



Kia haumaru te mahi teitei

Work at heights risk-free

CREATE A SAFE WORK STRATEGY FOR YOUR AT-HEIGHT WORK

V1 September 2020

General

The following guidelines are generally regarding the tools that give you height – ladders and scaffolding.

Before you climb a ladder or scaffolding, you should also be thinking about your capability of doing the job, having the right equipment for the job, or if someone else should do the job.

Eliminate the need for height

Consider if there is another way to do the job from the ground, such as:

- use of drones for inspections
- cameras on poles for inspections
- long handled loppers or tree saws for pruning

Plan for the future

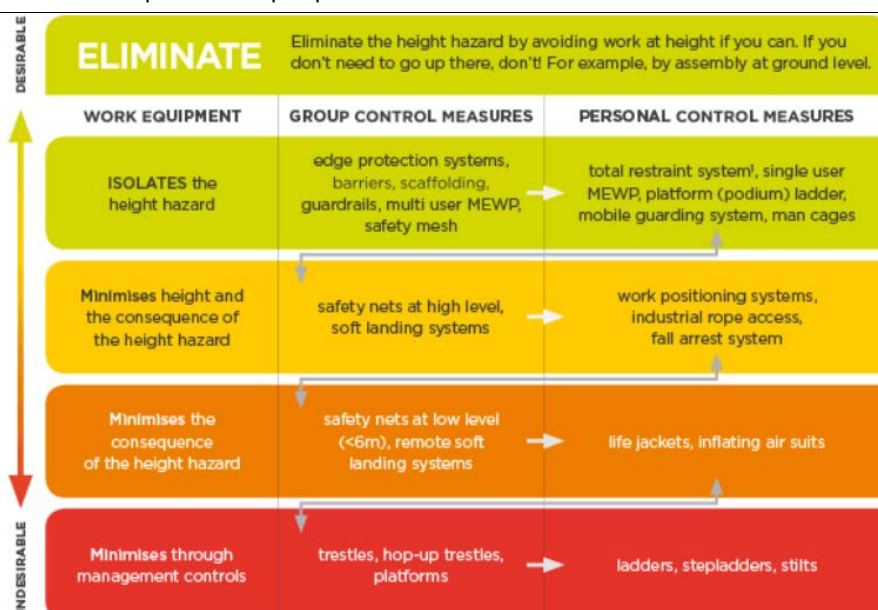
If you are lucky enough to be at the building design stage, then plan to reduce the future issues of working at height. Such as:

- incorporate roof handrails
- allocate a safe access point – stable and level at ground level, tie off points at height, easy transition points
- place the external aircon units at ground level

Disclaimer!

These guidelines only cover the basics of ladders and scaffolding for access and general maintenance.

Elevated work platforms and more involved work should only be used/carried out by qualified and experienced people.



Ladders Guidelines

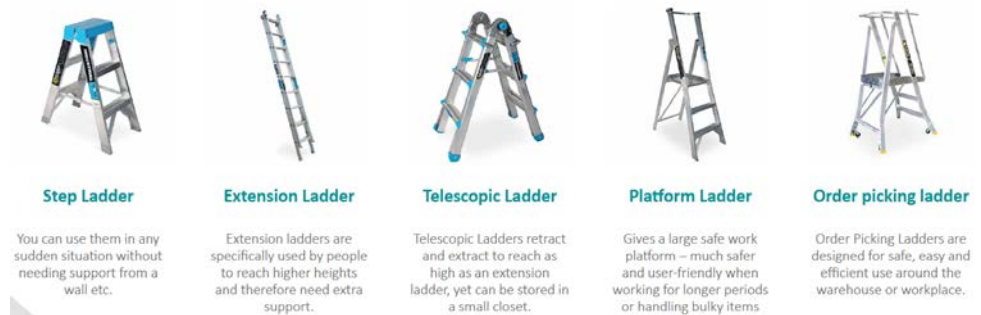
Ladder must be fit for purpose

- Sound rungs
- Rubber feet all there and unbroken, slip resistant
- Sound/working stays
- Performance rated (AS/NZS standard 1892:1996)
- Only used for access or minor routine work
- Proper height for the job.

Use ladders for...

- Low-risk and short-duration tasks only
- As a means of safe access.

Use the right ladder for the job



Remove damaged ladders from service. Inspect. Repair or replace.

Ladder set up

- Firm level ground
- Held steady at ground level (someone holds it or use sand bags or nail timber down to rest ladder feet against)
- set up at angle of one metre out for every four metres up
- Fully open ladder, lock stay bars in place, secure lock clips
- Extends one metre above the landing
- Four metres clear of power lines
- Tie ladder top to something stable.

Safe Usage

- Keep three points of body contact with the ladder at all times
- Only reach up and down from a ladder
- Tools are hung in a tool belt, on you (not the ladder)
- Raise or lower larger tools or materials using a hand line
- Keep the work area clear of obstacles to trip or fall over
- Lock or block the access under and around the ladder – keep people away!

Tips

- Designate an appropriate roof ladder
- Designate a safe access point to your roof
- Create permanent safe tie off points (eye bolt/s, timber blocks)
- Have a rescue plan

Keep your belly button between the ladder uprights!

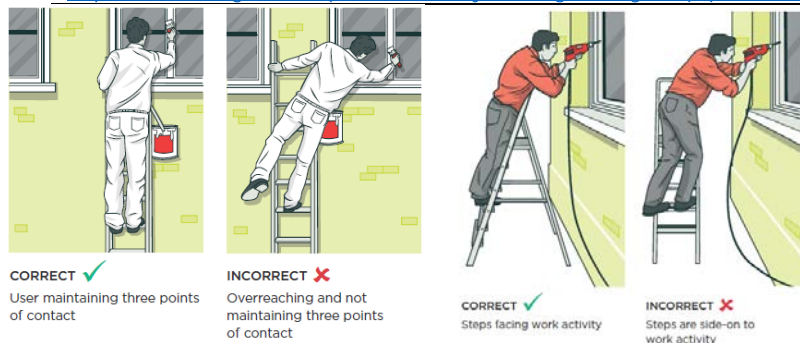
Rescue plan!

Create a "What to do if there is an incident" plan.

- Have a safety plan
- Is the person safe to be climbing a ladder (heart problems? working hands, feet, legs, arms?)

Further information

<https://worksafe.govt.nz/topic-and-industry/working-at-height/safe-working-with-ladders-and-stepladders-construction/>
<https://worksafe.govt.nz/topic-and-industry/working-at-height/equipment-for-working-at-height/>



STEPLADDERS



LADDERS



Scaffolding Guidelines

Rules and Regs

Ensure that all scaffolds supplied and used on your properties comply with one of the following:

- SARNZ Best Practice Guidelines for Scaffolding
 - Approved Code of Practice for the Safe Erection and Use of Scaffolding AS/NZS 4576:1995 Guidelines for Scaffolding
 - Manufacturers' Specifications >>Engineers' Design Specifications
-

Make it < 4 metres

- Only licenced scaffolders can assemble and inspect scaffolding greater than 4m, therefore ensure any scaffolding you assemble is less than 4 metres.
-

Carefulness, common-sense and caution are factors that cannot be built into scaffolding. These must be provided by the user of the equipment.

Safe Usage

- only authorised, experienced and competent people should erect, use or alter scaffolding
 - inspect scaffolding before use and at least weekly to ensure it remains safe to use
 - only erect scaffolding on stable, level ground.
 - avoid leaning out over the top of the scaffold
 - raise or lower larger tools or materials using a hand line
 - keep the surrounding work area clear of obstacles to trip or fall over
 - lock or block the access under and around the scaffold – keep people away!
-

Rescue plan!

Create a "What to do if there is an incident" plan.

- Have a safety plan – first aider, telephone, safety zone etc
 - Is the person safe to be using a scaffold? (heart problems? working hands, feet, legs, arms?)
 - If someone collapses at the top, how will you get them down safely?
-

Further information

<https://www.sitesafe.org.nz/guides--resources/practical-safety-advice/scaffolds/>

<https://worksafe.govt.nz/topic-and-industry/working-at-height/scaffolding-in-new-zealand/>
