

Working at Heights Procedure

1. Purpose

To ensure the risk of fall from height is eliminated, assessed and where required- controlled.

No personnel should typically work at heights; however, in the circumstances where this cannot be avoided the following Procedure should be followed.

2. Scope

This document applies to all workplaces, workers of ANC, and applies to all aspects of work undertaken on behalf of ANC.

3. Definitions

Working at Height

There is no minimum height for work to be classed as work at height. Once a worker places one foot at a level that is higher than the ground it is deemed that that person is then working at height.

ANC

All land, property, buildings, warehouses, structures, installations, aircraft or vehicles owned by, controlled by or under contract or lease to ANC.

Worker

Any person who carries out work for ANC. This includes employees, contract carriers, volunteers, trainees/apprentices, work experience students and labour hire companies.

Elevating Work Platform (EWP)

Elevating Work Platform includes scissor lifts and boom lifts (i.e. cherry pickers).

Forklift

Counterbalanced industrial truck as defined in AS 1763. For the purpose of this procedure this definition includes both forklifts and order picking forklifts.

Heavy Plant

Large delivery vehicles such as rigid axel or articulated trucks

Mobile Ladder Stand Platform

A mobile ladder stand platform is a moveable, fixed height, self-supporting unit having one or more standing levels and is provided with a means of access or egress to the platform or platforms.

Plant

Includes, but is not limited to, the vehicular items listed in this definitions section that is company owned or externally hired. Part 1 of the Work Health and Safety Act 2011 defines plant as:

- *Any machinery, equipment, appliance, container, implement and tool; and*
- *Any component of any of those things; and*
- *Anything fitted or connected to any of those things.*

PPE

Personal Protective Equipment

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4. Responsibilities

Managers and Supervisors

- Documenting and reviewing this procedure;
- Ensuring this procedure is implemented within their area of responsibility;
- Ensure all relevant stakeholders are involved in the risk management process;
- Identifying and escalating risks which are outside their scope of responsibility;
- Identifying those workers within their area of responsibility who are required to perform tasks at height and ensuring they have the appropriate competencies, training and instruction to do so;
- Participating in any assurance program designed to test and verify the effectiveness of this procedure; and
- Communicating the results of risk assessments and control measures to workers.

Workers

- Adhering to this procedure; and
- Participating in any assurance program designed to test and verify the effectiveness of this procedure.

5. Procedure

5.1. Office

- Do not use boxes of furniture to reach things at height; and
- Never attempt to use a computer chair to reach something at height.

5.2. Warehouse

- Check any access equipment before use to make sure it is in good working order;
- Use the appropriate ladder or other means (stairs, ramp, lifts) for the task;
- Fall arrest harness must be worn at all times whilst using the elevated work platform attached to the forklift; and
- Ensure **3 points of contact** are maintained when entering or exiting all plant and vehicles. This means keeping two hands and one foot – or two feet and one hand – on the plant or vehicle at all times (see Figure 1).

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5.3. Cabin, Tray and Rear of Vehicle Access

- Ensure **3 points of contact** are maintained when climbing onto/off vehicles or when entering or exiting all plant and vehicles. This means keeping two hands and one foot – or two feet and one hand – on the vehicle at all times (see Figure 1);
- Face the vehicle when entering and exiting the cabin or when climbing on/off a vehicle body or tray;
- Maintain a balanced posture when accessing and exiting the vehicle;
- Keep the soles of your shoes clean and replace footwear when tread is worn;
- Park in well-lit areas, with an even landing surface where possible;
- Install, maintain and when necessary replace non-slip surfaces on steps
- You must **NEVER** jump from the back of a truck or a vehicle cabin

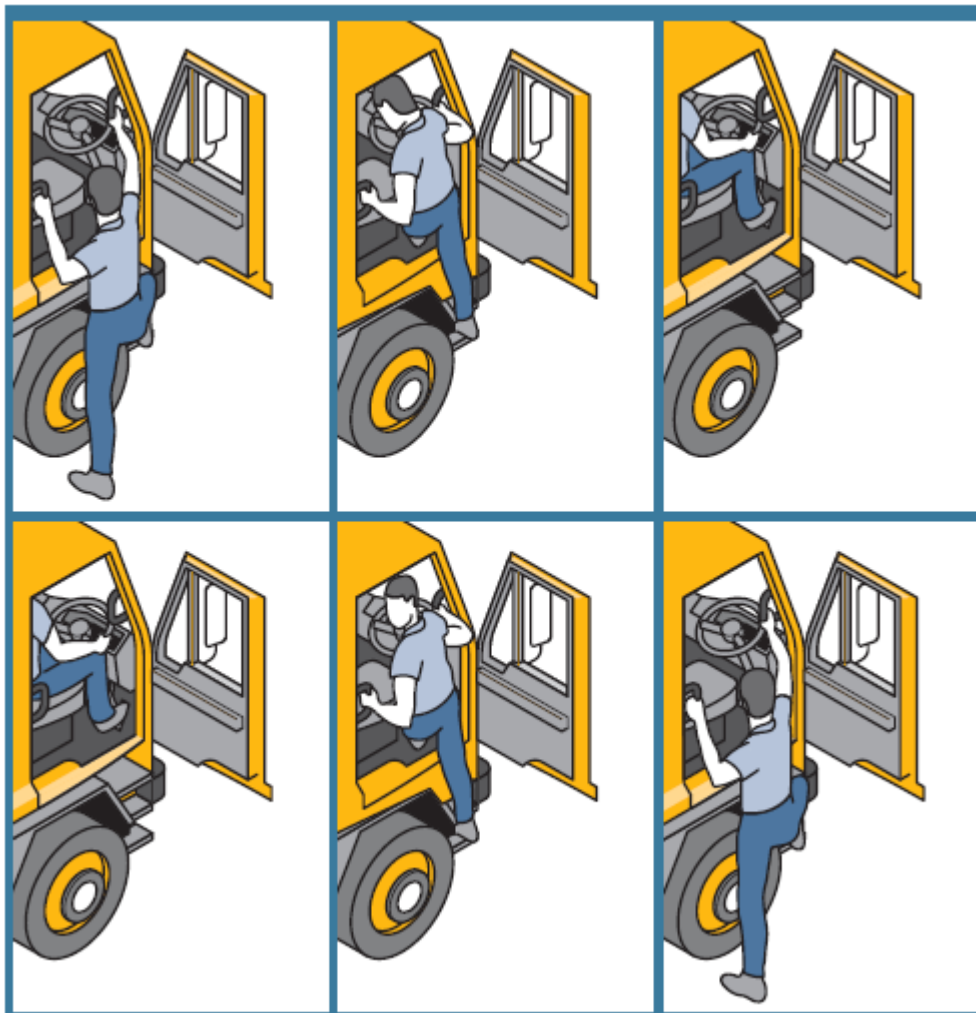


Figure 1 - 3 Points of Contact

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6. References

- ANC WHS Policy
- ANC Risk Management Procedure
- ANC Risk Assessment Matrix
- Relevant Work Health and Safety Acts
- Relevant Work Health and Safety Regulations
- Managing the Risk of Falls at Workplaces – Safe Work Australia Code of Practice
- Preventing Workers Falling From Trucks- WorkSafe QLD Publication
- Safety in the road freight transport industry – WorkCover NSW Publication



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