



Working from heights

Effective date	17 June 2008
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Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011 WHS Regulation 2011 Part 4.2 How to Manage Work Health and Safety Risks Code of Practice Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice Managing the Risk of Falls at Workplaces Code of Practice
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Policy

The Parish recognises that working at heights is a high risk activity. Generally, the Parish will require that all work at heights be conducted by an appropriately skilled and qualified person and will usually employ a contractor for the purpose. As a worker at the workplace, the Parish has responsibilities for the safety of any person, including contractors, undertaking work at heights. All work conducted at height will require consultation between the Parish and the worker to ensure it is undertaken in the safest manner possible.

Typical tasks involving work at heights include:

- roof / building maintenance and repair
- clearing gutters
- air conditioning maintenance and repair.

The Parish will minimise the risk of working at heights, where possible, by measures such as:

- installing anchor points on roofs
- installing gutter guard on high gutters prone to leaf collection
- installing air conditioning units at ground level as preference
- ensuring high air conditioning units have appropriate adjacent enclosed work platforms.



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Any workers required to work at heights shall wear appropriate protective clothing including non-slip shoes and safety helmets if applicable.

Where a worker is required to work at height, that person shall undertake appropriate training and be assessed for competency prior to commencing work. Where a fall arrest system is appropriate, this shall be used by an appropriately trained and competent worker only. A safety observer will be used for all work at heights.

Any person working at height shall be required to carry tools in a tool belt. The area around the work area will be cordoned off to minimise the risk of falling objects striking a person on the ground.

Much work at heights will involve use of ladders. Ladders should be designed and used in accordance with:

- AS 1892.1 Portable Ladders Part 1 – Metal.
- AS 1892.2 Portable Ladders Part 2 – Timber.
- AS1657 – Fixed platforms, walkways, stairways and ladders – Design, construction and installation.
- Designed and constructed to have load rating of not less than 120kg.

If portable ladders are used for access:

- They should not be used on working platforms to gain height above the protracted edge.
- They should only be used in the fully opened position.
- The ladder should have non-slip feet and be secured against displacement at the top.
- Workers who use the ladder should have a safe place to stand when getting off the ladder.
- The stiles of the ladder should extend at least one metre above the stepping off point.
- They should be inspected regularly for defects.
- Metal ladders must not be used in close proximity to electrical wires.

Fixed ladders shall:

- Be manufactured with due allowance for the purpose for which the ladder will be used and the maximum possible weight it will be exposed to.
- Have landing platforms every 6 meters.
- Be inspected regularly for rust at all fixture points.

During the erection of fixed ladders, it must be ensured that the construction against which the ladder is fixed, has the ability to withstand the lever action, which takes place during use.

When using ladders, staff must maintain three points of contact at all times.