

TOOLBOX TALKS



WORKING AT HEIGHT



1

WHAT DO I HAVE TO DO?

- You **MUST** make sure work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job.
- You **MUST** use the right type of equipment for working at height.
- Take a sensible approach when considering precautions. Low risk, relatively straight forward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

CONTROL MEASURES

First assess the risks. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on.

Before working at height work through these simple steps:

- Avoid work at height where it's reasonably practicable to do so.
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated. For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).
- Collective protection – is equipment that does not require the person working at height to act for it to be effective (mobile tower scaffolds, temporary guard rails and scissor lifts)
- Personal protection – is equipment that requires the individual to act for it to be effective (putting on a safety harness correctly and connecting it, with the energy absorbing lanyard, to a suitable anchor point).

2



DO'S AND DON'TS OF WORKING AT HEIGHT

Do...

- As much work as possible from the ground.
- Ensure people can get safely to and from where they work at height
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Take precautions when working on or near fragile surfaces.
- Provide protection from falling objects.
- Consider emergency evacuation and rescue procedures.

Don't...

- Overload ladders – consider the equipment or materials employees are carrying before working at height. Check the pictogram or label on the ladder for information.
- Overreach on ladders or stepladders.
- Rest a ladder against weak upper surfaces (glazing or plastic gutters).
- Use ladders or stepladders for strenuous or heavy tasks, only use them for light work or short duration (maximum 30 minutes at a time).
- Let anyone who is not competent, work at height.

SUMMARY

- Use the correct type of equipment for working at height
- Avoid working at height where it is reasonably practicable to do so
- Prevent falls where working from height cannot be avoided
- Minimise the distance and consequences of a fall
- Protect everyone at risk either (collectively or personally)
- Remember the Do's and Don'ts of working at height

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FOR MORE INFORMATION OR IF YOU
HAVE ANY CONCERNS CONTACT
YOUR SHEQ DEPARTMENT