

ESTVOLD OILFIELD SERVICES

DROPPED OBJECTS PREVENTION POLICY

Document Number: EST-HSE-110
 Title: Dropped Objects Policy
 Revision: 1
 Effective Date: 06/01/2026
 Owner: HSE Department

Policy Control Item	Policy Information
Company	Estvold Oilfield Services
Document Type	Policy / Program Manual / Field Forms and Audit Package
Applies To	All employees, temporary workers, supervisors, managers, contractors under company direction, all locations, shops, yards, offices, customer sites, vehicles, electrical systems, and field operations
Regulatory Alignment	OSHA General Duty expectations, falling object prevention principles, PPE requirements, worksite hazard control expectations
Program Intent	Dropped object prevention, hazard recognition, exclusion zone management, tool security, worksite protection, and continuous improvement
Revision	Comprehensive V2 - Editable Master
Approval	Management / HSE / Operations

INCLUDED IN THIS PACKAGE

- Policy manual and operational management-system requirements
- Supervisor quick response guide
- Dropped object hazard assessment form
- Tool tether and attachment inspection checklist
- Elevated work area inspection form
- Exclusion zone verification checklist
- Supervisor audit and observation form
- Dropped object incident review form
- Material securing verification form
- Corrective action tracking form
- Housekeeping inspection checklist
- Pre-task dropped object prevention checklist
- Leadership review and KPI tracking tools

Document Control

Revision	Date	Description of Change	Approved By
0	Initial Release	Original controlled document issue	Management
1	Current Draft	Expanded dropped objects prevention manual and forms package	Management

This document is considered a controlled safety management document. Printed copies are considered uncontrolled unless verified current. Revisions shall be reviewed, approved, and communicated through established company safety management channels.

Distribution and Control

Controlled copies may be distributed to HSE, operations management, field supervision, training coordinators, company shared safety systems, and client-required safety documentation platforms. Supervisors are responsible for ensuring field crews use the current version and remove outdated copies from active use.

Implementation Note

This manual is written to function as both a management standard and a supervisor reference. The forms are intentionally detailed enough for field use, elevated work planning, exclusion zone verification, corrective action tracking, and audit support.

How to Use This Manual

This program shall be used during planning, field execution, supervisor verification, inspections, and post-event reviews for any work where objects may fall, shift, roll, vibrate loose, or be dropped from elevation. The intent is not only compliance; the intent is predictable field control.

- Review applicable sections during pre-task planning and JSA discussions.
- Use the hazard assessment form before elevated work, overhead work, material handling, or simultaneous operations begin.
- Verify exclusion zones, tool security, material storage, and housekeeping before authorizing work.
- Document deficiencies, corrective actions, and follow-up verification when controls are not acceptable.
- Review trends during safety meetings, supervisor reviews, and management system evaluations.



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1. Purpose and Policy Statement

Estvold Oilfield Services is committed to protecting employees, contractors, visitors, client representatives, and the public from hazards associated with dropped objects during company operations. Dropped objects may result in serious injury, fatality, equipment damage, environmental incidents, and operational disruption. This program establishes a management-system framework for hazard recognition, elevated work planning, tool security, exclusion zone management, housekeeping, incident prevention, corrective action, and continuous improvement. No production expectation, operational pressure, or client demand shall take priority over employee health and safety.

2. Scope and Application

This program applies to all Estvold Oilfield Services employees, temporary workers under company supervision, supervisors, management personnel, contractors, and company-controlled worksites. The process applies to elevated work activities, material handling operations, scaffolding, ladders, aerial lifts, platforms, maintenance activities, loading operations, transportation activities, mobile equipment operations, and any activity where dropped object exposure may exist.

3. Regulatory Alignment and References

This program is written to align with OSHA General Duty expectations, falling object prevention principles, PPE requirements, elevated work practices, applicable client standards, and Estvold safety management expectations. Where a client requirement, site rule, or regulatory requirement is more stringent than this program, the more protective requirement shall be followed.

4. Definitions

Dropped object means any object that falls from its previous position under its own weight, from movement, vibration, weather exposure, employee handling, equipment movement, or other external force. Exclusion zone means a restricted area established to protect personnel from dropped object exposure. Tool tether means a device or system used to secure tools and equipment against falling during elevated work activities. Simultaneous operations mean multiple work activities occurring in the same area where one activity may create exposure for another crew.

5. Program Philosophy and Core Principles

Dropped object prevention is a field control process, not simply a hard-hat requirement. The most effective prevention begins before work starts by identifying what can fall, who or what is exposed below, how tools and materials will be secured, and who has authority to stop the work if conditions change. Estvold expects employees and supervisors to treat dropped object exposure as a serious injury and fatality potential when overhead work, elevated work, material staging, loading, transport, or vibration exposure exists.

- Eliminate overhead exposure where practical before relying on PPE.
- Secure tools, materials, and equipment before work begins and whenever conditions change.
- Establish exclusion zones that are clear, visible, and respected.
- Use pre-task planning, JSA review, and field verification to identify changing conditions.
- Correct deficiencies immediately and document corrective actions where required.

6. Dropped Object Hazard Recognition

Dropped object hazards may exist anywhere items are elevated, handled, transported, stored, stacked, or exposed to vibration, weather, or movement. Employees shall recognize that small objects may create serious injury potential when dropped from elevation or projected by equipment movement.

Hazard Category	Examples	Required Field Consideration
Unsecured tools	Hand tools, radios, measuring devices, impact tools	Use tool tether, secured pouch, bucket, or approved retention method.
Loose materials	Bolts, fittings, fasteners, debris, scrap, small parts	Remove or secure before elevated work begins.
Elevated work exposure	Scaffolds, ladders, aerial lifts, platforms, tank tops	Establish exclusion zone and verify controls before work starts.
Material handling	Loading, unloading, stacked materials, pallets, pipe, equipment	Evaluate shifting, rolling, vibration, and transportation exposure.
Environmental conditions	Wind, rain, snow, ice, low visibility, vibration	Reassess controls and stop work when exposure changes.
Simultaneous operations	Work above/below, mobile equipment near elevated tasks	Coordinate crews and prevent personnel entry below overhead work.

7. Roles and Responsibilities

Dropped object prevention requires shared accountability between employees, supervisors, management, contractors, and support personnel. Each role shall identify hazards, communicate concerns, verify controls, and stop unsafe work when dropped object exposure cannot be controlled.

Role	Responsibilities
Employees	Recognize dropped object hazards; secure tools and materials; maintain housekeeping; follow exclusion zone requirements; report hazards; participate in JSA and pre-task planning; stop unsafe work.
Supervisors	Ensure elevated work planning is completed; verify exclusion zones; inspect work areas; confirm tool and material securing methods; correct deficiencies; document corrective actions.
Management	Provide resources, training, equipment, and leadership support necessary to implement dropped object prevention expectations consistently.
HSE / Safety Support	Assist with program implementation, audits, trend review, training content, incident review, and corrective action follow-up.
Contractors	Comply with Estvold expectations, site controls, exclusion zones, PPE requirements, and reporting expectations when working on company-controlled sites.

8. Elevated Work Planning Requirements

Elevated work activities shall be planned before work begins. Planning shall identify the task, the work elevation, materials and tools required, personnel exposure below, access and egress, emergency response access, environmental conditions, and the method used to secure tools and materials.

- Confirm whether work can be performed at ground level before elevation exposure is introduced.
- Review the JSA and identify all tools, parts, materials, and debris that could fall.
- Assign responsibility for exclusion zone setup and verification.
- Confirm tool tethering, secured containers, toe boards, netting, barricades, or other controls as needed.
- Reassess controls if task scope, weather, personnel, or equipment changes.



9. Tool and Equipment Securing Requirements

Tools and equipment used during elevated work shall be secured using approved methods when dropped object exposure exists. Securing methods must be compatible with the tool, the work activity, and the environment. Improvised or damaged tethering methods shall not be used.

- Inspect tool tethers, attachment points, lanyards, pouches, buckets, and containers before use.
- Remove damaged securing devices from service immediately.
- Avoid placing loose tools or parts on handrails, ledges, equipment surfaces, or elevated platforms.
- Use controlled transfer methods when raising or lowering tools and materials.

10. Material Storage and Handling Controls

Materials shall be stored securely to prevent shifting, rolling, vibration-related movement, falling exposure, or transportation loss. Loose materials shall not be left unsecured in elevated work areas, vehicle beds, mobile equipment, scaffolds, aerial lifts, platforms, or walking-working surfaces.

- Store materials away from edges and openings.
- Use chocks, racks, straps, bins, covers, or containment where movement is possible.
- Verify load security before transport or equipment movement.
- Maintain material staging areas in an orderly condition.

11. Exclusion Zone Requirements

Exclusion zones shall be established where personnel may be exposed to falling objects. Exclusion zones shall be visible, communicated, and maintained until the exposure is eliminated. Barricades, cones, flagging, signage, spotters, or other controls may be used based on exposure severity and site conditions.

- Prevent unauthorized access below elevated work areas.
- Size the exclusion zone based on height, object type, wind, equipment movement, and potential deflection.
- Do not allow personnel to work below overhead activities unless exposure is controlled and authorized.
- Re-establish controls immediately after any breach.

12. Housekeeping and Worksite Control Expectations

Work areas shall be maintained in clean and organized condition to reduce dropped object exposure, trip hazards, material movement, and work execution errors. Poor housekeeping is a leading contributor to dropped object potential because loose items may be kicked, bumped, vibrate, or displaced during normal work.

- Remove unused tools and materials from elevated work areas.
- Keep walkways, platforms, scaffolds, vehicles, and equipment surfaces free of loose debris.
- Secure small parts in containers when working at elevation.
- Inspect work areas before, during, and after the task.

13. Barricades and Public Protection

Barricades and public protection measures shall be used where elevated work, overhead work, vehicle operations, or material handling activities create exposure to employees, contractors, visitors, client representatives, or the public.

- Use signage that clearly communicates the hazard.
- Coordinate with site representatives when public or client exposure exists.
- Maintain access control during setup, work execution, and cleanup.
- Do not remove barricades until the hazard is eliminated.

14. Vehicle and Equipment Transport Controls

Materials, tools, equipment, and supplies transported by vehicles or mobile equipment shall be secured to prevent shifting, falling, or loss during transportation. Transport exposure includes yard movement, field travel, customer site movement, loading/unloading, and equipment repositioning.

- Inspect load security before movement.
- Use straps, chains, racks, covers, chocks, or containers appropriate for the material.
- Do not transport loose tools or materials in open areas where loss is possible.
- Stop travel if a load shifts or becomes unsecured.

15. Environmental and Weather Considerations

Environmental conditions shall be evaluated before and during elevated work, material handling, transportation, and overhead work activities. Wind, vibration, precipitation, ice, snow, poor visibility, lighting, and uneven ground may increase dropped object potential.

- Suspend work when wind or weather makes controls unreliable.
- Remove ice, snow, mud, or debris that may cause unstable footing or material movement.
- Evaluate vibration from equipment, vehicles, pumps, compressors, or nearby operations.
- Document significant weather-related controls in the pre-task review.

16. Worksite Hazard Assessment

Before work begins, supervisors and employees shall evaluate elevated work hazards, material handling activities, exclusion zone requirements, environmental conditions, simultaneous operations, vehicle movement, and public exposure. Hazard assessments shall be documented when required by task complexity, client expectation, supervisor direction, or exposure severity.

Assessment Area	Minimum Review Expectation
People below work	Identify who may enter the drop zone and how access will be controlled.
Tools/materials above	Identify all objects that may fall, shift, roll, or be displaced.
Controls	Verify tethers, containers, toe boards, netting, barricades, signage, or spotters.
Environment	Evaluate wind, precipitation, vibration, lighting, surface conditions, and visibility.
Communication	Confirm crew discussion, supervisor authorization, and stop work expectations.
Emergency response	Verify access, communication, and response plan if an incident occurs.

17. Incident Reporting and Investigation

Dropped object incidents, near misses, material shifts, unsecured loads, exclusion zone breaches, tool tether failures, or unsafe conditions shall be reported immediately. Reporting shall occur even when no injury occurs because dropped object near misses may indicate serious injury potential.

- Secure the area and prevent additional exposure.
- Provide medical response if injury or potential injury exists.
- Preserve relevant information such as tools, tethers, materials, photographs, and witness statements.
- Identify direct causes, contributing factors, work planning concerns, communication issues, and corrective actions.
- Communicate lessons learned to affected personnel.

18. Corrective Action Requirements

Dropped object hazards and deficiencies shall be corrected promptly. Corrective actions shall be assigned, tracked, verified, and reviewed for effectiveness when required. Corrective action shall focus on eliminating exposure and preventing recurrence rather than simply documenting the event.

Deficiency	Possible Corrective Action	Verification Method
Unsecured tools	Tool tethering, secured pouch, controlled transfer method	Supervisor observation or checklist
Exclusion zone breach	Reinstall barricades, communicate restriction, assign spotter	Exclusion zone verification
Loose material at elevation	Remove material, secure material, improve housekeeping	Housekeeping inspection
Transport load shift	Re-secure load, inspect tie-downs, review route or procedure	Load securement verification
Repeat dropped object trend	Management review, additional controls, retraining, procedure revision	Trend review and effectiveness check

19. Contractor and Third-Party Expectations

Contractors working on company-controlled sites are expected to comply with Estvold dropped object prevention requirements, exclusion zone expectations, PPE requirements, material securing expectations, incident reporting expectations, and housekeeping controls. Contractor deficiencies shall be corrected immediately and may require work stoppage, supervision review, or corrective action documentation.

20. Documentation and Recordkeeping

Estvold shall maintain documentation necessary to demonstrate program implementation and continuous improvement. Records may be maintained electronically or in controlled hard copy format according to company requirements.

- Hazard assessments and pre-task reviews
- Tool tether and material securing inspections
- Exclusion zone verification records
- Supervisor audits and observations
- Incident and near miss reviews
- Corrective action tracking and completion verification
- Training and acknowledgment records
- Management review and KPI trend documentation

21. Training Requirements

Training shall be provided to personnel exposed to dropped object hazards or responsible for planning, supervising, or verifying dropped object controls. Training may be delivered during onboarding, refresher training, toolbox meetings, supervisor coaching, or task-specific pre-job planning.

Training Topic	Minimum Content
Hazard recognition	Sources of dropped objects, small object severity, simultaneous operations exposure
Tool and material securing	Tethers, containers, attachment points, load security, controlled transfer
Exclusion zones	Setup, communication, barricades, breach response, public protection
Housekeeping	Loose object control, elevated work cleanup, material staging expectations
Incident reporting	Near miss reporting, injury response, preservation, corrective action
Stop work authority	Employee authority to stop work when dropped object exposure is uncontrolled

22. Leadership Accountability and Management Review

Leadership accountability ensures dropped object prevention is implemented as a management system rather than a paperwork exercise. Leaders shall provide resources, remove barriers, review trends, reinforce expectations, and verify that corrective actions are completed and effective.

Leadership Expectation	Evidence of Completion
Field presence	Documented field visits, observations, or crew discussions involving elevated work or dropped object exposure
Resource support	Tethers, barricades, containers, signage, PPE, and inspection tools available when needed
Corrective action ownership	Overdue or repeat deficiencies escalated and closed
Trend review	Dropped object incidents, near misses, exclusion zone findings, and housekeeping trends reviewed periodically
Employee support	Employees are supported for stopping work or reporting dropped object hazards in good faith

23. Program KPIs and Trend Analysis

Dropped object prevention performance shall be reviewed using leading and lagging indicators. The intent is to identify weak signals before serious injury exposure occurs.

KPI / Trend Item	Review Frequency	Management Use
Dropped object near misses	Monthly or as events occur	Identify repeat tasks, locations, tools, or controls needing improvement
Exclusion zone deficiencies	Monthly	Evaluate field control and supervisor verification effectiveness
Tool tether inspection findings	Monthly/Quarterly	Identify defective equipment, training gaps, or purchasing needs
Housekeeping findings	Monthly	Improve worksite control and material management
Corrective action closure rate	Monthly	Verify ownership, timeliness, and effectiveness
Training completion	Quarterly/Annual	Confirm affected personnel understand program expectations

24. Auditing and Continuous Improvement

The company shall periodically review exclusion zone practices, tool tether practices, housekeeping conditions, material securing methods, incident trends, corrective action completion, documentation quality, employee feedback, and program consistency. Audits should evaluate both documentation and field execution.

- Audit a representative sample of elevated work and material handling activities.
- Interview employees to verify understanding of dropped object prevention expectations.
- Review whether controls were implemented before work began, not after exposure occurred.
- Evaluate whether corrective actions address root causes and prevent recurrence.
- Use audit results to improve training, tools, field forms, and supervisor guidance.

25. Supervisor Quick Response Guide

Situation	Immediate Action	Key Documentation / Control
Dropped object hazard identified	Stop work and secure the affected area	Hazard assessment
Tool tether failure identified	Remove equipment from service and replace defective item	Inspection checklist
Unsecured material observed	Correct immediately and verify material control	Material securing verification
Exclusion zone breach occurs	Stop work, remove personnel, and re-establish controls	Exclusion zone verification
Weather or vibration increases exposure	Reassess task and modify controls or suspend work	Pre-task review / JSA update
Dropped object incident occurs	Initiate response, report, preserve information, and review causes	Incident review form



FORMS PACKAGE

FORM A - DROPPED OBJECT HAZARD ASSESSMENT FORM

Field / Item	Entry / Notes
Date	
Jobsite / Location	
Supervisor	
Task Description	
Elevated Work Activity	
Personnel Exposure Below	
Exclusion Zone Required	
Tool Tethers Required	
Material Securing Method	
Environmental Concerns	
Simultaneous Operations Present	
Additional Controls Required	
Supervisor Authorization	

FORM B - TOOL TETHER INSPECTION CHECKLIST

Item	Yes	No	Comments
Tool tether inspected	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment points secure	<input type="checkbox"/>	<input type="checkbox"/>	
Damaged equipment removed	<input type="checkbox"/>	<input type="checkbox"/>	
Tethers compatible with tools	<input type="checkbox"/>	<input type="checkbox"/>	
Employees trained in use	<input type="checkbox"/>	<input type="checkbox"/>	
Tools secured during transfer	<input type="checkbox"/>	<input type="checkbox"/>	
Tethers do not create entanglement hazard	<input type="checkbox"/>	<input type="checkbox"/>	

FORM C - EXCLUSION ZONE VERIFICATION CHECKLIST

Item	Yes	No	Comments
Barricades installed	<input type="checkbox"/>	<input type="checkbox"/>	
Warning signs visible	<input type="checkbox"/>	<input type="checkbox"/>	
Unauthorized access controlled	<input type="checkbox"/>	<input type="checkbox"/>	
Spotter assigned where required	<input type="checkbox"/>	<input type="checkbox"/>	
Public exposure controlled	<input type="checkbox"/>	<input type="checkbox"/>	
Exclusion zone sized for task exposure	<input type="checkbox"/>	<input type="checkbox"/>	
Controls maintained until hazard removed	<input type="checkbox"/>	<input type="checkbox"/>	



FORM D - MATERIAL SECURING VERIFICATION FORM

Field / Item	Entry / Notes
Date	
Location	
Material / Load Description	
Storage / Transport Method	
Securing Method Used	
Shift / Roll Potential Reviewed	
Vehicle or Equipment Movement Planned	
Deficiencies Identified	
Corrective Actions Required	
Verified By	

FORM E - ELEVATED WORK AREA INSPECTION FORM

Item	Yes	No	Comments
Loose tools removed or secured	<input type="checkbox"/>	<input type="checkbox"/>	
Small parts contained	<input type="checkbox"/>	<input type="checkbox"/>	
Walking-working surface clear	<input type="checkbox"/>	<input type="checkbox"/>	
Toe boards / guards adequate where required	<input type="checkbox"/>	<input type="checkbox"/>	
Material staged away from edges	<input type="checkbox"/>	<input type="checkbox"/>	
Weather and vibration reviewed	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping acceptable	<input type="checkbox"/>	<input type="checkbox"/>	

FORM F - HOUSEKEEPING INSPECTION CHECKLIST

Item	Yes	No	Comments
Work area clean and organized	<input type="checkbox"/>	<input type="checkbox"/>	
Loose debris removed	<input type="checkbox"/>	<input type="checkbox"/>	
Tools stored properly	<input type="checkbox"/>	<input type="checkbox"/>	
Material staging controlled	<input type="checkbox"/>	<input type="checkbox"/>	
Walkways and access points clear	<input type="checkbox"/>	<input type="checkbox"/>	
Waste removed or contained	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective actions assigned	<input type="checkbox"/>	<input type="checkbox"/>	

FORM G - DROPPED OBJECT INCIDENT REVIEW FORM

Field / Item	Entry / Notes
Date / Time	
Location	
Description of Event	
Object Involved	
Estimated Drop Height	
Injury / Damage / Near Miss Classification	
Immediate Actions Taken	
Contributing Factors	
Corrective Actions Required	
Responsible Person	
Completion Date	



Management Review	
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FORM H - CORRECTIVE ACTION TRACKING FORM

Field / Item	Entry / Notes
Finding / Deficiency	
Risk Level	
Corrective Action	
Responsible Person	
Due Date	
Completion Date	
Effectiveness Verified By	
Status	

FORM I - SUPERVISOR AUDIT AND OBSERVATION FORM

Item	Yes	No	Comments
Pre-task dropped object review completed	<input type="checkbox"/>	<input type="checkbox"/>	
Exclusion zone established	<input type="checkbox"/>	<input type="checkbox"/>	
Tool security verified	<input type="checkbox"/>	<input type="checkbox"/>	
Material storage acceptable	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping acceptable	<input type="checkbox"/>	<input type="checkbox"/>	
Employees understand controls	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective actions documented	<input type="checkbox"/>	<input type="checkbox"/>	

FORM J - PRE-TASK DROPPED OBJECT PREVENTION CHECKLIST

Item	Yes	No	Comments
Objects that can fall identified	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel below protected	<input type="checkbox"/>	<input type="checkbox"/>	
Tools secured or tethered	<input type="checkbox"/>	<input type="checkbox"/>	
Materials secured or removed	<input type="checkbox"/>	<input type="checkbox"/>	
Exclusion zone communicated	<input type="checkbox"/>	<input type="checkbox"/>	
Weather conditions reviewed	<input type="checkbox"/>	<input type="checkbox"/>	
Stop work expectations reviewed	<input type="checkbox"/>	<input type="checkbox"/>	



APPENDIX A - DROPPED OBJECT PREVENTION REFERENCE SUMMARY

This program is intended to support dropped object prevention expectations, elevated work planning principles, exclusion zone management practices, material securing expectations, housekeeping standards, and worksite hazard control requirements. It should be used with applicable JSAs, site safety plans, fall protection requirements, scaffold requirements, mobile equipment controls, PPE requirements, and client-specific rules.

APPENDIX B - MINIMUM PPE REQUIREMENTS

Minimum PPE may include hard hats, safety glasses, gloves, high-visibility clothing, safety footwear, and additional protective equipment based on work conditions and exposure potential. PPE does not replace prevention controls. Hard hats may reduce injury severity but shall not be treated as the primary control for overhead work exposure.

APPENDIX C - ELEVATED WORK CONTROL EXPECTATIONS

Elevated work activities should include exclusion zones, tool securing methods, material handling controls, housekeeping expectations, environmental condition evaluation, emergency response readiness, and documented hazard assessments. Supervisors shall verify that controls are in place before work begins and remain effective through job completion.

APPENDIX D - FIELD IMPLEMENTATION QUALITY STANDARD

A dropped object prevention process is considered effective when personnel can clearly explain what objects may fall, how those objects are secured, where the exclusion zone is located, who is responsible for maintaining controls, what conditions would trigger stop work, and how deficiencies will be corrected and documented.