

NEWLAND EXPRESS TRANSPORT

SAFE WORKING PROCEDURES

WORKING AT HEIGHT

If it has been assessed that working at height cannot be avoided, then suitable equipment needs to be selected in order to carry out the task.

All work at height equipment must be suitable for the purpose it is intended, including the environment it is to be used in.

Ensure equipment is situated on a level surface.

Do not overload or overreach when working at height.

When using ladders:

Make sure the ladder is long enough or high enough for the task.

Always grip ladders and face the ladder rungs while climbing or descending.

Don't move or extend ladders while standing on the rungs.

Don't overreach.

Don't work off the top three rungs and make sure the ladder extends at least 1m above where you are working.

Avoid holding items when climbing.

Maintain three points of contact when climbing (one hand and two feet)

When using stepladders:

Check all four stepladder feet are in contact with the ground and the steps are level.

Only carry light materials and tools.

Don't overreach.

Don't stand or work on the top three steps.

Ensure any locking devices are engaged.

Try and position the stepladder to face the work activity and not side on.

Try to avoid work that imposes a side loading.

Maintain three points of contact at the working position (two feet and one hand).

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When working on the rear of the wagon (Tail Lift Deliveries):

Check the floor is clear of slip and trip hazards.

Where possible, keep the curtains closed to avoid falling from either side.

Ensure the tail lift platform is level with the bed of the wagon before transferring any pallets.

When working in the safety cage:

Only trained personnel are permitted to work in the safety cage.

Visually check the cage for any signs of damage.

Ensure the cage is free from debris.

The safety pins must be in place and secure before the cage can be elevated.

The safety harness must be worn by the user and tethered to the cage at all times.

The cage must only be used with the Toyota Fork Lift Truck.

The fork lift operator must remain with the cage for the duration of its use.

Do not overreach.

Do not overload the cage.

If it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. cordon off the area to keep people away.

Consider emergency evacuation procedures e.g. not obstructing emergency exit routes.

Consideration should also be given to environmental factors that may compromise safety such as lighting and weather conditions.

All users of work at height equipment should carry out a visual inspection of the equipment prior to using it. Any work at height equipment that appears to be defective should not be used.

All work equipment must be maintained and inspected at regular intervals by a competent person.