UNIVERSITY OF SOUTH AUSTRALIA

STANDARD OPERATING PROCEDURE

SOP No: 132

Page: 1 of 2

Workplace: **ENGINEERING, CONSTRUCTION MANAGEMENT UNISA STEM**

TASK:

Working at Height

Procedure Developed by: Jim Toshach & Tim Golding **Approved By:** Senior WHS Consultant WHS **Date:** 22/06/2015

Reviewed 27/05/2020 UniSA STEM Technical Services

Sequence of Job Steps (What to do in the right order)	**Potential Hazards/Risks of Each Step**	**Standard Operating Procedure** (How to do it)	**Personal Protective Equipment**
1 Plan the task Select the right equipment for task to be undertaken safety ***Climbing a ladder to inspect may be safe, however using hand tools or heavy work requires a stable platform.*** **Do a** **2 Risk Assessment** Discuss the job with your supervisor and the technical manager **High Risks Tasks required a written** **3 Method Statement** Dot point description : • Hazards • Control Measure • Safety equipment • Contingencies	**Risk of a fall resulting in Serious Injury** **Poor practices** could see UniSA or you prosecuted under the WHS Act **Environment** Task area Weather (wind) **Electrical** **Look up & Live** Keep a safe distance from live wires **Competency** Be mentally alert Skill Mindfulness (being aware)	**Working at heights is a skill & a dangerous activity** **Where possible design to eliminate working at heights** **Always choose safest practical option:-** • Cherry pickers – Scissor lifts (Licence required) • Forklift & Work Cage Bld N (Licenced FL Driver required and suitable forklift) • Scaffold (>4m licensed installer to erect) • Platform Ladders • Ladders • Steps **Always consider & ensure:-** • **Stability** of the ground/foot • **Accessibility** - best location to set up device for safe operation • ***Clutter free !*** *If a fall did occur - what would you land on?* **Always be aware of electrical cables and power lines** Keep 6.4m from wires from power poles Keep 10m from wires from towers **Zero Alcohol or drugs** (including medication that makes you drowsy) No smoking even outdoors	**Safety Glasses & Solid Shoes** - Workshops - Labs - Construction - Field work - etc.

Low Height Tasks **Feet = < 1 M** **Any task in easy reach when standing on the step.**	Manual handling Falls	**Platform step** - if frequently moved purchase platform with spring loaded castors (lock up platform when stood on)  **Hoop steps** - 2 or 3 rung Use only upon a stable, firm & uncluttered floor/surface.  	**Safety Glasses** - Workshops - Labs - Construction - Field work - etc **Solid Shoes** any ladder or step
Medium Height Tasks **Feet = < 2 M** **Any task** in easy reach when standing on the step up to 1800 mm from the ground.	Manual handling Falls	**Platform ladders** *Bld N1 1800 mm*  *Bld N1 walk through steps 1200 mm* 	

Medium to High Tasks

Feet = < 4 M

- **Longer**
- **Heavier/active tasks**

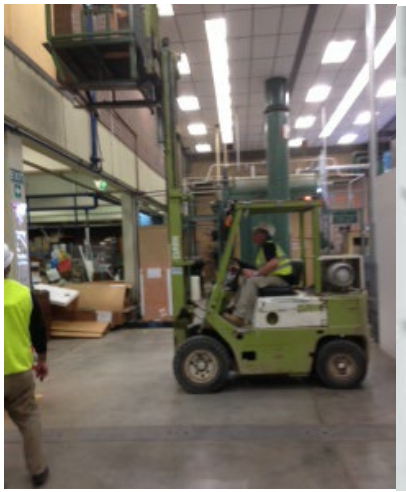
Work Cage Bld N

- Adjustable
- Easy to set up
- 2nd person to spot hazards

A licensed forklift driver must stay with the forklift while a person is working at height in the cage

Falls
Harness & suitable lanyard must be worn whilst in cage available in N1-13 lifting gear cupboard

Forklift & Cage



Safety Glasses

Solid Shoes

Safety Vest

Hard Hat < 2000 mm

Scaffold

- Stable platform
- Once set up easy safe access
- Longer term project

Falls
Ensure scaffold is cross braced & stable

2 Handrail 1000 mm high balustrade must be included around the platform (min 900 mm)

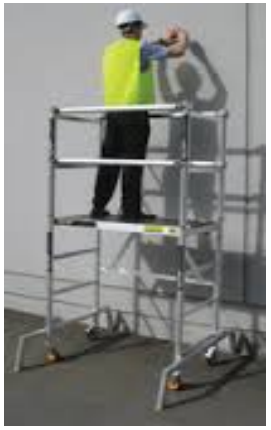
Harness & Lanyard
For work > 2000 mm
If a need to lean out over the handrail

Manual Handling
Do not hand carry tools or objects when climb up or down the steps.

Manual Handling
Erecting a scaffold is a 2 person job

Scaffold

Scaffold can be built up to 4 M (ground to platform) without a licence
- Must have a balustrade (2 hand rails) 900 mm
- Must have steps or safe means to access platform safety
- Use aluminium floor planks



Harness & Lanyard
NB. A fall arrestor requires 6.5 meter to function safety

Light work Inspection

Feet = < 2 M

High Tasks

Light work Inspection

Permission + method statement required

Feet = > 2 M

Step ladder Bld N 3m, 5m
Extension Ladder 6 m

Electrical
Use fiberglass ladder if any electrical work or hazard. *eg changing a light bulb.*
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Manual Handling
2 people to carry/,erect & stay to foot of the ladder.

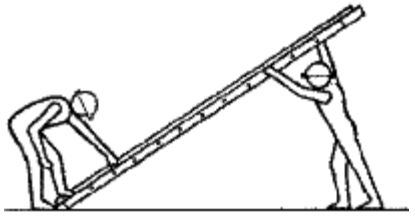
Fall Prevention
Do not hand carry tools or objects when climb up or down the steps. Use a tool belt of tool bag or bucket & a rope to haul it up and down.
2nd Person must foot the ladder.

Ladders = < 2000 mm (ground to feet height)

- Should only be used for simple operations
- Fibre glass are highly recommended for any electrical work
- Wooden ladders should not to be used (never painted)
- Inspect for damage and stability before use
- Place on stable surface
  - use boards on soft ground
  - pack feet to ensure feet are level
- Never go higher than1 metre below the highest rung
- Non slip feet are important
- Have both hand free to climb a ladder
  - use a tool bag or bucket & rope the tools up to the person on the ladder
- Always face the rungs when climbing up or down a ladder
- Keep rungs clean - clean foot wear of mud and grease.
- Use a tool belt of tool bag or bucket & a rope to haul it up and down.

Ladders > 2000 mm (ground to feet height)

- As above +
- Use sand bags & lash the ladder for extension ladder
- 2 people to carry, erect & stay to foot the ladder.

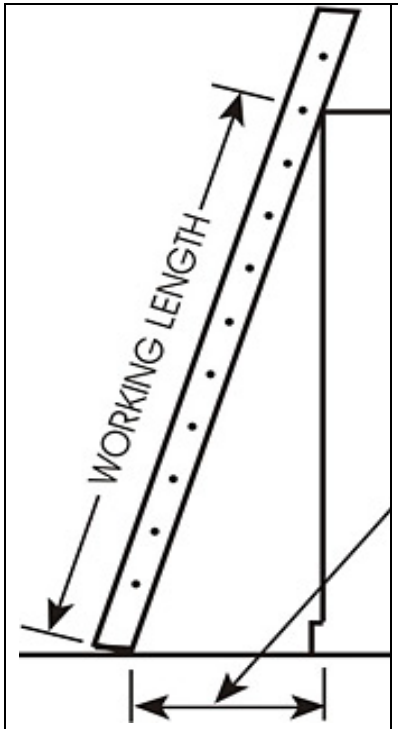


Safety Glasses
- Workshops
- Labs
- Construction
- Field work
- etc

Solid Shoes
any ladder or step

Safety Vest
- Construction
- Field work

Hard Hat
Any construction like environment



¼ Working Length

Any work over 6.5 metres requires a harness/ fall arrestor
It must be worn and anchored correctly so that in event of a fall you do not hit the ground or other objects.

Safety Glasses

Solid Shoes

Safety Vest

Hard Hat

Lanyard
Clip onto cage

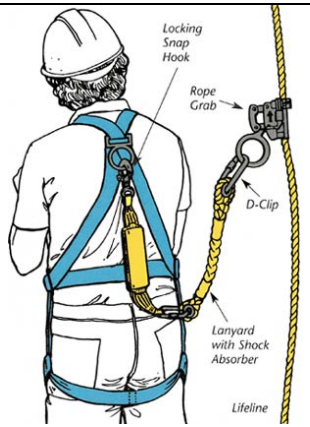
Safety Glasses

Solid Shoes

Safety Vest

Hard Hat

Harness
secured to a mounting point

High Task **> 4 M** **High risk** Safe Work Method Statement [SWMS] required Consider using licensed contractors		 Reading Material http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/managing-risk-falls-cop http://www.safeworkaustralia.gov.au/sites/swa/about/publications/Documents/349/National_Code_Practice_for_the_prevention_of_falls_in_housing_construction_2010.pdf	