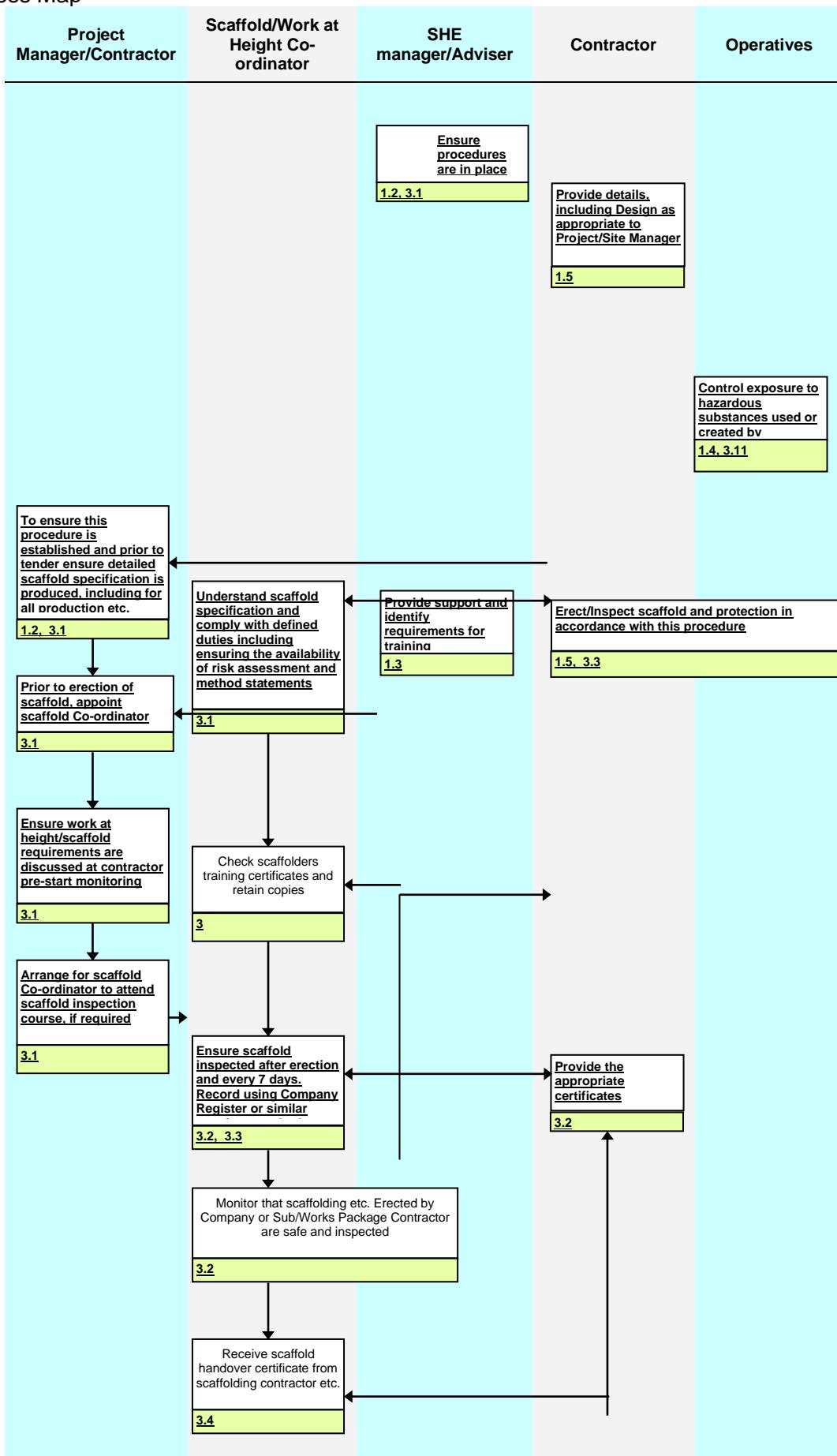


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Process Map



PURPOSE

1 The purpose of this procedure is to control the hazards and associated risks of working at height by ensuring proper design and safe systems of work including the requirements for statutory inspections.

SCOPE

1 This procedure covers all **COMPANY Projects** projects and locations under the control of **COMPANY**. A **COMPANY** is defined as the organization with responsibility for management of safety at a construction site.

REFERENCE DOCUMENTS

- 1 The following standards are referred to in this part of specification:
BS EN/2811-1.....Paints and varnishes. Determination of density. Pyknometer method.
SG4:15.....Preventing fall in Scaffolding Operations.

FORMS

- 1 Checklist for Scaffold Design Requirements (SHE-FRM-12-01)
- 2 Ladder/Step Ladder Use Authorisation (SHE-FRM-12-02)

FURTHER REFERENCE DOCUMENTS

- 1 Qatar Regulatory Document (Construction) RD1.3
- 2 COMPANY Register Handover Certificates, Inspection Records and Training Records.
- 3 Contractors Check List for Initial Safety, Health and Environmental Meeting (SHE-PRO-007)
- 4 Standards and Guidance Risk Assessment Guides

2.3.12.1 Responsibilities

SHE DIRECTOR

- 1 Authorises this procedure.

PROJECT/SITE MANAGER

- 2 Ensures this procedure is established and that works are carried out in accordance with this procedure.

SHE MANAGER/ADVISOR

- 3 Provides advice and support in the application of this procedure and monitors others' effectiveness to manage the activities.

SCAFFOLD/WORK AT HEIGHT CO-ORDINATOR

- 4 Ensure duties are carried out in accordance with this procedure

CONTRACTOR

- 5 To provide all relevant information including where appropriate design details, specifications and calculations to **COMPANY** and to work in accordance with this procedure and any other information/rules provided in relation to this procedure.

EMPLOYEES

- 6 To work in accordance with this procedure and any other information/rules provided in relation to this procedure.

2.3.12.2 Definitions

SCOPE AND SUMMARY OF WORK AT HEIGHT

- 1 This procedure has been prepared to control the risk of falls, falling objects and collapse of all work places and is particularly aimed at scaffolds, working platforms, and personal fall protection systems.

THE REQUIREMENTS

- 2 The control of scaffolding and working at heights are contained in the Qatar Regulatory Document (Construction) Work at Height Section, relevant British or International Standards and Codes of Practice, National Access and Scaffolding Confederation Current TG20 for Technical Guidance on the use of BS EN/2811-1. The current NASC SG14 Guidance for Preventing Falls in Scaffolding and False work.

PERSONAL FALL PROTECTION IS

- 3 A fall prevention, work restraint, work positioning, fall arrest or rescue system, other than a systems in which the only safeguards are collective safeguards, or,

- 4 Rope access and positioning techniques.

2.3.12.3 Procedure

MANAGEMENT RESPONSIBILITIES

- 1 The Project/Site Manager will appoint a Scaffold Coordinator to ensure the proper control of all scaffolding, working platforms, working restraint mitigation. If no appointment is made the Project/Site Manager will assume the duties himself.
- 2 Specific details in relation to contractors' scaffold etc. and working at height shall be discussed at the initial SHE meeting SHE-PRO-007.
- 3 The person appointed will be site based and competent to carry out his duties. Training where necessary shall be arranged through 3rd party Training Company.
- 4 Erection and dismantling of scaffolds shall be carried out in accordance with the National Access and Scaffolding Confederation (NASC) Guide (SG4).
- 5 Ensure all risk assessments and method statements have been prepared in relation to the erection use and maintenance of scaffolds

USE OF SCAFFOLDS, WORKING PLATFORMS, PERSONAL FALL PROTECTION AND WORK RESTRAINT MITIGATION MEASURES PROVIDED BY COMPANY

- 6 COMPANY retain the responsibility for ensuring that any such equipment it provides for use by its own personnel or others is safe for proper use.
- 7 Sub or Work Package Contractors have a responsibility to check any equipment/scaffold etc. provided for their use is safe before they use it and that their operatives are adequately trained.
- 8 COMPANY has a responsibility to ensure that any workplace that is part of a scaffold is safe before others under COMPANY control or COMPANY own employees use it.
- 9 COMPANY Scaffold and Work at Height Co-ordinator shall also monitor that scaffolds etc. erected by COMPANY/sub/work package contractors are safe and inspected as required by Regulations and are only erected by trained, competent and certified persons.

SCAFFOLDS, WORKING PLATFORMS AND PERSONAL FALL PROTECTION ERECTED/USED BY SUB OR WORK PACKAGE CONTRACTORS' PERSONNEL

- 10 All sub/work package contractors' personnel retain the responsibility for ensuring that any such equipment provided is safe for proper use and inspected as required by the Regulations.
- 11 Each sub or work package contractor has a responsibility to inspect equipment provided to it by another contractor before they use it.

MANDATORY ITEMS RELATIVE TO WORK AND ACCESS/EGRESS TO HEIGHT

- 12 Staircases shall be the default primary means of access/egress to scaffolding/working platforms where practicable, and shall only be excluded by Risk Assessment.
- 13 Where ladders are to be used as a means of access/egress following considerations in above, they shall be incorporated into a ladder tower/ladder landing platform.
- 14 Where the above is not practicable ladder access openings shall be protected with a gravity gate, (running the top guard rail into the ladder access point as an alternative is not permissible.)

Part 2.3.12: Control of Working at Heights

15 Where ladders are incorporated within a scaffold/working platform the access shall be protected by a ladder flap or suitable guard rails and toe boards, to protect the opening.

16 When considering the use of ladders including step ladders, they shall not be used for Work at Height unless Risk Assessment has demonstrated the other systems such as Podium or Tower Scaffolds are not practicable or are for very short duration only. A Ladder Permit must be issued for their use.

17 All working platform edges including edge protection to roofs, floor slabs and loading bays shall incorporate material fall protection whether in use or not

18 Material Transport Loading/unloading plans shall be produced by the material receiving company and applied and shall form part of the traffic management plan, and shall include fall prevention during these operations

19 To compliment the above, a pre unload check shall be carried out prior to releasing the ropes/chains/straps.

20 All Loading Bays shall be located away from building pedestrian access points where practicable and in all cases incorporate triple guard rails to sides and a proprietary front loading gate which protects users at all times.

21 Requirements for passive collective fall arrest where there is a risk of persons falling and edge protection cannot be provided, a fall mitigation system such as nets, air/beanbags shall be supplied and used. Where this is not practicable fall restraint shall be considered before fall arrest.

22 Where safety harnesses and lanyards are used by employees they shall be inspected before use and thoroughly examined at least every 3 months or as recommended by the manufacturer if a lesser period. Safety belts are prohibited.

23 Scaffolds must not be used until a scaffold handover certificate has been issued by the person erecting the scaffold and an entry has been made in the appropriate register.

24 Scaff-tag or similar notices are to be displayed on ALL scaffolding - in particular tower scaffolds.

2.3.12.4 Author

SECTION	NAME	POSITION IN COMPANY	CONTACT DETAILS
		SHE Manager	

2.3.12.5 Approvals

	NAME	POSITION IN COMPANY	SIGNATURE & DATE
Approved by:		SHEQ Director	

All scaffolds and working platforms shall be properly constructed to provide a safe working place and be suitable for the type and nature of the work being carried out. There shall be provided suitable and sufficient safe access to and egress from every working place. Scaffolds shall only be erected or altered by competent, trained and experienced workmen. Materials used shall be of suitable quality, in good condition and free from patent defect.

Scaffolds shall conform to current British or International Standards.

Before the erection of any scaffold the following question shall be addressed:

1	What is the scaffold for?	<input type="checkbox"/>
2	Where is it to be erected?	<input type="checkbox"/>
3	What materials are to be used?	<input type="checkbox"/>
4	Can safe access be provided for:-	
I)	Erection?	<input type="checkbox"/>
II)	Use?	<input type="checkbox"/>
III)	Dismantling?	<input type="checkbox"/>
5	How many working platforms are needed?	<input type="checkbox"/>
6	What loading will be imposed?	<input type="checkbox"/>
7	Are the ground conditions or supporting structure suitable?	<input type="checkbox"/>
8	How and where can the scaffold be tied in?	<input type="checkbox"/>
9	What bracing will be used?	<input type="checkbox"/>
10	Will the scaffold be sheeted?	<input type="checkbox"/>
11	Is there a need to provide protection for the public?	<input type="checkbox"/>

EXCLUDING INTERNAL SCAFFOLD LADDERS

Contract Name

Contract Number.....

Date

Area check – description of work to be carried out

Height to be accessed

Location

Section A

	Yes	No
Can a mobile tower/MEWP be used?		
Can podium steps be used?		
Can fixed erected scaffold be used?		
If NO is answered to all questions in section A, is a step ladder the only means of access for the work activity?		

Section B – (If steps are the only option, the following must be answered)

Is the work of a light nature?		
Is the work of a short duration?		
<i>Repetitious short use does not constitute short duration works</i>		
Will the tools be of a light nature and hand held?		
If No is answered to any questions in section B, futher consideration must be given to providing a suitable working platform before completing sections C and D		

Type of steps to be used (tick as appropriate)

Wood

Aluminium

Fibreglass

Number of treads required e.g. 6,10,12

Section C

	Yes	No
Has the operative read and understood the risk assessment and method statement?		

Section D – Authorisation

Employee Signature Print Name

Supervisor Signature Print Name