

# FOR YOUR SAFETY - HEIGHT WORK INSTRUCTIONS

## General Safety Procedures

Check that all equipment is in good working order and adequate for your purposes before each use. Do not attempt to use inadequate or defective equipment. Any defective equipment must be reported to your supervisor immediately.

Before going onto a window sill, check for signs of damage to the sill, such as cracking or rotting wood, and that window fittings are in a good condition. Do not proceed if in doubt. Notify your supervisor immediately.

Do not go out onto a window sill without suitable fall-arrest equipment. Ensure that suitable anchorage points are used.

Never attempt to overreach.

## Ladders

Ensure ladder is in satisfactory condition.

Wooden ladder - check it is clean, there are no rungs missing, there are no cracks, the wood is not warping or splitting, and that foot pads, caps or rubber fittings at base are sound.

Metal ladder – check it is clean, there are no bent rungs, there is no corrosion, there are no sharp edges or dents, and that foot pads, caps or rubber fittings at base are sound.

Ensure ladder is placed on a solid, dry, flat base capable of withstanding the load.

If unable to secure adequately, ensure that ladder is “footed” by a colleague.

Do not overreach. Ensure that both feet and one hand are always on the ladder.

Do not use a ladder in poor weather conditions or near any power lines

Do not have more than one person working on the ladder at any one time.

## Fall-Arrest Equipment

Where any work 2 metres or higher above the ground involves the use of equipment to reduce the dangers of a fall, all such equipment must be considered as fall-arrest equipment, for which the following is required:

A full body harness

A safety lanyard not exceeding 2 metres in length with an integral energy absorber

A connecting hook

All fall-arrest equipment must comply with the European test standards appropriate for each item.

NB: It is illegal to use waist belts and chest harnesses for fall-arrest purposes.



Ensure that equipment is fixed to a suitable anchorage before you move to a position where there is a risk of a fall.

Ensure equipment is in good working order and checked regularly. Any defects to be reported to your supervisor immediately. If in any doubt, do not use the equipment.

**Mobile Towers**

All towers must have toe boards and guard rails.

Ensure you are aware of the safe working load and that this is not exceeded.

Ensure the tower is situated on solid, flat ground.

If moving the tower, only push at the base, and ensure there is nobody still on it.

Ensure you get on or off only at a safe place.

Fall-arrest equipment must be used where appropriate.

Ref. 09/00

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I confirm that I have read and fully understood these rules and instructions and agree to abide by them.

Signature ..... Print Name .....

Title/Position ..... Date .....

(Height work instructions – For My Safety – Ref. 09/00)