

Procedure PR-PRO-021

Working at heights

1. SUMMARY

- 1.1. The purpose of this procedure is to outline the basic requirements of Pure Rail staff when working at heights
- 1.2. The Directors are responsible for implementation and management of this procedure.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	10/1/2017	Original issue.	Kyle Devine
2	06/12/2021	Updated document number and formatting. Updated reference material.	Kyle Devine

3. REFERENCE MATERIAL

- 3.1. This procedure is made in consultation with the Code of Practice “Managing the risk of falls at workplaces”, issued by Safe Work Australia in 2019.

4. APPLICATION AND EXEMPTIONS

4.1. Application

- 4.1.1. This procedure applies to all business streams which require to work with the risk of falling from one level to another.
- 4.1.2. Only commercially manufactured and tested equipment is to be used by Pure Rail. Under no circumstances are Pure Rail staff to manufacture or use domestically manufactured equipment.

4.2. Exemptions

- 4.2.1. Working on the ground or on a solid structure.

5. IDENTIFICATION

5.1. Duty of all workers

- 5.1.1. During the Pre Work Briefing session, Pure Rail employees have the duty to identify all locations and tasks that could cause injury due to a fall. This includes access to the areas where work is to be carried out. Suitable fall prevention mitigation should be enforced prior to starting work. This information is to be included in the Pre Work Brief and recorded in permanent form and will constitute a fall prevention plan.

6. REQUIREMENTS FOR WORKING AT HEIGHTS

6.1. Minimum requirements for working at heights

- 6.1.1. Workers working at heights, as an absolute minimum implement the use of a fall prevention device. This is defined as any equipment that is designed to prevent a fall for temporary work at heights, and once in place does not require any further adjustment by workers using the device.
- 6.1.2. Under no circumstances are any modifications to be made to any equipment used for working at heights. Faulty equipment should be tagged out of use and reported to a Pure Rail Director immediately.

6.2. Elevated work platforms/Aerial lifts

6.2.1. Workers undertaking works on elevated work platforms should consider:

- workers operating the platform are trained and instructed in safe operating procedures for the particular brand and type of equipment, as well as the safe use of fall-arrest equipment and emergency rescue procedures
- the platforms are only used as working platforms and not as a means of entering and exiting a work area unless the conditions set out in AS 2550.10 Cranes, hoists and winches
 - Safe use – Mobile elevating work platforms are met
- unless designed for rough terrain, the platforms are used only on a solid level surface the surface area is checked to make sure that there are no penetrations or obstructions that could cause uncontrolled movement or overturning of the platform
- the manufacturer's or supplier's instructions are consulted for information on safe operation
- persons working in travel towers, boom lifts or cherry pickers wear a properly anchored safety harness
- workers are licensed when operating boom-type elevating work platforms with a boom length of 11 metres or more.

6.3. Ladders

6.3.1. Workers undertaking works on ladders should consider:

- Ladders are to be selected to suit the task to be undertaken. In doing this, please consider the duration of the task, the physical surroundings of where the task is to be undertaken and the prevailing weather conditions.
- Ladders should have a load rating of at least 120 kg and be manufactured for industrial use.
- Placing ladders at a slope of 4:1, and setting up stepladders in the fully opened position securing ladders at the top or bottom, or if necessary, at both ends
- the ladder is in good condition—the ladder should be inspected for faults, such as broken rungs, stiles and footing before it is used
- damaged ladders are removed from service
- the ladder is set up on firm, stable and level ground

- the ladder is the correct height for the task to avoid reaching or stretching
- the ladder is not too close or too far from the support structure—the distance between the
- the ladder is secured against displacement (i.e. slipping or sliding) and/or there is another person holding the base of the ladder
- the ladder is not placed so that the weight of the ladder and any person using the ladder is supported by the rungs
- all the locking devices on the ladder are secure
- materials or tools are not carried while climbing the ladder—use a tool belt or side pouch
- only light duty work is undertaken while on the ladder, where three points of contact can be maintained and tools can be operated safely with one hand
- slip resistant base, rungs or steps are provided
- slip resistant shoes are worn
- ladders are not used without additional appropriate precautions:
 - in access areas or doorways—if necessary, erect a barrier or lock the door shut
 - on scaffolding or an elevating work platform to get extra height
 - next to power lines unless the worker is trained and authorised and the appropriate ladder is being used
 - in very wet or windy conditions
 - next to traffic areas, unless the working area is barricaded