

ST JOSEPH'S SCHOOL

WORKING FROM HEIGHTS SAFELY PROCEDURE



PURPOSE

Preventing falls should be actively managed so that people working at height are kept safe. Ensure staff follow the [Best Practice Guide for Working at Heights](#) from WorkSafe New Zealand.

Where the potential of a fall exists, the following simple hierarchy of controls shall be considered by staff:

1. Can the job can be done without exposing persons to the hazard (eliminate). This can often be achieved at the planning stages.
2. If elimination is not practicable then steps should be taken to isolate people from the hazard. This can be achieved using safe working platforms, guardrail systems, edge protection, scaffolding, elevated work platforms, mobile scaffolds and barriers to restrict access.
3. If neither elimination nor isolation are practicable then steps should be taken to minimise the likelihood of any harm resulting. This means considering the use of work positioning systems or travel restraint systems, safety harnesses, and soft landing systems.

GUIDELINES

1. Plan a safe approach to working at height
2. Select the right equipment for working safely at height
3. Ensure edge protection is in place to help prevent people, tools, and materials from falling
4. If using a ladder, "*The Australian/New Zealand Standard AS/NZS 1892.1. Portable Ladders*" sets the following limits for ladder heights -
For temporary non-fixed ladders, the maximum length for
 - a single ladder is nine metres
 - an extension ladder is 15 metres
 - a step ladder 6.1 metres.

Where a ladder rises nine metres or more above its base, landing areas or rest platforms should be provided at suitable intervals. Ladders should be used for low-risk and short-duration tasks, and three points of contact should always be maintained to prevent a person slipping and falling. The risk of falling onto something below a ladder (e.g. spiked railings or glass covering) is equally relevant as the height of the potential drop in terms of risk.

5. At no time is any person to stand on or work from an external wall top plate without suitable fall protection.

Next Review Date: November 2022