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## Risk Element

- Collision with other plant, vehicles, structures and persons;
- Falling from height (e.g. no fall protection, collision/struck by, environmental conditions);
- Dropped objects (e.g. tools, equipment);
- Overhead services (e.g. electricity cables, heaters, coolers, cranes, moving of automated equipment, pipe work, structure of building).

This Safe working instruction applies to all work at height where there is a risk of a fall liable to cause injury. Working at heights presents many problems. It is important that the correct equipment be used so that the potential for accidents is as low as reasonably practicable. Ladders and steps are perhaps the most commonly used access equipment, but are not always the most suitable.

## Precautions to Eliminate / Reduce Risk

- Use correct method of access and a safe system of work;
- Use correct personal protective equipment;
- Move away or off the access equipment as soon as possible. (Remove keys to machinery).

## Safe Working Method

### Roof Works

- Ensure you are aware of the roof construction before attempting to access the roof area. Client/customer to advise;
- Crawling ladders/boards may be needed;
- Ensure there are enough barriers or other edge protection to stop personnel or materials falling from sloping/flat roofs;
- Ensure crawling boards are provided where people work on fragile materials such as asbestos cement sheets for example. Ensure warning notices are posted. Nets to be used if identified on a risk assessment;
- Ensure suitable guard rails, covers, etc., are provided where people pass or work near such fragile material;
- Ensure roof lights are properly covered or provided with barriers;
- Ensure precautions are taken to stop debris falling onto others working under the roof work.

### Harnesses

- All harnesses must conform to EN 355, EN 361, EN 358 Standards;
- Harness must be checked visually checks for any damage, wear and tear. Report any damage to your supervisor;
- The harnesses must be adjusted correctly to allow the equipment to be worn in comfort and to give a general freedom of movement. Any loose straps around the body area can result in serious injury if a fall happens;
- Harnesses should be attached to suitable anchorage points, which must be properly maintained and inspected before use;
- J & E Hall harnesses are inspected by Zurich at 6 monthly intervals and colour coded. Check correct colour code for period of inspection, if hiring check certification.

## Ladders

- Must be in good working order. No structural defects, sole pads in place, correct size for the job;
- Correctly and securely fixed at the top;
- Must extend 1.05m above landing place;
- Rungs must be in a good state of repair and free from grease/debris;
- Make sure the ladder angle is at 75° – you should use the 1 in 4 rule (i.e. 1 unit out for every 4 units up);
- Do not use for more than 15 minutes at a time.

## Tower Scaffolds

- Shall be erected and maintained by a competent person according to manufacturer's instructions;
- Ensure tower remains stable and secure in all weather conditions. Brake on;
- Be aware of the maximum height the tower can be erected to, or, for free standing towers the maximum height to the least base ratio;
- The platform must have a safe means of access on the narrowest side of the tower;
- Do not climb the tower frame unless a ladder is incorporated;
- Scaffold towers must be fitted with guard rails/toe boards;
- The guard rails should be 950mm above the platform;
- The base of the tower must rest on a firm level ground. Barrier off the area to prevent personnel entering or vehicles.

When the tower is fitted with wheels, before moving the tower:

- Make sure there are no obstructions at high level;
- Remove all tools and equipment from platform;
- No personal to be on the tower when moved;
- Push tower from base only;
- Check tower before use for defects.

## Fixed Scaffold

- Do not remove or interfere with any part of the structure (e.g. ties, guardrails, bracing, toe-boards and ladders);
- Report scaffold defects to your Supervisor;
- Should be signed safe to use every 7 days);
- Use the provided ladder access or stairs;
- Do not add make-shift platforms;
- Ensure you know the loading capacity of the scaffold you are working on and you do not exceed this under any circumstances;
- When stacking materials always leave a passageway of at least two boards wide for other people to pass;
- Ensure material are stacked correctly and cannot fall, use brick guards or netting where required;
- Do not leave tools or materials lying about on the platform.

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## Mobile Elevated Work Platforms (MEWPS)

- MEWPS must have test and inspection documentation;
- Lifting Operations and Lifting Equipment Regulations state a 6 monthly thorough examination must be made, the certificate must be dated and signed;
- Daily check records should be made;
- Competent person (e.g. IPAF trained) to operate the MEWP;
- Stable/clear ground surface. Use Rough terrain MEWPs when needed;
- Segregation between vehicles and pedestrians;
- Individual fall restraint/arrest equipment for operatives in the MEWP;
- Safe working loads must not be exceeded;
- Check for underground services ( e.g. drains, voids);
- Check overhead services (e.g. electric cables).

## Responsibilities

- All work at height is properly planned, managed, monitored and coordinated;
- All work at height takes account of weather conditions that could endanger your Health and Safety;
- Those involved in work at height are trained and competent;
- Ensure the place of work at height is safe;
- The equipment for work at height is appropriately inspected;
- The risks from fragile surfaces and falling objects are properly controlled;
- Housekeeping to be maintained at all times.

## Risk Assessment Method Statement

Ensure that a suitable, sufficient working at height risk assessment and method statement is completed by a **competent person and is site specific**.

- After assembly;
- After any event that may affect its stability;
- At suitable intervals dependent upon frequency and conditions of use.

## Inspection and Reporting

The competent person must complete the report before the end of the working period. Issue the report to site within 24 hours

Upon receipt they must, retain the report on site until the construction work is completed and thereafter keep it in 'project folder'.

Any collision involving working at height equipment must be checked by a competent person to conform it is safe to use.

## Loading and Unloading

The loading and unloading of MEWPS to be carried out by trained and competent persons.