Radmat building products

Specialists in Roofing and Waterproofing

Working at Height Policy

Policy no: HR010-01 | V5 | Issued March 22 | Authorised by RS

Working at Height Policy

1.1 Introduction

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The organisation will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

1.2 It is our policy to:

- Identify all work activities that involve work at height.
- Eliminate the need to undertake work at height whenever it is reasonably practicable to do so.
- Evaluate the risks associated with activities where work at height cannot be eliminated and take steps to control them.
- Provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace.
- Provide the necessary equipment to allow safe access to and egress from the place of work.
- Provide the necessary equipment to ensure adequate lighting and protection from adverse weather conditions.
- Provide suitable plant to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary.
- Ensure that any working platform and its supporting structures are selected and/or designed in accordance with current standards.
- Regularly inspect all equipment required for work at height.
- Ensure that all persons who have to undertake work at height are trained and competent to do so.
- Appoint competent persons to be responsible for the supervision of all work at height and associated activities.
- Ensure contractors comply with this policy.
- Provide suitable information and training to persons who are required to undertake activities that involve work at height. Refresher training will also be given at reasonable intervals.

1.3 Ladder / Step Ladders

It is the Company policy to use ladders or step ladders only where the work is light and short term (below 30 minutes of work and below 10 kg). The Company will ensure that only Class 1 or EN131 ladders or step ladders are used. Ladder use is only expected to be undertaken for minor access only.

When using Step Ladders, safe systems of work must be carried out at all times and the precautions listed below must be observed:

- All ladders must be inspected on a regular basis and be in good working order.
- Always ensure the base of the ladder is set 1m out for every 4 m of vertical height or at an angle of 75 degrees.
- Make every effort to secure the ladder at top and bottom to prevent any movement.
- Ensure there is a sufficient overlap between stages of extension ladders.
- Secure all doors/movement likely to foul a ladder.
- Always use two hands when climbing a ladder.
- One hand must be used to hold onto the ladder at all times whilst carrying out any work.
- Whenever possible ensure that there is a person at the bottom of the ladder to guard the base.
- Step ladder spreaders or feet extensions are to be locked into position.
- Appropriate PPE must be worn at all times.

1.4 Mobile Scaffold Towers and Mobile Elevated Working Platforms

Some Projects may require the use of Mobile Scaffold Towers or Mobile Elevated Working Platforms.

1.5 Mobile Elevated Working Platforms

Work platforms will be used by IPAF qualified staff only and Technical Advisers/Site Quality Technicians will be required to check the competency of users before accessing the equipment. Technical Advisers/Site Quality Technicians will be instructed to report any defects immediately and not use the equipment until replacement or missing parts have been delivered.

Technical Advisers/Site Quality Technicians and clients/ contractors are both responsible for the use of MEWPs should assess the risks of users falling from or being thrown from the basket and take precautions to eliminate or control those risks.

Where required a rescue plan will also be produced for access equipment use.

1.6 Mobile Scaffold Towers
Mobile Scaffold Towers will only be used when accompanied by competent staff under the Client or Contractor. In all cases of use the operative will be required to hold a PASMA Qualification.

Access by the Technical Advisers/Site Quality Technicians will be way of the stair or ladder systems provided on the tower sets. At no time will any Technical Advisers/Site Quality Technicians access the tower set by any other means (such as climbing on the external frame).

1.7 Fixed Scaffolding
Fixed scaffolding means any structure provided temporarily, on or from which persons carry out work. Scaffolding must only be designed, erected or dismantled by competent persons – which will be required to be verified by the Technical Advisers/ Site Quality Technicians with reasonable checks via the client or Principal Contractor.

If any Technical Advisers/Site Quality Technicians identify any fault with the scaffold or is in any doubt with regard to the standard of scaffold inspection in place they must report the matter to the Client or Contractor and not access the scaffold until it has been signed off as being safe to access by a competent person.

1.8 Roof Working
Technical Advisers/Site Quality Technicians will take all reasonable precautions to secure the health & safety of anyone involved in any works carried out on roof tops and will be required to comply with the Working at Height Regulations 2005.

The company acknowledge that there are extreme risks with working on roofs and that these will be kept to a minimum at all times.

The Technical Advisers/Site Quality Technicians will carry out a Point of Work Risk Assessment of all roof working operations taking into account the nature of the work, weather conditions, suitability of access, any present protection device and any other potential hazards.

The onsite specific working at height assessment will be completed before access is gained which will include and require the Technical Advisers/Site Quality Technicians to;

- Carry out an assessment of all roof working operations, taking into account the nature of the work, likely weather conditions, necessary precautions and the suitability of the individual worker.
- Take all necessary measures to remedy any risks identified as a result of the assessment
- Ensure that all persons in the area are informed of the hazards and steps taken to minimise any risks.
- Monitor the work to ensure it is carried out without any unnecessary risk to safety

1.9 Safety Harnesses
Only authorised and competent staff will undertake works with harnesses. Harness inspections will be undertaken by an authorised, competent person following the requirements of the BS EN 361:2002 Personal Protective equipment against falls from a height. Full Body harnesses.

All harnesses will also be pre inspected before use by the individual harness user. Where harnesses are to be used they will be used in accordance with the present training standards and with a suitable rescue plan.

Lanyards should be subject to
- pre-use checks;
- detailed inspections;
- interim inspections;

These should be carried out by competent persons, to identify defects or damage that may affect safety. Pre-use checks. These checks are essential and should be carried out each time, before the lanyard is used. Pre-use checks should be tactile and visual.

The whole lanyard should be subject to the check, by passing it slowly through the hands (e.g. to detect small cuts of 1 mm in the edges, softening or hardening of fibres, ingress of contaminants). A visual check should be undertaken in good light and will normally take a few minutes.

Detailed inspections
These more formal, in-depth inspections should be carried out periodically at minimum intervals specified in the employer's inspection regime. It is recommended that there is a detailed inspection at least every three months Detailed inspections should be recorded.

Interim inspections

These are also in-depth inspections and may be appropriate in addition to pre-use checks and detailed inspections. Interim inspections may be needed between detailed inspections because the employer's risk assessment has identified a risk that could result in significant deterioration, affecting the safety of the lanyard before the next detailed inspection is due. The need for and frequency of interim inspections will depend on use. Examples of situations where they may be appropriate include: risks from transient arduous working environments involving paints, chemicals or grit blasting operations; or acidic or alkaline environments if the type of fabric the lanyard is made from cannot be determined (some fabrics offer low resistance to acids or alkalis). The results of interim inspections should be recorded.

Examples of defects and damage

The following defects and damage have the potential to result in the degradation and/or weakening of the lanyard:

- cuts of 1 mm or more at the edges of webbing lanyards (e.g. where the lanyard may have been choke-hitched around steelwork)
- surface abrasion across the face of the webbing and at the webbing loops, particularly if localised; abrasion at the edges, particularly if localised
- damage to stitching (e.g. cuts or abrasion);
- a knot in the lanyard, other than those intended by the manufacturer;
- chemical attack which can result in local weakening and softening – often indicated by flaking of the surface. There may also be a change to the colour of the fibres; heat or friction damage indicated by fibres with a glazed appearance which may feel harder than surrounding fibres; UV-degradation which is difficult to identify, particularly visually, but there may be some loss of colour (if dyed) and a powdery surface; partially deployed energy absorber (e.g. short pull-out of tear webbing);
- contamination (e.g. with dirt, grit, sand etc.) which may result in internal external abrasion;
- damaged or deformed fittings (e.g. karabiners, screw link connectors, scaffold hooks)
- damage to the sheath and core of a kernmantel rope (e.g. rucking of the core detected during tactile inspection);
- internal damage to a cable-laid rope.

Lanyards should be withdrawn from use and, destroyed if:

- there is no evidence that a lanyard has been inspected by a competent person within the last six months;
- identification is not evident (lanyards should be indelibly and permanently) marked in accordance with BS EN 365:2004. They should be uniquely identifiable so that they can be easily associated with their respective inspection documentation);
- a lanyard is still in use and marked to the old British Standard BS EN 354:2010 Personal full Protection equipment Lanyards (i.e. pre CE-marking);
- a lanyard is thought to be defective, or if there is any doubt about its safety
- after a pre-use check or interim inspection.

A lanyard that has been used to arrest a fall should never be reused. It should be withdrawn from service immediately and destroyed

2.0 Equipment Issue

Ladder and access equipment will be issued individually and any equipment issued will be included on the attached schedule in accordance with the following inspection scheme.

2.1 Ladder Checks

1. All Ladders	
1.1	Loose rungs (move by hand)
1.2	Loose nails, screws, bolts etc.
1.3	Loose mounting brackets etc.
1.4	Cracked, broken, split stays.
1.5	Splinters on stays or rungs
1.6	Cracks in metal stays
1.7	Bent metal stays
1.8	Damaged/worn non-slip devices
1.9	Wobbly

2. Step Ladders	
2.1	Loose/bent hinge spreaders
2.2	Stop on spreaders broken
2.3	Loose hinges

3. Extension Ladders	
3.1	Defective extension locks
3.2	Defective rope pulley
3.3	Deterioration of rope

4. Trestle Ladders	
4.1	Defective hinges
4.2	Defective hinge spreaders
4.3	Stop on spreaders defective

5. General	
5.1	Painting (paint masks faults)
5.2	Identification
5.3	Storage

2.2 Harness and Layard Checks

INSPECTION AND MAINTENANCE CHECKLIST FOR FALL ARREST SYSTEMS

Warnings: Always read all instructions and warnings contained on the product and packaging before using any fall protection equipment.

Inspection: All fall protection equipment should be inspected prior to each use.

Training: All workers should be trained by a Competent Person in the proper use of fall protection equipment.

Regulations: Understand all Federal, State and Local Regulations pertaining to fall protection before selecting and using the equipment.

System Only: Components that are fully compatible with one another Components: should be used. Fall arrest systems that are designed and tested as complete systems should be used in this way.

CLEANING

Basic care of all safety equipment will prolong the durable life of the unit and will contribute toward the performance of its vital safety function. Proper storage and maintenance after use are as important as cleaning the equipment of dirt, corrosives, or contaminants. Storage areas should be clean, dry and free of exposure to fumes or corrosive elements.

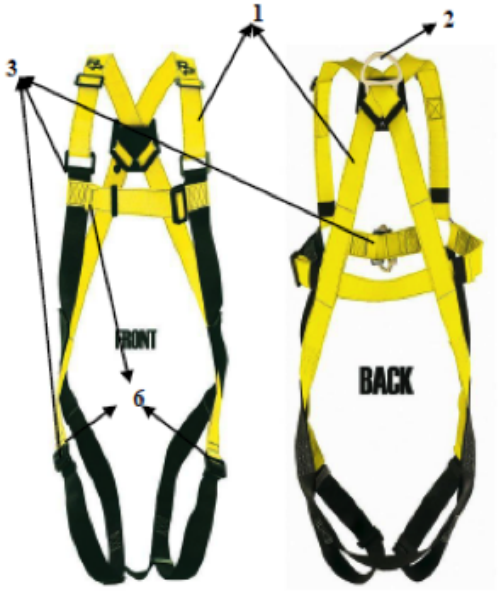
Nylon or Polyester—Remove all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a lather with a vigorous back and forth motion; then wipe with a clean cloth. Hang freely to dry, but away from excessive heat.

Drying—Equipment should dry thoroughly without close exposure to heat, steam, or long periods of sunlight.

AFTER A FALL OCCURS, ALL COMPONENTS OF THE FALL ARREST SYSTEM SHOULD BE REMOVED FROM SERVICE AND DESTROYED

HARNESS INSPECTION (see diagram below)

1. **Webbing**—Grasp the webbing with your hands 6 inches to 8 inches apart. Bend the webbing in an inverted "U". The surface tension resulting makes damaged fibers or cuts easier to detect. Follow this procedure for the entire length of the webbing, inspecting both sides of each strap. Look for frayed edges, broken fibers, pulled stitches, cuts, burns, and chemical damage



2. **D-Rings**—Check D-rings for distortion, cracks, breaks, and rough or sharp edges. The D-ring should pivot freely.
3. **Attachment of Buckles**—Inspect for any unusual wear, frayed or cut fibers, or broken stitching of the buckle or D-ring attachments.
4. **Tongue/Grommets**—The tongue receives heavy wear from repeated buckling and unbuckling. Inspect for loose, distorted or broken grommets. Webbing should not have additional holes punched.
5. **Tongue Buckles**—Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. Roller should turn freely on the frame. Check for distortion or sharp edges.
6. **Friction and Mating Buckles**—Inspect the buckle for distortion. The outer bars and center bars must be straight. Pay special attention to corners and attachment point at the center bar.

2.2 Harness and Layard Checks (cont)

INSPECTION AND MAINTENANCE CHECKLIST FOR FALL ARREST SYSTEMS

LANYARD INSPECTION

When inspecting lanyards, begin at one end and work to the opposite end, slowly rotating the lanyard so that the entire circumference is checked.

1. **Hardware**—
<u>*Snaps*</u>: Inspect closely for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should seat into the nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to firmly close the keeper. Keeper locks must prevent the keeper from opening when the keeper closes.

<u>*Thimbles(rope lanyard)*</u>: The thimble must be firmly seated in the eye of the splice, and the splice should have no loose or cut strands. The edges of the thimble must be free of sharp edges, distortion, or cracks.

2. **Web Lanyard**—while bending webbing over a pipe, observe each side of the webbed lanyard. This will reveal any cuts or breaks. Swelling, discoloration, cracks and charring are obvious signs of chemical or heat damage. Observe closely for any breaks in stitching.

3. **Rope Lanyard**—Rotation of the rope lanyard while inspecting from end-to-end for any fuzzy, worn, broken or cut fibers. Weakened areas from extreme loads will appear as a noticeable change in original diameter. The rope diameter should be uniform throughout, following a short break-in period.

4. **Shock Absorber Pack**—The outer portion of the pack should be examined for burn holes and tears. Stitching on areas where the pack is sewn to D-rings. Belts, or lanyards should be examined for loose strands, rips, and deterioration.

5. **Shock-Absorbing Lanyard**—Shock-absorbing lanyards should be examined as a web lanyard (described in Item 3 above). However, also look for the warning flag or signs of deployment. If the flag has been activated, remove this shock-absorbing lanyard from service.

6. **Self-Retracting Lanyard**—
<u>*Check Housing*</u> – Before every use, inspect the unit's housing for loose fasteners and bent, cracked, distorted, worn, malfunctioning or damaged parts.

<u>*Retraction and Tension*</u> – Test the lifeline retraction and tension by pulling out several feet of the lifeline and allow it to retract back into the unit. Always maintain a light tension on the lifeline as it retracts. The lifeline should pull out freely and retract all the way back into the unit. Do not use the unit if the lifeline does not retract.

<u>*Lifeline*</u> - The lifeline must be checked regularly for signs of damage. Inspect for cuts, burns, corrosion, kinks, frays or worn areas. Inspect any sewing (web lifelines) for loose, broken or damaged stitching.

<u>*Braking Mechanism*</u> – The braking mechanism must be tested by grasping the lifeline above the impact indicator and applying a sharp steady pull downward which will engage the brakes. There should be no slippage of the lifeline while the brakes are engaged, once tension is released, the brakes will disengage and the unit will return to the retractable mode. Do not use the unit if the brakes do not engage.