

## ***Climbing on and off machines***

### **Policy**

All employees and contractors must follow safe procedures for climbing on and off machinery to prevent accidents and injuries.

### **Procedure**

#### **1. Pre-Inspection:**

Before climbing onto any machine, conduct a visual inspection to ensure steps, handrails and safety guards are in proper working condition and the machine is free from hazards.

#### **2. Three-Points of Contact:**

You are required to always adhere to the three-points of contact principle when climbing on or off machinery. This principle involves maintaining three points of contact with the equipment to ensure stability and reduce the risk of falls.

Three-points of contact can be achieved by:

- A. Having two hands and one foot on the machine or having two feet and one hand on the machinery.
- B. This creates a triangle of anchor points that provides stability while mounting or dismounting machinery.

#### **3. Secure Footing:**

Ensure that the surface on which you are stepping is clean and free from any obstructions or slippery substances.

#### **4. Use Handholds:**

Utilise available handholds, grab bars, or other secure points of contact to support your weight and maintain stability while climbing.

#### **5. Face the Machine:**

Always face the machine when climbing on or off to maintain better balance and control.

#### **6. Do Not Rush:**

Avoid rushing when climbing on and off machinery. Take your time and proceed carefully to prevent slips, trips, or falls.

#### **7. Fall Protection:**

You must stay within the Fall Protected areas on the machine. It is strictly prohibited to access any area on the machine that lacks guards, handrails, or proper footing for maintaining three- points of

contact. These areas are considered out of bounds and pose significant safety risks.

**8. Personal Protective Equipment:**

Non-slip safety footwear is worn to enhance grip and stability while maintaining three-points of contact.

**9. Machine Servicing:**

When servicing machines you might need to work outside the Fall Protection areas.

Only Employees that have been trained in working from heights are permitted to work outside the Fall Protection. Please refer to the KFL Policy & Procedure "Working from Heights".

**10. Reporting:**

Report any safety concerns, equipment defects, or near-miss incidents related to climbing on or off machinery immediately on WhatsApp: KPY Safety.

**11. Compliance:**

Compliance with this policy is mandatory for all employees working on machines. Failure to adhere to these guidelines may result in disciplinary action.

**12. Training:**

Employees and contractors must be trained in how to safely climb on and off machines.

Training includes:

- A. Understanding the Policy & Procedure "Climbing on and off Machines".
- B. Shown how to safely climb on and off machine by a trainer.
- C. Observed safely climbing on and off a machine by a trainer.
- D. Regular SBO will be performed to ensure safe practices.

**13. Acknowledgment:**

*I acknowledge that I have been trained and understood the following:*

- A. Understanding the KFL Policy & Procedure "Climbing on and off Machines".*
- B. Shown how to safely climb on and off machine by a trainer.*
- C. Observed safely climbing on and off a machine by a trainer.*

|                 |              |              |
|-----------------|--------------|--------------|
| <b>Name:</b>    | <b>Sign:</b> | <b>Date:</b> |
| _____           | _____        | _____        |
| <b>Trainer:</b> | <b>Sign:</b> | <b>Date:</b> |
| _____           | _____        | _____        |