

LIFE SAVING RULES

10

WORKING AT HEIGHT



Falls from height is a leading cause of fatalities in the workplace. For example, falls from height caused 24% of UK workplace fatalities in the period 2021 - 2022

- Fall prevention (i.e., guarding, rails and toe-boards) will be provided on unprotected surfaces in accordance with national regulations
- In the absence of fall protection, workers will wear fall protection equipment comprising of:
 - Full body harness; and
 - Lanyard
- Lanyards will be compatible with the harness, and:
 - Be designed to be secured from above; and
 - Prevent a maximum fall distance of more than 1.8 metres

Life Saving Rule:

- To avoid a fall from height **YOU MUST:**
 - Inspect fall protection equipment before use
 - Wear and use fall protection equipment correctly
 - Tie off 100% to approved anchor points when on a surface that does not have fall prevention measures installed; and
 - Secure tools and work materials to prevent dropped objects

Note: Work at height identified as involving significant risk, for example working on a forecourt canopy, will require a Permit to Work to be issued for the task.



Use of Portable Ladders:

- Consideration should always be given to practical alternatives to ladder use
- Ladders will be used in conjunction with personal fall protection equipment when working at vertical heights of 1.83 metres or greater, where practical
- If it is not reasonably practical to use personal fall protection equipment, a worker may work from a portable ladder without fall protection providing the:
 - Work is a light duty task of short duration
 - Worker's center of balance is always kept at the center of the ladder, even with an arm extended beyond the side rails of the ladder; and
 - Worker has one hand available to hold on to the ladder or other support
- The following precautions should be implemented when using a portable ladder:
 - Fully extend a stepladder, do not lean it against something
 - Maintain 3-points of contact
 - Do not work from the top step of a stepladder or the top three rungs of an extension ladder
 - Extension ladders should:
 - Be placed 1 metre away from the vertical for every 4 metres in height
 - An extension ladder should extend at least 1 metre beyond a platform if used to access the platform
 - Be secured at the bottom or tied off at the top:
 - Have someone hold the bottom of the ladder until it is secured; and
 - Ensure an adequate amount of ladder above the tie-off point and do not

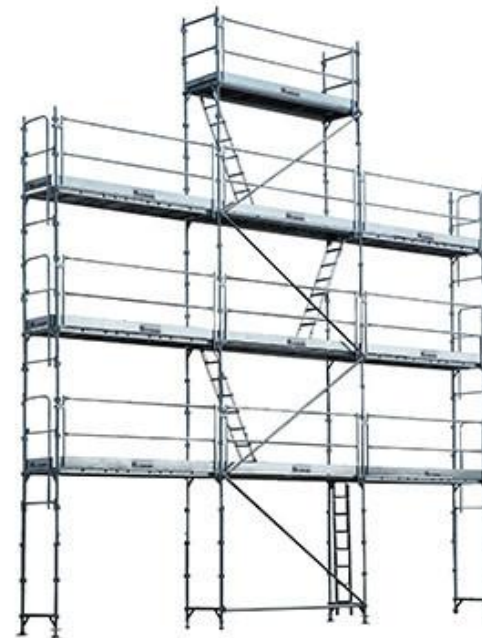
proceed beyond the tie-off point

- Ensure at least 1 metre of overlap between the sections of an extension ladder
- Do not paint ladders, as this could hide cracks or other damage
- Always face the ladder when ascending and descending
- Do not carry tools up and down ladders, use a bucket and rope; and
- Position the ladder correctly to avoid reaching from side to side
- Visually inspect ladder prior to use to confirm fit for purpose
- Ensure ladders are periodically inspected by a competent person to confirm suitable for continued use



Use of Fixed Scaffolds:

- Fixed scaffolds will:
 - Be designed, assembled, maintained, and dismantled by Competent Personnel
 - Used in accordance with the designer's and/or manufacturer's specifications
 - Be able to support (without failure) its own weight and at least four (4) times the maximum intended load
 - Have correctly designed (as per code) guardrails installed, which will include:
 - Horizontal top rail
 - Horizontal intermediate rail installed midway between the top rail and base
 - Intermediate vertical supports; and
 - Toe boards, of sufficient height to prevent slipping under the intermediate rail and/or dropped objects
 - Complete decking (e.g., scaffolding grade timber), which is adequately secured to prevent movement (e.g., closed tied or nailed)
 - Rigid footing or anchorage points that can support the scaffold without settling or displacement
 - Poles, legs, or uprights that are secure and rigidly braced to prevent swaying and displacement
 - Require the use of fall protection (full body harness and safety line) by those:
 - Erecting
 - Dismantling; and/or
 - Repairing / modifying a scaffold
 - Will be inspected by a Competent Person:
 - On completion of the erection process
 - Prior to each working shift
 - Following:
 - Modification from original design
 - Adverse weather; and
 - Impact or structural damage
- Fixed scaffolds will be tagged at each point of entry to indicate its status and condition as follows:
 - **Green Tag:** *Bearing the words "Safe for Use" or similar wording to indicate it is safe to use.*
 - **Yellow Tag:** *Bearing the words "Caution: Potential or Unusual Hazard" or similar wording to indicate the presence of a potential or unusual hazard.*
 - **Red Tag:** *Bearing the words "Unsafe for Use" or similar wording to indicate it is not safe to use.*



Use of Mobile (Portable) Scaffolds:

- Mobile scaffolds will:
 - Be approved for use at Company locations
 - Constructed and used in accordance with the manufacturer's instructions
- The minimum requirements for the safe use of mobile scaffold will include:
 - The height of a mobile scaffold must not be more than three (3) times its smallest base dimension
 - Note:** *If outriggers are used to attain the 3:1 ratio, the outriggers must be firmly attached and ensure scaffold stability.*
 - Mobile scaffolds will be securely braced by:
 - Cross
 - Horizontal; or
 - Diagonal braces, (or combination of these)
 - To prevent racking or collapse of the scaffold and to ensure scaffolds remain plumb, level, squared and secure
 - All casters will be provided with a positive locking device to hold the scaffold in position when the scaffold is stationary or while in use
 - Caster stems and wheel stems will be pinned or otherwise secured in scaffold legs or adjustment screws
 - Mobile scaffolds will be used only on level, smooth surfaces free of major defects or alternatively the wheels must be contained in wood or channel iron runners
 - The height of the scaffold while being moved will not exceed twice the minimum base width

- Workers are not permitted to ride on any part of a scaffold that is being moved

Note: *Forklifts, trucks or other similar motorized vehicles will not be used to move scaffolds unless the scaffold is specifically designed to be moved in this manner.*



Use of Mobile Elevated Work Platforms (MEWPs):

- Most fatal and serious injuries involving MEWPs arise from:
 - **Entrapment:** *Operator trapped between part of the basket and a fixed structure, and may not be able to stop the machine moving*
 - **Overturning:** *The machine may overturn throwing the operator from the basket*
 - **Falling:** *The operator may fall from the basket while working; and*
 - **Collision:** *The machine may collide with overhead cables, vehicles or pedestrians*

MEWP hazards can be controlled by:

- Selecting the right MEWP for the job and the worksite
- Developing:
 - Risk Assessment & Method Statement for safe MEWP use; and
 - A plan for rescuing the operator from the MEWP in an emergency
- Briefing those using the MEWP about the:
 - Dangers, including overhead structures or cables; and
 - Safe system of work to be followed (RAMS)
- Considering ground conditions:
 - Use the MEWP on firm level ground
 - Ensure temporary covers are strong enough to support the MEWP; and
 - Control MEWP use in areas with trenches, excavations or manholes
- Ensuring:
 - The MEWP is visually inspected prior to use and thoroughly examined on a six-monthly basis
 - Operators are trained, competent and qualified to use the MEWP

- Outriggers are extended before raising the platform
- Spreader plates are used where specified or required
- The platform is fitted with guard rails and toe boards
- A body harness and short lanyard secured to the platform's designated anchor point is worn by the operator
- Barriers are placed around the MEWP work area to reduce the risk of injury from falling objects
- Weather conditions are considered, and:
 - A maximum safe wind speed for operation established; and
 - The MEWP is:
 - Not used in storm conditions, including snow and ice; and
 - Inspected following heavy rain, snow and ice

