

Enter site:

# SAFE WORK PROCEDURE

Workplace: Branch Locations throughout Australia

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**TASK / OPERATION:**

**Safe Working at Heights**

**Overall Risk Rating After Controls**

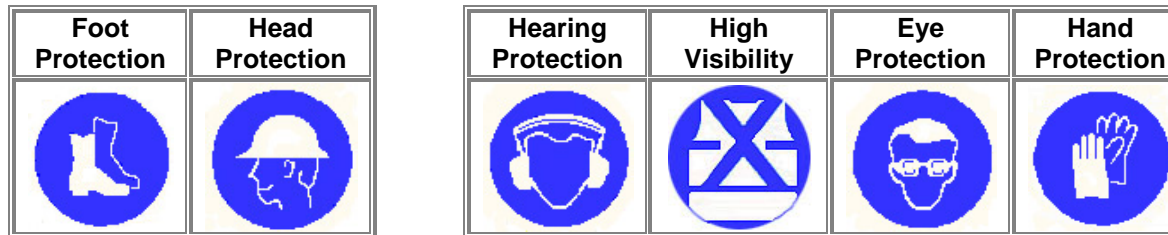
4 Acute

3 High

**2 Moderate**

1 Low

## Personal Protective Equipment



**Normal Requirements:**

Safety footwear, hard hat.

**As Required:**

Hearing protection, high visibility shirt or vest, sun protection (broad brim hat, sun screen, tinted safety glasses), eye protection (goggles), hand protection (gloves)

## Safety Notes

1. Falling from height can often result in serious incapacity or a fatality.
2. Fall protection should be provided regardless of the height where a person could fall onto/into something dangerous. Example – An open manhole or lift well.
3. Avoid workers working alone if they will be involved in height work. In the event of an accident rescue procedures will need to be carried out.

Sequence	Potential Hazards or Risks of Each Step.	RB	Control Measures - Actions to be Taken	RA	Responsible officer
<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>					
<b>Employee requirements</b>	<p>Legislation breach.</p> <p>Use of untrained operators.</p> <p>Incorrect use of fall arrest systems.</p> <p>Unable to perform rescue procedures.</p> <p>Unknown site hazards.</p>	<b>2M</b>	<p><b>Training:</b></p> <p>Should include:</p> <ul style="list-style-type: none"> <li>Legislative Requirements.</li> <li>Safe work procedures.</li> <li>Fitting of personal protective equipment.</li> <li>Recognition and control of falling hazards.</li> <li>Nature of fall hazards within the work area.</li> <li>Correct procedures for erecting, maintaining, disassembling and inspecting fall arrest systems.</li> <li>Correct fitting of the harness. - Incorrectly fitted harnesses can cause serious injury in the event of a fall.</li> <li>Limitations of the equipment.</li> <li>Rescue procedures in the event of a fall.</li> <li>Correct procedure for handling equipment and materials while working at heights</li> <li>Manual handling.</li> <li>Site induction.</li> </ul>	<b>1L</b>	
<b>Risk Assessment</b>	<p>Personal injury.</p> <ul style="list-style-type: none"> <li>Falls.</li> <li>Stress and Strain.</li> <li>Electric shock.</li> </ul> <p>Legislation breach.</p>	<b>2M</b>	<p><b>Hazards to be assessed:</b></p> <ul style="list-style-type: none"> <li>Height of work.</li> <li>Ground hazards – rocks, reinforcing steel etc.</li> <li>Lack of guard rails or other edge protection.</li> <li>Pitch of roof (if relevant).</li> <li>Surface materials – brittle sheeting.</li> <li>Weather conditions – high winds (Example – erecting directional signs outdoors.)</li> <li>Use of power tools (location of leads, congestion in work area etc.)</li> </ul>	<b>1L</b>	

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<b>Risk control order</b>	Legislation breach.	<b>2M</b>	Provision and maintenance of: <ol style="list-style-type: none"> <li>1. Secure stable work platform.</li> <li>2. Secure perimeter screens, fencing or handrails or other forms of physical barriers.</li> <li>3. Other forms of restraint such as harnesses, lanyards etc.</li> </ol>	<b>1L</b>	
<b>Planning</b>	<p>Personal injury. Slips and Falls. Struck by falling objects.</p> <p>Lack of warnings of overhead work being carried out.</p>	<b>2M</b>	<p><b>General - Identify:</b></p> <ul style="list-style-type: none"> <li>• All tasks that could involve someone falling – Example – working within 3 metres of a roof edge.</li> <li>• Any objects that could fall onto someone.</li> <li>• Possible adverse climate conditions – Example rain or heavy dew.</li> <li>• Risks to other workers on site Example – objects that could fall onto others.</li> </ul> <p><b>Warning signs</b> and/or barricades must be in place where persons:</p> <ul style="list-style-type: none"> <li>• Can gain access to the work area if any part of the work area is known to be incomplete, unsound, fragile or brittle.</li> <li>• There is a risk of anyone being injured by materials or equipment falling from above.</li> </ul>	<b>1L</b>	

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<b>Site Awareness</b>	Personal injury. Falls. Stress and Strain. Electric shock.	<b>2M</b>	<p><b>Review where applicable:</b></p> <ul style="list-style-type: none"> <li>• Availability and effectiveness of fall prevention equipment.</li> <li>• Crane placement schedule – If relevant to the job.</li> <li>• Access to the work area (Example – roof) and</li> <li>• Any personal protective equipment.</li> </ul> <p><b>Locate:</b> Any existing power cables, water pipes, air conditioning ducts etc. prior to work commencing.</p>	<b>1L</b>	
<b>Preparations - Scaffolding</b>	Personal injury. Falls. Stress and Strain. Electric shock.  Legislation breach.	<b>3H</b>	<p><b>Fall arrest scaffolding:</b> When required fall arrest scaffolding should be installed around the perimeter of the building.</p> <p>Fall arrest scaffolding will:</p> <ol style="list-style-type: none"> <li>(a) be unobstructed and at least 675 mm wide for the length of the platform;</li> <li>(b) be able to withstand the impact of a fall onto it; and</li> <li>(c) have edge protection erected: <ol style="list-style-type: none"> <li>i. along the outer edge of the length of the platform; and</li> <li>ii. along the edges of each end of the fall arresting platform.</li> </ol> </li> </ol> <p><b>Mobile scaffolding:</b> Mobile scaffolding must be positioned as close as practicable to the underside of the roof and not more than two metres below the working surface.</p>	<b>2M</b>	

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<b>Preparations - Electricity</b>		<b>3H</b>	<b>Power cables:</b> Depending upon the risk of electrocution to on site workers (roof workers, crane operators, labourers etc.) the following must be considered: <ol style="list-style-type: none"> <li>1. "Tiger Tails" can be installed. (<b>Note:</b> Tiger tails ONLY give a visual warning of the proximity of power lines.)</li> <li>2. Power cables can be redirected or power isolated for the duration of the work.</li> </ol>	<b>2M</b>	
<b>Preparations - Ladders</b>	Personal injury. Slips and falls. Stress and strains. Electric shock.	<b>2M</b>	<b>Ladders:</b> All ladders must be: <ol style="list-style-type: none"> <li>1. Identifiable as being of commercial quality.</li> <li>2. Inspected before use and periodically there after.</li> <li>3. Removed from use immediately if damaged.</li> <li>4. Have non slip feet and be secured at the top.</li> <li>5. Elevated at an appropriate angle. (Horizontal distance from base to vertical plane of support should be one-quarter the ladder height.)</li> <li>6. Extend to at least one metre above the stepping off point.</li> <li>7. Positioned away from power lines.</li> </ol> <b>Note:</b> Employees must NOT carry tools while climbing or descending ladders.	<b>1L</b>	

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<b>Daily Checks</b>	Personal injury. Falls.	<b>3H</b>	<p><b>Ensure:</b></p> <ul style="list-style-type: none"> <li>➤ Scaffold is erected as per the plan (where required).</li> <li>➤ All bracing used is as per the manufacturers specifications.</li> <li>➤ All guard rails, mid rails and toe boards are in place to prevent a person falling. (2 m or more.)</li> <li>➤ There are no damaged planks. If found they must be removed from the site.</li> <li>➤ Suitable access ways to working platforms.</li> <li>➤ Working platforms are fully planked.</li> <li>➤ Scaffold is suitably tied to prevent collapse from load or wind.</li> </ul> <p><b>Working surfaces:</b> Must be checked to ensure that they have the strength and structural integrity to safely support workers.</p>	<b>2M</b>	
<b>Site Safety</b>		<b>2M</b>	<p>Work areas must be kept clean and tidy.</p> <p>There <b>MUST</b> be a safe system for collecting, storing and disposing of waste materials.</p> <p>Rubbish and other items should not be thrown from the roof to the ground.</p> <p>A safe means of removal must be used such as placing waste in skips and having a general clean up once a day.</p>	<b>1L</b>	

**References:**

**Tasmania** – Play it safe – Working at Heights – A guide to reducing the risk of injury while working.

**Queensland – Workplace Health and Safety** – Rural Plant Code of Practice 2004.

**New South Wales – WorkCover** - Safe Working at Heights – Guide 2006.

**United States Department of Labor – OSHA** – Fall protection.

**SafetyCulture** – Safe Work Procedure – Working on Roofs.

**SafetyCulture** – Safe Work Procedure – Elevating Work Platforms.

**SafetyCulture** – Safe Work Procedure – Ladders – Safe Use.

**SafetyCulture** – Safe Work Procedure – Trestles – Safe Use.

**SafetyCulture** – Safe Work Procedure – Scaffolding.