


Work Instruction	
WORKING AT HEIGHT	

Work description: Work at Height		
Scope: Any work undertaken where employees are exposed to falling 6 feet or more		
References: <ul style="list-style-type: none"> U.S. Occupational Safety and Health Administration (OSHA) Occupational Safety and Health Standards for General Industry contained in Title 29 of the Code of Federal Regulations Part 1910 (29 CFR 1910) (1910.23 / 1910.29 / 1910.30 / 1910.67) State of Hawaii - Development Occupational Safety and Health Section (HIOSH) - Hawaii Administrative Rules Title 12, Department of Labor and Industrial Relations Subtitle 8, Hawaii Occupational Safety and Health Division Part 2, General Industry Standards Chapter 60 (§12-60-2(b) Safety and health programs.) 		
PPE and precautions	Competencies or qualifications	Licenses or permits required
See below	Working at Height Training	As per Task Risk Assessment
Tools and equipment required		
As per Task / Work Instruction		

	Note
	<i>Falls from heights are a leading cause of workplace fatalities.</i>
	<i>Fall injuries that don't result in death are often disabling.</i>
	<i>OSHA regulations and good practice requires HRH to take specific precautions to protect employees who work at heights.</i>

Ladders All	<p>Employees who use ladders on worksites must be familiar with safe ladder usage. This section is designed to increase employee's understanding of the hazards and necessary safety rules regarding safe ladder handling.</p>
	<ul style="list-style-type: none"> Placement <ul style="list-style-type: none"> Use the four-to-one ratio for proper placement of extension ladders. Place the ladder so its feet are 1 foot away from what it leans against for every 4 feet in height to the point where the ladder rests. Example: If the top of a 16-foot ladder leans against a wall, its feet should be placed 4 feet from the wall. The "fireman's method" is a convenient way of checking the angle of the ladder. Place your toes against the base of the ladder, fully extend both arms toward the side rail and parallel to the ground. When standing erect you should be able to hold the ladder's side rails. Do not use a ladder in a horizontal position as a runway or a scaffold. Do not place a ladder in front of a door that opens toward it unless the door is locked, blocked, or guarded by someone. Place a portable ladder so that both side rails have a secure footing. Provide solid footing on soft ground to prevent the ladder from sinking. Place the ladder's feet on a substantial and level base, not on a movable object. On uneven surfaces, use a block, wedge, or ladder foot. On wet or oily pavement, a smooth floor, or an icy or metal surface, the ladder footing must be lashed, blocked, or otherwise secured. Do not lean a ladder against unsafe backing, such as loose boxes or barrels. When using a ladder for access to high places, securely lash or otherwise fasten the ladder to prevent its slipping. When working from an extension ladder, be certain that at least two rungs (2 feet) extend above the point of support (i.e., roof deck). When using an extension ladder to access an elevated work platform, extend the ladder at least three rungs (3 feet) above the point of support. Ascending or Descending <ul style="list-style-type: none"> Hold onto the railings with both hands when going up or down. If material must be handled, raise or lower it with a rope. Face the ladder when ascending or descending. Do not slide down a ladder. Maintain clean, dry footwear as much as possible to prevent slipping on the rungs. Do not climb higher than the fourth rung from the top on straight or extension ladders, or the second tread from the top of stepladders.

Approved By:	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

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	<ul style="list-style-type: none"> • Additional Precautions <ul style="list-style-type: none"> ○ Since metal ladders are electrical conductors, they should not be used around electric circuits or in places where they may come into contact with electrical equipment or wires including lineside near the third rail area. ○ Metal ladders must be marked with labels reading "Caution: Do not use near electrical equipment". ○ Do not use makeshift ladders, such as cleats fastened across a single rail. ○ Be certain that a stepladder is fully open and the divider locked before beginning to climb it. ○ Before using any ladder, inspect it for defects. ○ Tag defective ladders for repair or disposal. ○ Do not splice short ladders together. ○ Keep ladders clean and free from dirt and grease that might conceal defects. ○ Do not leave ladders unattended, especially outdoors, unless they are anchored at top and bottom. ○ Do not use ladders during a strong wind.
Fall Protection <i>All</i>	<p>When working at elevated heights with unprotected sides greater than six feet, site personnel shall wear fall protection equipment providing 100% fall protection. Typically, fall protection equipment includes a full-body harness with a lanyard attached to an appropriate anchorage point capable of supporting a minimum of 5,000 pounds.</p> <p>General safety requirement for the use of personal fall protection systems include the following:</p> <ul style="list-style-type: none"> • Properly plan work activities in advance to evaluate potential fall hazards and the possible methods of hazard control (e.g., guardrails, personal fall protection systems). • Install guardrails, mid-rails, and toe-boards whenever possible on open sides of work platforms to eliminate the fall hazard. • Use fall protection equipment that meets, at a minimum, OSHA standards. • Inspect fall protection equipment before each use for wear, damage, or other signs of deterioration. • Secure lanyards to vertical lifelines with rope grabs only (knots, painters-hitches, or loops are not acceptable). • Provide tie-off points at least waist high for horizontal lifeline systems. • Secure retractable lifeline devices to an anchorage point capable of supporting a minimum of 5,000 pounds. • Use a safety harness/lanyard fall protection system when working from ladders and project personnel are unable to maintain 3-points of contact. • Never use fall protection equipment for material hoisting. • Immediately remove from service all components of a fall protection system that have been subjected to shock loading. • Use only locking type snap hooks. • Store fall protection equipment to prevent damage, excessive heat/cold, chemical contact, excessive moisture, and sunlight.
Wall and Floor Openings <i>All</i>	<p>Floor and wall openings pose fall hazards to project personnel working near these areas. HRH shall provide standard guardrail systems (including mid-rails and toe-boards) or provide adequate covers to eliminate hazards associated with floor and wall openings. Guardrail systems shall be constructed in compliance with OSHA regulations. If necessary, screens or other appropriate materials will be installed to prevent tools and other materials from falling through the guardrail system. When covers are used to protect floor openings, the covers shall be constructed of 3/4-inch exterior grade plywood capable of withstanding at least twice the anticipated load. Floor opening covers shall be painted or stenciled with the statement "DANGER—OPEN HOLE, DO NOT REMOVE."</p>

WORKING AT HEIGHT**Aerial Lifts and
Platforms**

Maintenance activities may require the use of aerial lifts or work platforms such as scissor lifts or boom-supported platforms (i.e., JLG lifts, zoom booms, etc.). Only trained and authorized employees shall be permitted to operate aerial lifts and platforms. The equipment manufacturer's operator manual specific to the equipment in use shall be read by each authorized operator prior to initial use at a project. The following safety rules shall apply to the operation of aerial lifts and platforms at project sites.

- Inspect the equipment prior to each use to ensure safe operating condition. If deficiencies are identified, take the equipment out of service, report the deficiencies to the Site Superintendent, and ensure repairs are made prior to placing the equipment back in service.
- Check the work area and plan work activities to identify potentially hazardous conditions that could affect safe travel and use of the equipment.
- Perform a 360 degree walk-around inspection of the equipment immediately prior to starting the equipment to ensure ground personnel will not be exposed to "struck by" hazards.
- Always use "three point contact" when climbing on or off the equipment.
- After starting, recheck all gauges, lights, horns, and other control functions from the upper control station and lower control station (if provided). If a control does not function properly, remove the equipment from service until repairs can be made.
- Do not exceed the rated work load of the equipment and ensure the load is distributed evenly in the platform.
- Only the designated operator shall operate the controls of the equipment if more than one person is on the equipment.
- Operate the controls smoothly avoiding sudden starts, stops, turns, or changes in direction.
- Prior to raising the platform, ensure equipment is on a firm, flat, smooth, and level surface. If provided, ensure that all outriggers or stabilizers are fully deployed.
- Check clearances above, below, and on all sides before raising, lowering, or rotating an aerial platform. If operator view is obstructed, provide a spotter.
- Occupants of boom-supported aerial platforms shall wear a full-body harness with an appropriate lanyard attached to the manufacturer designated anchorage point.
- Never secure lanyard to an adjacent structure when working from an aerial lift.
- Whenever possible, equipment travel should be performed in the full-down, stowed position for maximum stability. Limit travel speed to ground conditions.
- If the equipment travel is performed with the platform in the raised position, use extreme caution and very slow speed. Refer to the equipment manufacturer's operator manual for additional requirements for travel in the raised position.
- Never attach wire, cable, or similar items to an aerial platform.
- If equipment becomes entangled with any adjacent structure, do not attempt to free the machine by operating platform controls. Call for assistance from the appropriate qualified personnel to free the machine.
- Keep equipment and materials secure inside the platform and keep the platform floor free of debris and other loose items.
- Prohibit employees from walking or working under a raised platform.
- Platform occupants shall keep both feet on the platform floor at all times.
- Never lean over, sit, or climb on platform guardrails or use ladders, planks, steps, or other devices to provide additional reach or gain greater height.
- Never allow anyone to tamper with, service, or operate the equipment from the lower control station (if provided) while personnel are in the platform, except in an emergency.
- Follow the instructions in the equipment manufacturer's operator manual for proper shutdown procedures.