

Working From Heights

Policy

The purpose of this policy is to ensure the safety of all employees and contractors when working from heights during machine servicing tasks.

Procedure

1. Risk Assessment:

Before any work at height begins, a thorough risk assessment must be conducted to identify potential hazards. Consider the task, the height involved, the condition of the work area, and the weather conditions.

2. Do Not Rush:

Do not rush when working at heights. Take your time and proceed carefully to prevent slips, trips, or falls.

3. Work Area Preparation:

Clear the work area of any obstacles or debris that could cause tripping hazards.
Make sure you have a secure, nonslip working surface to stand on.
Secure tools and equipment to prevent them from falling.

4. Work Practices:

Work as a team. Have someone to assist and observe.
Avoid overreaching while working from heights.
Keep both feet firmly planted on the working surface.

5. Weather Considerations:

Do not work at heights during inclement weather conditions such as high winds, rain, or ice.

6. Safety Equipment:

Use appropriate safety equipment such as harnesses, lanyards, and step ladders.

You must know how to correctly use the safety equipment. Specialised training and qualifications may be required before using certain equipment.

Inspect all safety equipment before each use and replace if damaged.

7. Personal Protective Equipment:

Non-slip safety footwear is worn to enhance grip and stability.

8. Access and Egress:

Use safe access methods such as stairways, ladders, or scaffolds.
Ensure that access and egress points are secure and in good condition.
You must understand and follow the Policy & Procedure "Climbing on and off Machines".

9. Communication:

Maintain clear communication between workers at heights and those on the ground. Use radios or other communication devices to stay in contact.

10. Reporting:

Report any safety concerns, equipment defects, or near-miss incidents related to working at heights immediately on WhatsApp: KPY Safety.

11. Compliance:

All Employees must comply with this policy & procedure and any relevant regulations or standards related to working from heights. Failure to adhere to these guidelines may result in disciplinary action.

12. Training:

Employees and contractors must be trained in how to safely work at heights.
This training includes:

- A. Understanding the Policy & Procedure "Working at Heights".
- B. Understands how to perform a risk assessment for working at heights.
- C. 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 Policy & Procedure "Working at Heights".*
- B. *Understands how to perform a risk assessment for working at heights.*

Name:	Sign:	Date:
Trainer:	Sign:	Date: