



Facility Management Victoria Pty Ltd Working at Heights Policy

Overview

Working at heights can be a major source of injuries in the workplace and is a high risk activity if not undertaken in a safe manner.

All employees at some stage may replace/change lights. Prior to this activity being undertaken everyone must understand the importance of using the correct equipment and undertaking the task in a safe manner.

Policy Statement

This policy on **Working at Heights** forms part of the FMV commitment to OHS and covers the following work activities:

- The use of ladders;
- The climbing of structures

Working at heights is classified as a high risk work activity that requires strict compliance with the following mandatory requirements:

- Adherence to all related FMV procedures and work instructions;
- The satisfaction of any other special requirements as specified from time to time.

Implementation

Implementation of this Policy is governed by the associated Working at Heights Procedures and Work Instructions.

Working at Heights

You are deemed to be working at heights if you are more than 1.8 metres above ground or on a fixed platform (floor, roof, walkway etc) or the risk of a fall is more than 1.8 metres

Using a Ladder

MOST ACCIDENTS INVOLVING LADDERS OCCUR BECAUSE THEY ARE NOT PROPERLY USED

Precautions

- Do not use a metal ladder or a ladder with metal or wire reinforcing if work is to be carried out near live electrical conductors
- Any ladder work of an electrical nature must be carried out using a fibreglass or similar insulated type.

Preparation

- Do not use a ladder if hazardous conditions cannot be overcome ie loose, soft or sloping ground, obstructions to access and electrical cables
- Choose a ladder that is appropriate for the task with a minimum load rating of 120kg
- For an extension ladder it must be placed so that the horizontal distance between the support point of the ladder and the front of the ladder is approx one quarter of the supported length of the ladder. These types of ladders must have a person at the foot of the ladder holding it steadily. They **MUST NOT** be used alone.
- Ladders must be placed on firm ground and secured to prevent slipping or sideways movement
- The top of the ladder should be firmly and evenly supported
- Ensure pedestrians remain well clear of the work area
- Fully enclosed slip resistant footwear must be worn
- Do not place the top of a ladder against glass or a window surface.
- Do not use a ladder higher than 3 meters by yourself. You must work in pairs and the single ladder should be tied off.
- Only use ladders provided to you by the Facility Manager.

Operations

- When descending or ascending the ladder the person should face the ladder and have both hands free to grip the ladder
- A person using the ladder should have at least 3 points of contact in contact with the ladder at all times
- The person using the ladder must go no higher than the rung indicated on the ladder as the highest standing level
- A ladder should never be 'walked' by a person standing on the ladder. This means that the person on the ladder rocks it in such a way that the ladder moves along. **This is extremely dangerous**
- Only one person is to be on the ladder at any one time
- Never climb up higher than the third row from the top of the ladder. This lets you lean against the ladder for balance.

When you have finished with the ladder, check to make sure it is still in good working order.

Remember to not undertake any work on a ladder if you feel the work is unsafe or there is the potential for a fall.

Report any faults or concerns to the Facility Manager