

# QSCU OHS&R MANAGEMENT SYSTEM

## PROCEDURE 26 – Work At Heights / On Roofs

### 1. PURPOSE

This procedure describes requirements to control the risks associated with work at heights, work conducted within 2 metres of an unprotected drop of more than 2 metres, work on roofs, elevated work platforms / scissor lifts, suspended ceilings, and other high structures which have not been designed as permanent workplaces on company controlled sites.

### 2. MANDATORY REQUIREMENTS

1. Work shall not be performed by any QSCU employee on any work on roofs, on suspended ceilings or on other structures not designed as a workplace.
2. Where an employee or contractor are required to perform work on roofs, on suspended ceilings or on other structures not designed as a workplace, a Permit To Work At Heights – On Roofs shall be obtained from a company nominated Responsible Person prior to commencing any work.
3. Prior to issuing a Permit To Work At Heights – On Roofs, the Authorised Person shall:
  - ensure the scope of the work is authorized, including any limitations, the agreed hazards and controls, and that the name(s) of the people authorized to do the work are recorded on the Permit To Work At Heights – On Roofs,
  - arrange for the Permit To Work At Heights – On Roofs to be authorised by an applicable Responsible Person
4. Arrangements shall be established to provide a safe work area for work at heights in the following priority:
  - Where practical, work at heights shall be carried out from a permanent platform.
  - Where (a) is not practical, a suitable authorized temporary platform shall be provided.
  - Where (a) and (b) are not practical, work may be permitted from ladders provided they are secured and identified risks are controlled.
  - At no stage shall any work at heights be performed on an item of plant or equipment which is not designed as a safe work platform i.e. chair, table etc.
5. Where work is to be conducted within 2 metres of the edge of a platform or other surface which is more than 2 metres above the surrounding area, fall protection shall be provided. (eg. permanent or temporary guard rails)
6. Where it is not practicable to provide suitable guard rails, perimeter scaffolding or netting, the use of lifelines and full body safety harnesses shall be used.

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7. Lifeline attachment points shall be specified, taking into account the required mechanical strength, suitable attachment methods and potential movement of lifelines in the event of a fall from the work area. Temporary attachment points shall be authorised by a suitably qualified engineer.
8. Permit To Work At Heights – On Roofs issued for access to roofs which contain fragile panels shall include precautions to prevent inadvertent access onto fragile panels. Where access onto fragile panels is required crawl boards shall be used.
9. Arrangements shall be implemented to minimise the risk of any objects falling from elevated work areas and to protect or prevent people from walking beneath such work areas.
10. Any items to be removed from the work area shall be carried or lowered. Under no circumstances shall any item be thrown or dropped from the work area.
11. Where appropriate, notices shall be mounted at likely access points to roofs and structures to indicate requirements for a Permit To Work At Heights – On Roofs to access the area and the presence of any fragile panels.
12. All lifelines, dedicated anchor points, static lines and harnesses required for working at heights shall conform to the relevant Australian Standard or other relevant Standards and shall be inspected prior to use and/or at defined intervals
13. Persons who are to use life lines / fall protection etc. shall receive appropriate training.
14. Safe work practices for the use of Elevated Work Platforms shall be identified, including requirements for:
  - the use of lifelines;
  - securing loose items; and
  - arrangements for the recovery of people in the event of equipment failure.
15. Operators of Elevated Work Platforms shall ensure they are only operated on firm level surfaces and adequate clearance is maintained at all times between the platform and surrounding equipment, in particular, electrical wires.
16. Where required, a trained standby person shall be present at ground level to:
  - oversee the operation of the Elevated Work Platform;
  - raise the alarm in the event of equipment failure/cut out or an emergency;
  - monitor the proximity of booms and other parts of the platform to neighbouring plant items and electrical wires.
17. Operators of elevated work platforms shall wear full safety harnesses and lifelines and, as far as practicable ensure that other loose items are secured at all times while raised in Elevated Work Platforms above 2 metres.

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18. Where practicable, the area surrounding the raised Elevated Work Platform shall be barricaded while work is in progress to prevent people passing below work areas and to prevent any other vehicles operating in the area from colliding with the platform.
19. Elevated Work Platforms shall not be used to raise or support items which could exceed the Safe Working Load SWL of the platform or which are wider / longer than the platform (e.g. lengths of pipe).
20. Prior to each use of the elevating work platforms, the operator shall check:
  - the due date for examination has not been exceeded, and
  - by visual inspection, the equipment is in a satisfactory condition;
  - the condition and design rating of lifting points on loads are suitable for the intended duty;
  - the Safe Working Load will not be exceeded;
  - appropriate guarding is in place;
  - there are no objects or mobile plant which could foreseeably fall onto or strike against the operator; and
  - any incident shall be reported to management immediately, recorded on the incident report form and investigated.
21. People authorised to operate and work on Elevating Work Platforms shall be adequately trained and understand:
  - the risks associated with their use;
  - safe operating procedures; and
  - arrangements for recovery in the event of equipment failure/shut-off and or an emergency.
22. OHS&R training records shall be retained indefinitely.
23. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

### 3. RESPONSIBILITIES

#### Responsible Manager

Ensure full compliance with the requirements of this procedure.

### 4. REFERENCE DOCUMENTATION

#### A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

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### 5. FORMS

#### A. PERMIT TO WORK – AT HEIGHTS / ON ROOFS

UNCONTROLLED DOCUMENT