



HUMAN RESOURCES POLICY

Ref. No. : 6710

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Subject : WORKING AT HEIGHT

1. Objectives

Macquarie Textiles will comply with the Occupational Health & Safety Act 2000 to ensure the health, safety and welfare of its employees, contractors and visitors by providing a safe method of working at height to eliminate or manage the risk of injury.

2. Responsibilities

The employer and all employees have a responsibility to use the information in this policy to identify and report any height hazards and to implement methods to control the risk with those hazards. Control measures to protect from the risk of falling from heights are required to be in place **before** any work commences.

3. Definitions

This policy is to apply in any situation where persons are required to work within 2 metres of an edge with a drop of 2 metres or more to the nearest horizontal surface.

Excluded are permanent structures and platforms specifically for the purpose of accessing or working at heights. Eg mezzanine floors, platforms, guarded access ladders, purpose built access ladders, etc.

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Valid for 6 months from 08/11/2004

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Human Resources Manager

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4. Means of access

Where work at height is required, the only approved methods of access are:

4.1 Ladders

Use of ladders will be in accordance with **AS 1892.5:2000 Portable Ladders Part 5: Selection, safe use and care.**

- Visually inspect ladder for damage. Only use ladders in good condition. Faulty ladders are to be tagged as unsafe and reported to Site Services for repairs / replacement.
- Ensure 3 point contact at all times while on ladder.
- Secure the top of the ladder.
- Fall arrest safety harness must be worn and correctly adjusted.
- Lanyard of Safety Harness must be secured to an anchorage point of sufficient load bearing capacity to arrest the wearers fall.
- The feet of an extension ladder must be positioned on cleared level ground.
- Approved safety foot wear must be worn at all times whilst on a ladder and working at height.
- Whenever a ladder is erected in a walkway, driveway or any traffic area, a physical barrier and signage must be provided around the work area to alert personnel to the hazard and prevent them from entering.

4.2 Scissor Lifts

Use of the Scissor Lift will be in accordance with **AS 2550.10.1994 Cranes-Safe use- Elevated work platforms.**

- Visually inspect the scissor lift for damage and charge before taking to the work area.
- Visually inspect the work area for hazards and obstacles that may prevent the scissor lift from safe passage. Where the scissor lift is to be used in the vicinity of obstacles or hazards at floor level, a second person on the ground is required as a spotter.
- A scissor lift is not to be operated the standing platform within a vertical distance of 4.5 metres of overhead power lines, or within a horizontal distance of 2.1m of the power lines.
- If a fault or damage occurs to the scissor lift, the vehicle is to be tagged as unsafe and reported to Site Services.

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4.3 Safety Harnesses

Use of a Safety Harness will be in accordance with **AS 1891.1:1995 Industrial fall-arrest systems and devices Part 1: Safety belts and Harnesses.**

- Before and after use, personnel must inspect the safety harness and lanyard to ensure it is in good condition and ready for service. If there is any defect or damage, the harness must be removed from service and reported to the Site Services Manager.
- The Safety Harness must be securely fastened as vertical as possible above the work area to an anchorage point of sufficient load bearing capacity.
- A Safety Harness is not required to be worn from a scissor lift or scaffolding unless working outside the handrails.
- When using a Safety Harness, the operator is not to work alone.

5. Risk Assessments

Where it is determined that extra ordinary conditions apply, eg wet conditions, repairing damage to buildings, a separate Risk Assessment must be completed using Form HRF 668A. **No work is to commence until the risk assessment has been completed and control measures identified put into place.**

6. Contractors and visitors.

Contractors are required to follow this policy at all times while they are on site. Visitors are prohibited from being in a position to be working from height. If this is not the case, the Site Services Manager will be advised and supervise the exercise.

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