

SAFE WORK PROCEDURE**INTRODUCTION**

This procedure outlines the necessary measures that should be taken to ensure the safety of any persons within the workplace who may undertake a task where there is a risk of falling. This procedure outlines the process for managing a potential risk of falling. It applies to any person who is exposed to a risk of falling from a height, their supervisors and contractors.

It is the responsibility of the workplace supervisor to ensure that access from the ground to the above work area is safe. Access requirements should take into account mechanical lifting aids for any tools and equipment the worker may be required to carry to and from the work site.

PRE-OPERATIONAL SAFETY CHECKS:

- Ensure the work area and surroundings are safe before commencing work.
- Ensure all equipment being used or transported is in safe working order, ensure equipment has been tagged and tested. Ladders are to be inspected annually.
- Complete a risk assessment of the work to be completed to ensure control measures are in place to minimise the potential for or injury to workers or damage to plant and equipment.
- All areas where work is being carried out with the potential of workers or objects falling, must sufficiently be barricaded or isolated to ensure no persons are below a potential fall risk.
- Ensure environmental and weather conditions are safe for work to take place.
- Wear non-slip footwear.

OPERATIONAL SAFETY CHECKS:

- Ensure ladders are safely placed on the ground or on a solid construction that is level and has no present slip hazards.
- Minimising the risk of falling through the use of a fall preventing device, work positioning system or a fall arrest harness.
- Allowing clearings from overhead power lines or exposed wires.
- Use personal protective equipment.
- Ensure there are sufficient means of rescuing persons from safety harnesses following arrested falls.
- The best practise when working at heights is to find ways to reduce the risk of falling, or eliminate the risk altogether. The following equipment may be used to minimise the risk of falling when working at heights:
 - Scaffolding.
 - Fixed work platform.
 - Ladder.
 - Safety harness, fall arrestor.
 - Hard hat.
 - Toe boards.
 - Waste heigh barriers.