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Safe Working at Height Procedure

Responsibilities

Managers and Supervisors

• Risk assessments to be conducted before the commencement of work and at any time the scope of work changes or the risk of a fall increases.
• Ensure that all equipment purchased is fit for its purpose.
• Encourage staff to wear non-slip footwear when regularly working at height.
• Provide adequate supervision and assistance.
• Provide training where necessary.
• Retain a copy of all working at height risk assessments.

All Staff

• Use only equipment that is in good condition and is regularly serviced.
• Report any defects or problems with equipment to your Supervisor.
• Staff shall work in such a way that their centre of gravity is at all times contained within the load-bearing position of the ladder.

Contractors

• It is accepted that contractors may supply their own equipment for working at height
• Provide appropriate resources to monitor contractors' compliance with these procedures.
• Retain a copy of all working at height risk assessments.

Procedures

Preparation

Persons engaged in working at heights should ensure that the workplace and access to the workplace is safe before work starts, including:

• Assessment of environment and weather conditions
• Organisation of fall prevention equipment
• Safe access and egress – public protection
• Allowable clearances from overhead power lines
• Personal protective equipment
• Manual handling
• The means of rescuing persons from safety harnesses following arrested falls; and
• Protection of portable electric tools by having them tagged and tested.

Prevention of falls
Provision should be made to prevent person falling if work is to be carried out within two metres of any edge on a new or existing structure from which any person could fall two metres or more.

Reviewed by Lisa Samuels 07.04.2025

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Control Measures

The first priority in all cases is to remove the risk altogether. Where this is not possible use a risk control measure that produces the lowest practicable risk of a fall.

The risk assessment must indicate what control measure are to be used to minimise potential for injury to employees, contractors or damage to plant and equipment. Control measure shall be selected in accordance with the hierarchy of control, which is (in priority order): elimination, substitution, isolation, engineering, administration and personal protective equipment.

The types of equipment which may be used when working at heights to minimise risk include:

- Scaffolding
- Powered Access
- Fixed work platform
- Mobile work platform
- Ladder
- Safety harness, fall arrestor
- Hard hat
- Toe boards
- Waist high barriers

All areas, where work is being carried out at height and there is a risk to people from falling objects all be, as far as practicable barricaded and clearly marked.
The workplace supervisor is responsible for ensuring that the access from the ground to the work area above is safe. Access requirements should take into account mechanical lifting aids for any tools and equipment the worker may be required to carry to and from the work site.
Training, Instruction and Supervision requirements. The training and instruction given should cover :

- The work method to be used, including access methods and the method to be adopted to prevent falls;
- The correct use, care and storage of individual fall arrest equipment and safety nets;
- The correct use, care and storage of personal protective equipment, tools and equipment used, including electrical safety.

Working at Height Check List

Ladders

The precautions listed below must be observed :

- In good working Secured against movement in their head and base.
- Metal ladders not used in or near electrical cabling or circuitry
- Any equipment to be carried to the task is secured to a belt or hoisted up separately
- Any ladder work to be conducted in a pedestrian or vehicular thoroughfare is cornered off by a barrier and signed
- Step ladder spreaders locked into position
- Only approved attachments used.

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Mechanical Aids – Elevated Work Platforms

The precautions listed below must be observed

- Equipment providing mechanical elevation must be safety approved.
- Only licenced operators used.
- The area for use is not impeded or in proximity to electrical cabling or live wires
- Fall arresting harness used at all times

Scaffolding

The following precautions listed below must be observed

- Scaffolding equipped with toe-holds and guardrails
- Mobile scaffolding level and wheels locked when in use. Mobile scaffolds must not be moved with occupied.
- Outriggers are in place for stability

Personal Protective Equipment

The following PPE should be worn

- Safety harness and/or safety line or lifeline
- Eye protection
- Hand protection
- Foot protection
- Protective clothing
- Safety helmet, and
- Any other specific equipment required.

Considerations before work commences:
Is there a way this work can be carried out without working at height?
Have all risks of falling been considered?
Do not under estimate the risks involved with working at height
Decide what equipment is required for the job. Ideally precautions should be designed to prevent a fall, for example using guard rails at a roof edge or crawling boards on a fragile roof. For some jobs it may be appropriate to use fall arrest equipment
The correct equipment for any job that you may be doing is available in the lock up, if you require another form of access please inform the office, and we will hire it in, ensuring the employee has the correct training for the equipment, if not training will be provided, before use of equipment.
Ensure a equipment inspection form has been completed prior to using any access equipment. Ensure you are trained to use the access equipment, if you are not, do not use it and inform the office, full training will be provided Grapefruit Graphics

Signed,

Andrew Yeomans,
Director,
Grapefruit Graphics Ltd.

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