE FALL PROTECTION PPE REQUIREMENTS**

This table provides a quick reference to the key criteria for each type active fall protection equipment. For more detailed information, see the requirements in 29 CFR 1910 and 1926 or ANSI/ASSP Z359.

PPE Type	Criteria	
Snaphooks and	Self-closing and dual action, self-locking	
Carabineers	Opened only by at least two consecutive deliberate actions	
	Withstand 5,000 pounds tensile load	
	Gate withstands 3,600 pounds without separating more than 0.125 inches	
Full Body	<ul> <li>Load bearing straps: minimum width of 1-5/8 inches</li> </ul>	
Harnesses	Strap ends finished to prevent fraying	
	<ul> <li>Strap material breaking strength: ≥ 5,000 pounds</li> </ul>	
	<ul> <li>Maximum Arrest Force: ≤ 1,800 pounds</li> </ul>	
Lanyards	<ul> <li>Lanyards breaking strength: ≥ 5,000 pounds</li> </ul>	
	<ul> <li>Energy absorbers: max arrest force ≤ 1,800 pounds</li> </ul>	
	Synthetic fibers for ropes and straps	
Horizontal	<ul> <li>Designed, installed, and used under qualified supervision</li> </ul>	
Lifelines	Part of a system maintaining a safety factor of at least two	
Self-Retracting	<ul> <li>Webbing breaking strength: ≥ 5,000 pounds</li> </ul>	
Devices	<ul> <li>Max arrest force: ≤ 1,800 pounds</li> </ul>	
	<ul> <li>Components for ≤ 2 feet free fall: sustain 3,000 pounds</li> </ul>	
	<ul> <li>Components for &gt; 2 feet free fall: sustain 5,000 pounds</li> </ul>	
Travel Restraint	<ul> <li>Capable of sustaining a tensile load of at least 5,000 pounds</li> </ul>	
Lines		
Fall Arrest	<ul> <li>Max arresting force: ≤ 1,800 pounds</li> </ul>	
Systems	Max deceleration distance: 3.5 feet	
	Withstand twice the potential impact energy of a 6 feet free fall	
	No contact with neck and chin area	
Positioning	Rigged to prevent free fall > 2 feet	
Systems	Withstand 4-foot drop of 250-pound weight	
	Lineman's body belt and pole strap systems: meet electrical and	
	flammability tests (OSHA and NFPA)	



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## **APPENDIX C: CONTROLLED ACCESS ZONES**

#### **Controlled Access Zones**

A controlled access zone is a clearly marked, designated work area where certain types of work may take place without the use of a conventional fall protection system (personal arrest or safety net) to protect the workers working in the zone and is used to keep out unauthorized workers that do not have physical fall protection from the work area.

# Control Zone (no fall protection required if working in this zone. Unguarded platform edge

**Diagram of a Controlled Access Zone** 

**Note**: In this example, workers in the control zone do not require fall protection, BUT the control zone must be:

- At least 6 feet away from an unguarded edge, and
- Points of access shall be connected to the work area by an access path formed by two warning lines, and
- Marked with raised warning markers.

Entry into a control zone does not require fall protection.

#### **Defining the Controlled Access Zone Area**

Controlled access zones must be defined by:

- A control line, or
- Any other means that restricts access



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#### **Control Line Requirements**

Control lines may consist of ropes, wires, tapes or equivalent materials and supporting stanchions.

#### Each control line must:

- Extend along the entire length of the unprotected edge approximately parallel to the unprotected edge
- Connect on each side to a guardrail system or wall
- Be flagged or otherwise clearly marked with high-visibility material at intervals no more than 6 feet
- Be rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches from the elevated surface and the highest point is not more than 45 inches from the elevated surface,
- Be strong enough to sustain stress of 200 lbs. minimum, and
- Be erected no less than 6 feet and no more than 25 feet from the unprotected or leading edge

**Note**: In cases where pre-cast concrete members are being erected, the control lines should be no less than 6 feet and no more than 60 feet, or half the length of the member being erected, whichever is less, from the leading edge.

#### Platforms, Floors, and Roofs

Use the table below for guardrail systems on platforms, floors, and roofs.

When on platforms, floors, and roofs where guardrail systems are	Then
Not in place prior to the beginning of the work activity	<ul> <li>Enlarge controlled access zones as necessary to enclose all</li> <li>Points of access</li> <li>Material handling areas, and</li> <li>Storage areas</li> </ul>
In place, but need to be removed to allow the work activity to progress or leading-edge work to take place	Remove only that portion of the guardrail necessary to accomplish that day's work

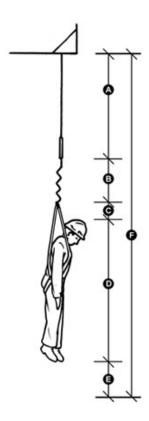


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## APPENDIX D: CALCULATING MAXIMUM FALL DISTANCE CLEARANCES

A worker is six (6) feet tall using a (6ft.) long lanyard. The combined weight of the worker, clothing and tool belt is 220lbs.

- **A** Length of lanyard 6ft.
- **B** Maximum deceleration distance 3.5ft. ANSI/ASSP-compliant shock absorber;
- **C** Harness stretch plus D-ring sliding 1ft. for normal harness and 2.5 ft. for stretch webbing harness
- **D** Height of worker 6ft
- **E** Safety factor clearance below feet of 3ft.
- **F** A+B+C+D+E Minimum clearance distance varies between 19.5ft. and 22ft. depending on the components used in the system



**Note:** If an individual is outside of the 130–310-pound range, fall protection must be evaluated by a Fall Protection Competent Person.



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## **APPENDIX E: Non-Engineered Anchorage Point Examples**

Acceptable Tie-off Points	Unacceptable Tie-off Points
I-beams	Electrical conduit
Horizontal support beams (structural	Fire sprinkler piping
supports)	Heating/cooling (HVAC) duct
Equipment lifting eyes	Handrails/guardrails
<ul> <li>Scaffolding under specific situations</li> </ul>	Electrical cable trays
Other substantial anchors that are capable of	Rebar
supporting more than 5,000 pounds per	Light fixtures
individual attached	Ladder
	Lifting eyes on mobile equipment (e.g., back
	hoe, forklift, etc.)



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## **APPENDIX F: LADDER REQUIREMENTS**

This table provides a quick reference to the essential requirements for each category of the listed ladders. For more detailed information, see the requirements in 29 CFR 1910 and 1926.

Category	Requirement		
All Ladders	Rung, Step, and Cleat Spacing:		
	<ul> <li>Spaced 10-14 inches apart (centerline to centerline)</li> </ul>		
	<ul> <li>Steps on stepstools spaced 8-12 inches apart</li> </ul>		
	Minimum Clear Width:		
	11.5 inches for portable ladders		
	16 inches for fixed ladders (measured before installation of ladder		
	safety systems)		
	10.5 inches for stepstools		
Fixed Ladders	Perpendicular Distance:		
	<ul> <li>Minimum 7 inches from the centerline of steps/rungs/grab bars to the</li> </ul>		
	nearest permanent object		
	Side Rails:		
	<ul> <li>Extend at least 42 inches above the top of the access level or landing platform</li> </ul>		
	For through ladders, steps/rungs are omitted from extensions, and side		
	rails are flared to provide 24-30 inches clearance		
	Maximum clearance between side rails of the extension: 36 inches		
	(with ladder safety system)		
	Grab Bars:		
	Extend 42 inches above the access level or landing platforms		
	Clear Width:		
	At least 15 inches on each side of the ladder centerline to the nearest		
	permanent object		
	Perpendicular Distance (Climbing Side):		
	<ul> <li>Minimum 30 inches from the centerline of steps/rungs to the nearest</li> </ul>		
	object		
Mobile Ladder	Step Width:		
Stands/Platforms	At least 16 inches		
	Load Support:		
	Wheels/casters support four times the maximum intended load plus		
	the unit's weight		
	Handrails:		
	<ul> <li>For top step height of 4 feet or above: 29.5-37 inches vertical height</li> </ul>		
	Work-Surface Height:		



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 Maximum height: four times the shortest base dimension (without additional support)

#### **Step Spacing and Slope:**

- Steps uniformly spaced, rise not more than 10 inches, depth not less than 7 inches
- Slope not more than 60 degrees from horizontal

#### **Top Step Protection:**

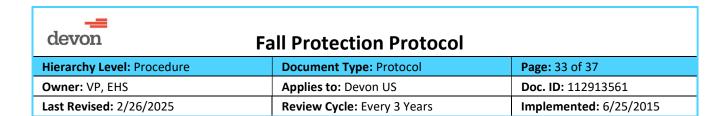
 For top step height above 10 feet: protected on three sides by a handrail (at least 36 inches vertical height), midrail, and toeboard

#### **Platform Handrails:**

- For platform height of 4-10 feet: handrails (at least 36 inches vertical height) and midrails in platform area
- For platform height above 10 feet: guardrails and toeboards on exposed sides and ends

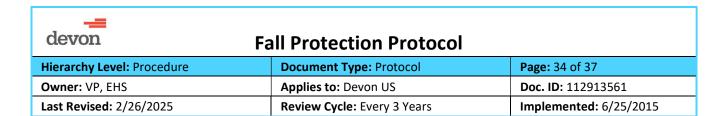
#### **Special-Use Applications:**

 Removable gates or non-rigid members (e.g., chains) may be used instead of handrails and guardrails



# ATTACHMENT A: APPROVAL, REVIEW, AND MODIFICATION HISTORY

Approval, Review, and Modification History



# **ATTACHMENT B: HARNESS/BODY BELT INSPECTION FORM**

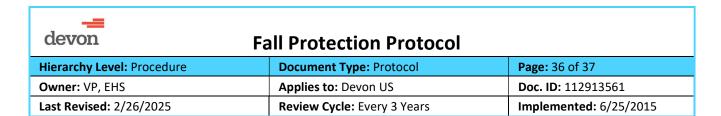
Harness/Body Belt Inspection Form



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## **ATTACHMENT C: LANYARD INSPECTION FORM**

**Lanyard Inspection Form** 



## **ATTACHMENT D: SELF-RETRACTING DEVICE INSPECTION FORM**

**Self-Retracting Device Inspection Form** 



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## **ATTACHMENT E: LADDER SAFETY SYSTEM INSPECTION FORM**

**Ladder Safety System Inspection Form**