	<b>Raha International School</b>		
	<b>Occupational Safety and Health Management System</b>		
	<b>Working at Height Safety Procedures</b>		
	<b>Document No: RIS-OSH-P09-SOP20</b>		



Document Name	Working at Height Safety Procedures		
Document Number	RIS-OSH-P09-SOP20		
Nature of Document	Confidential	<u>Yes</u>	Non-Confidential

### Revision History

SN	Description	Revision Status	Date	Next Review Date	Pages Affected
00	Working at Height Safety Procedures	00	06/05/2020	05/05/2021	New Doc
01	Working at Height Safety Procedures	01	05/05/2021	04/05/2022	Revision
02	Working at Height Safety Procedures	02	04/05/2022	03/05/2023	Revision
03	Working at Height Safety Procedures	03	03/05/2023	02/05/2024	Whole document
04	Working at Height Safety Procedures	04	02/05/2024	01/05/2025	Revision

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<b>Developed by OSH Officer</b>	<b>Reviewed and Approved by Health and Safety and Compliance Manager</b>
Name: Aysha Rababah	Name: Naglaa Radwan
Signature: 	Signature: 



Raha International School


Occupational Safety and Health Management System

**Working at Height Safety Procedures**

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## 1.0 Purpose

The purpose of this procedure is to establish safe work practices for working at height and use of scaffolds, which are normally used in construction, maintenance, repair and demolition work within the school premises, so as to comply with the statutory OSHAD requirements.

The procedure provided defines the requirement and responsibilities of the individual(s) to ensure safety while working at height.

## 2.0 Scope

This procedure covers all Working at Heights activities using various access equipment within the premises of Raha international School applicable to all the contractors and other personnel who are work at height.

## 3.0 Definition

### Working at Height

It is a work in which there is a risk of a personnel falling from any height, from, through, or onto a place or structure. The place is at height if a person could be injured falling from it, even if it is at or below ground level. Examples: Work on Roofs, work on open-sided floors, work on unprotected edges of a platform.

### Scaffolding:

Scaffolding is a temporary platform constructed for reaching heights above arms' reach for the purpose of building construction, maintenance, repair or demolition. It can also be used to obtain access to certain areas.

### Scaffold Erector:

A person with knowledge and skill, and is authorized to erect scaffolds.


### Safety Harness:

It is a seatbelt-like device that secures the torso and pelvis of the body. It will secure working staff or contractors from falling when working at height. Accidents happen without warning and using a safety harness properly can mean the difference between life and death.

## 4.0 Responsibilities

### 4.1 Scaffold Supervisor will be responsible for:

- Ensuring that the scaffold is erected, added to, altered or dismantled in accordance with the regulations.
- Issuing of the Scaffolding Tag and should be approved by HSE Officer prior to use.

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- Re-inspection of the scaffolding should be conducted every 7 days by resigning on the back side of the tag.

**4.2 HSE Officer** will be responsible for:

- Checking and monitoring Scaffolding Structure and availability of the Tags.
- Checking the conditions of safety harnesses on a regular basis in coordination with respective Activity In charge.
- Ensure that the provision of warning signs & safety cordons are in place during erection and dismantling.
- Checking and ensuring that safe working procedures are observed and highlight safety concern/s should safety procedures are violated. Proper action should be carried out to avoid recurrence of same violation.
- Enforcing the concerned employees to perform the erection/dismantling according to this procedure.

**4.3 Facilities Manager** will be responsible for:

- The preparation of the permit and ensures that no job to be carried out under the work area covered by working-at-height permit.

**4.4 Contractors Supervisors** working at site should:

- Adhere to the company procedure requirements when working at height within the premises.

## 5.0 Procedure


### 5.1 For Working at Heights, a risk assessment shall consider the following:

**Avoid:** ensure that no work is done at height if it is safe and reasonably practicable to do it other than height (i.e. doing the job on ground level);

- a) **Prevent falls:** Where it is not reasonably practicable to avoid working at height, RIS School shall ensure that appropriate equipment or other control measures are in place to prevent persons from falling from a place at height.
- b) **Minimize the distance and consequences of a fall:** RIS shall ensure that where it not reasonably practicable to prevent falls, work equipment or other means shall be provided that will reduce the distance a person could fall and the consequences of this fall.

### 5.2 General Requirements for Working on Scaffoldings

#### 5.2.1 Notification of Erection

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Authorized PTW Holder shall apply for Permit to Work (PTW) for Working at Height – Scaffold Erection.

### **5.2.2 Supervision of Erection**

- a) All erection of scaffold is to be under the charge of a Scaffold Supervisor who must have attended a Scaffold Supervisor course.
- b) Any person who acts as a Scaffold Erector must be competent i.e. certified by third party training provider.

### **5.2.3 Limitation of Height**

Every scaffold (aluminum, tube and clamp, cup lock, wedge lock timber etc.) exceeding 10 meters in height shall be constructed in accordance with the design and drawings of a third party consultant engineer. Every scaffolds above 10 meters are erected, altered, used and dismantled in accordance with the design drawing or manufacturer's instructions where applicable.

### **5.2.4 PTW at Work Site**

Prior to erection of scaffold at work site, a Scaffold Erection Permit shall be filled in with the check list verified by the Scaffold Supervisor (Competent Person)

### **5.2.5 Scaffold Used by Workmen of Different Employers**

- a) Each employer to take express steps (himself or agent) to satisfy himself that the scaffold or part thereof is stable and is safe.
- b) Defect discovered should be reported to occupier who shall take immediate steps to rectify the defects.

### **5.2.6 Access to Platform**

Safe means of access and way out, in the form of ladders, runs, ramps, stairways should be provided and maintained.

### **5.2.7 Approval of Type**

- a.) All scaffold types to be approved by certified scaffolder and tagged.

### **5.2.8 Foundation**

- a) Scaffolds should be founded on solid ground.
- b) The foot of any standard or upright shall rest on a steel plate (15 x 15cm) as a minimum in a manner to prevent slipping or sinking.

## **5.3 Inspection and Certification of Scaffolding**

- a. When completed, scaffolds should be left in a condition suitable to perform the duty for which they were intended and they should comply with the statutory requirements.
- b. 'Scaffold tags' shall be used on all scaffold structures, whether complete or part complete/dismantled to indicate that the scaffolding is or is not safe to use. Tags must be positioned prominently at access points to scaffold structures. During erection and dismantling the scaffold, warning signs and safety cordons should be provided.
- c. When scaffolding is incomplete (whether partly erected or dismantled) or considered to be unsafe for any reason, the 'green' scaffold tag must be 'pulled' to display the 'red' (Do Not Use) part on the tag holder. In addition, access to the scaffold shall be barricaded



- d. No scaffold shall be used unless it has been inspected by the competent person.
- e. Qualified Person should inspect the scaffold every seven days by resigning on the tag to confirm they remain in compliance with the local regulations.
- f. Scaffolds should be inspected before first use and every 7 days after this.
- g. keep copies of the certification on site whilst the scaffold is in use
- h. ensure the person responsible for the erection of the scaffold provides the employer with a handover certificate which is kept on site until the scaffold has been dismantled

TAG FOR SCAFFOLD ERECTION & INSPECTION RECORD		WARNING	
TO BE COMPLETED BY SUPERVISOR		UNLAWFUL REMOVAL OR INTERFERENCE WITH THIS SIGN COULD MAKE YOU LIABLE TO PROSECUTION AND FINES	
LOCATION		COMPETENT PERSON	
REF. NO.		DATE	TIME
REQUESTED BY			SIGNED
BUILT BY			
DATE & TIME			
INSPECTOR			
SIGNATURE			
STRUCTURE TO BE USED FOR			
LIGHT DUTY 1.5 kN/m <sup>2</sup> 150 kg/m <sup>2</sup>	<input type="checkbox"/>		
MEDIUM DUTY 2.0 kN/m <sup>2</sup> 200 kg/m <sup>2</sup>	<input type="checkbox"/>		
HEAVY DUTY 2.5 kN/m <sup>2</sup> 250 kg/m <sup>2</sup>	<input type="checkbox"/>		
SPECIAL PURPOSE kN/m <sup>2</sup> <input type="text"/> kg/m <sup>2</sup> <input type="text"/>			
REMARKS		N <sup>o</sup> . OF LADDER RUNGS _____	
		N <sup>o</sup> . OF STANDARDS _____	
		N <sup>o</sup> . OF LIFTS _____	
		M <sup>2</sup> BOARDING _____	
		STRUCTURE DECOMMISSIONED	
		DATE _____	
E-mail : info@krmcorporation.com Web : www.krmcorporation.com		E-mail : info@krmcorporation.com   Web : www.krmcorporation.com	

## 5.4 After Erection of Scaffolding

### 5.4.1 Inspections

Scaffolds may have to remain in position for weeks and they must be inspected at least once a week (**every seven days**) to make sure that nothing has gone wrong since erection. In checking scaffolds, the following points are to be noted:

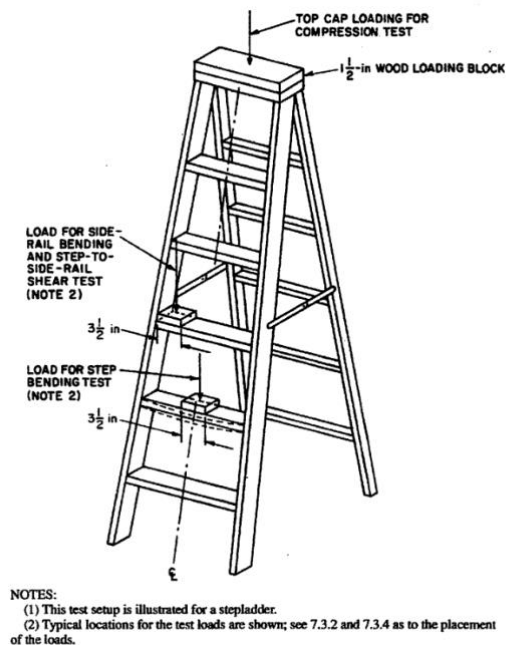
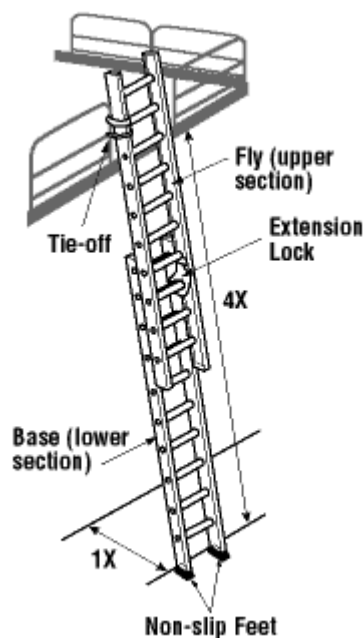
- That standards are correctly aligned and properly supported at their bases.
- That there is no undue deflection in ledgers and putlogs or transoms.
- That no essential member of the structure has been removed.
- That all ties and braces are effective in stabilizing the structure.
- That all couplers are properly tightened.
- That all scaffold boards are sound and properly supported.
- That all guard rails and toe boards are in place.
- That all ladders are in good condition properly supported and secured.
- That signed Tag Should available by qualified person

### 5.4.2 Alterations

- If tubes have to be moved, the job should be done by a scaffold erector who knows how to fit other equivalent members in alternative positions.
- If part of the scaffold has to be moved to make up a working platform elsewhere, a prominent notice should be fixed to the scaffold and access to this part of the scaffold should as far as is reasonably practicable effectively blocked.

- c. No alterations shall be made without the information of the scaffold Supervisor.
- d. After alterations, the scaffold shall be re-inspected by Scaffold supervisor and Safety Personnel.

## 5.5 Use of Ladder



- Ladders should be checked before use and should be of good construction and free from apparent defects. The rubber insert at the foot of the ladder must be in place and in good order.
- Ladders must be placed on firm level ground.
- For stability, the ladder should not be placed at too steep a gradient. The distance of the foot of the ladder from the base of the support should be about  $\frac{1}{4}$  of the length of the ladder.
- The ladder should be lashed at the top and bottom, or held securely in position by a workman.
- The workman is to face the ladder when climbing or descending.
- A single section ladder or a proper extension ladder is to be used. Improvised joining of two short length ladders is not permitted.
- Only one man should be on a ladder at any one time.
- Leaning sideways from a ladder to work is unsafe. Ladders should always be positioned in such a manner that can be carried out with comfort and safety.
- Carry a tool bag or use a rope to haul up tools and materials required.



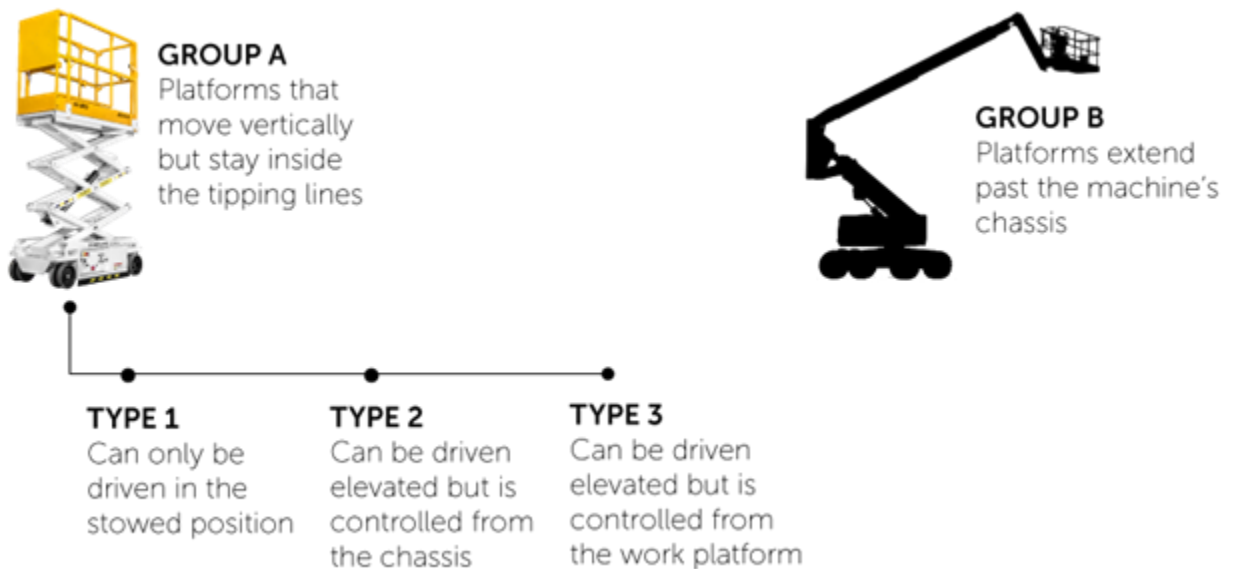
- Throwing tools/materials up from the ground to man on the ladder and vice versa is not permitted
- When a ladder is used by the side of a road, warning signs must be placed to forewarn and guide the motorists.
- Ladders are to be examined for defects at least once in six months.
- Broken ladders or ladder considered unsafe are to be replaced immediately.
- Set the extension ladder to the required height before ascending.
- Step on every rung of the ladder when ascending or descending.
- Do not climb the ladder wearing slippery or wet shoes.
- Ladders must be properly secured for transportation.

#### 5.6 Use of Safety Harness:

- Any staff or contractor working above 2 meters from ground level must wear a safety harness if there's no proper platform and handrail available
- Safety harnesses should be certified safe to use every 6 months by any certifying body. Safety Harness shall be marked with the color coding and only color coded Harnesses shall be used. Unmarked harnesses shall be submitted to Maintenance for inspection and certification or discarding.
- Any defects or cuts found in the harness, it should not be used and should be reported to HSE Officer
- All harnesses should be properly stored when not in use preferably by hanging in a safe location.
- Proper safekeeping should be carried out by HSE Officer or by respective Maintenance Incharge.



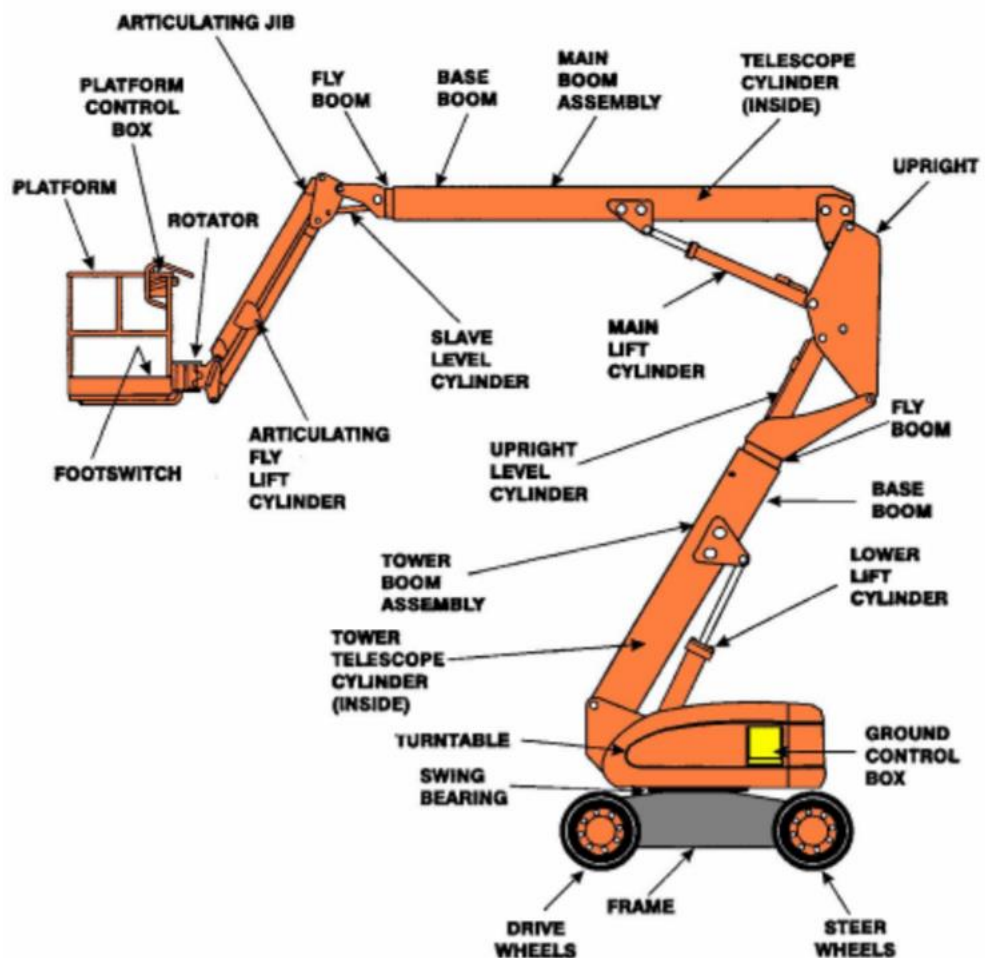
### 5.7 Working in Mobile Elevated Working Platform (MEWP):



When working in any kind of MEWP, the following safety precautions shall be observed:


- If it is practicable, job must be done on ground level to eliminate use of MEWP.
- Risk Assessment shall be done for MEWP operations i.e. entrapment and crushing hazards must be address accordingly.
- MEWP shall be certified and tested by 3<sup>rd</sup> party every 06 months.
- No overloading of MEWP is allowed at all time.
- Operator must ensure that the MEWP wheels are on a suitable ground ensuring that the MEWP wheels are level and no other hazards are present in the area i.e. trailing electrical cables and loose grounds.
- Only qualified operators shall operate the MEWP

- Ensure that there are no overhead live cables during MEWP operation
- No MEWP operation (outside) shall be done during thunderstorm or extreme weather condition
- Working area shall be barricaded to limit unauthorized access during MEWP operation
- No MEWP operation shall be conducted alone.
- Operators must wear their Safety Harness during the entire work process



### 5.8 Competency for Scaffold Designing, Erection, Modification and Dismantling

1. Scaffold designers - appropriate engineering qualifications and experience;
2. Personnel erecting, modifying or dismantling a scaffold over 10 meters high and all suspended scaffolds - Scaffolding Competency Certificate issued by approved third party training provider, as per OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration; and
3. Personnel erecting, modifying or dismantling a scaffold below 10 meters high - Scaffolding Competency Certificate issued by a registered trainer, as per OSHAD-SF– Mechanism 8.0 – OSH Practitioner Registration.

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### **5.9 Preventing Injuries from Falling Objects:**

- a) When working at height, the following controls shall be implemented:
  - Exclusion zones shall be properly marked and identified to prevent unauthorized access to the area.
  - Workers must use bolt bags and tool carriers to carry small items and tools however, these materials are not delay the workers or obstruct work.
  - All personnel working in the exclusion zones are required to wear hard hats.
  - Prevent falling tools and equipments from falling by securing them with lanyards.

### **5.10 Emergency Planning**

- a) RIS shall implement the appropriate emergency response for working at height incidents specially when the work involves:
  - Electrical hazards
  - The use of power equipment
  - Hot work such as flame cutting and
  - Chemicals.
- b) No working at height shall be performed without securing a Permit to Work.

### **6.0 Reference**

1. OSHAD-SF v3.1 CoP 23.0 Working at Heights
2. OSHAD-SF v3.1 CoP 36.0 Plant and Equipment
3. OSHA, 1910.27 - Scaffolds
  - a. 1910.27 - Scaffolds and rope descent systems.
  - b. 1910.28 - Duty to have fall protection and falling object protection.
  - c. 1910.29 - Fall protection systems and falling object protection-criteria and practices.



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### Safety Checklist for Scaffolds

PTW No. :  
Date :

Working at Heights

Tick where applicable

No	Checkpoints	Yes	No	N/A
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01	Scaffolds must be erected by competent persons and supervised by scaffold supervisor			
02	Proper working platforms and toe boards to be provided			
03	Proper access to working platform must be provided			
04	Workers to wear safety belt with proper anchorage points provided if required			
05	Certification of scaffolds by appropriate scaffold supervisor			
06	Scaffolds to be inspected every 7 days by scaffold supervisor with proper recording tags and displayed at site			

**Working in Suspended Scaffold /confined space**

**Tick where applicable**

No	Checkpoints	Yes	No	N/A
01	Endorsement of the suspended scaffold design and its anchorage points by P.E. third party consultant			
02	inspection by third party consultant			
03	To impact its auxiliary equipment, such as wire ropes, winches etc. not clear			
04	Ensure life lines to are installed whenever necessary			
05	Workers to wear appropriate personal protective equipment, such as safety harness			
06	Adequate lighting to be provided in confined spaces			
07	Adequate ventilation to be provided in confined spaces			

**Signatories:**

**PTW Holder**  
**HSE**  
**Contractor**

**Work at Height Rescue Plan**

**General Information**

Supervisor in charge of work:

Contact Number:

Description of work:



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Location of task:

Duration of work:

Risk assessment attached:

**Emergency Numbers**

Emergency Rescue:

Shift Supervisor:

Medical Clinic:

Other:

Civil Defense:

**Personnel working on site with rescue training**

**Name**

**Dept.**

1.

2.

3.

**On-Site Rescue Equipment Available (Please tick on the applicable equipment)**

Rescue Ladder

Aerial Ladder Truck

Safety Ropes

Suspended Access Equipment

Ascender/ Descender

Crane Man basket

Stretcher

Rescue team

**Recovery Plan**

**Should someone fall and be suspended in their harness how would the rescue team reach the injured person**

Multiple empty rows for writing the recovery plan.



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**Sketch showing access to work site and any EWP or Crane that may be used in case of rescue:**

**Comments:**

**Fall Protection Inspection Checklist**





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<b>Inspector Name:</b>	<b>Date:</b>
<b>Equipment ID:</b>	<b>Approved by:</b>

No.	INSPECTION CHECK LIST	OK	NO	REMARKS
<b>Full Body Harnesses</b>				
1.	Nylon webbing is free of cuts, burn marks, and chemical damage			
2.	Webbing is free of tears, broken fibers, frayed edges, and pulled stitches			
3.	D-rings are free of excessive wear, pits, deterioration, cracks, and sharp edges			
4.	D-rings pivot freely			
5.	Buckles are not deformed or cracked, and will operate correctly			
6.	All grommets are secure and not deformed			
7.	Harness webbing has no additional holes			
8.	All rivets are tight and not deformed			
9.	Tongue/straps show no excessive wear from repeated buckling			
<b>Snap hooks</b>				
1.	Snap hooks have no hook and eye distortions			
2.	Snap hooks have no cracks and pitted surfaces			
3.	Keeper latches are not be bent, distorted, or obstructed			
4.	Keeper latches seat into the nose without binding			
5.	Keeper springs securely close the keeper latches			
6.	Locking mechanism was tested to verify that keeper latches lock properly			
7.	All rivets are tight and not deformed			
8.	Tongue/straps show no excessive wear from repeated buckling			
<b>Horizontal Lifelines</b>				
1.	All labels are present, legible, and securely attached			
2.	Lifeline rope has no visible physical damage			
3.	All metallic parts for evidence of defects, damage, alteration, and missing parts			



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Lanyard/Shock-Absorbing Lanyard				
1.	Nylon webbing is free of cuts, abrasions, burn marks, and chemical damage			
2.	Webbing is free of tears, broken fibers, frayed edges, and pulled stitches			
3.	Wire rope lanyard is free of cuts, frayed areas, and unusual wearing patterns			
4.	Shock absorber pack is free of burn holes and tears			
5.	Shock absorber pack stitching is free of loose strands, rips, and deterioration			
6.	Flag on shock-absorbing lanyard has not been activated			
7.	D-rings are free of excessive wear, pits, deterioration, cracks, and sharp edges			
8.	D-rings pivot freely			
Self-Retracting Lanyards				
1.	Body has no visible physical damage			
2.	All back nuts or rivets are tight			
3.	Nylon strap is free of any burns, kinks, knots, and excessive wear			
4.	Nylon strap is free of tears, broken fibers, frayed edges, and pulled stitches			
5.	Nylon strap retracts freely			
6.	Unit was tested to verify that the locking mechanism is operating correctly			
Tie-Off Adaptors/Anchorages				
7.	Tie-off adaptor is free of cuts, abrasions, burn marks, and chemical damage			
8.	Tie-off adaptor is free of tears, broken fibers, frayed edges, and pulled stitches			
9.	Tie-off adaptor is free of signs of deterioration, heat damage, and stretching			
10.	Unit was tested to verify that the locking mechanism is operating correctly			



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Remarks:

Any Other comments and recommendations:

Signature:

Date:

Key: Ok= Suitable for Service  
No = Not suitable for service or Repair required.

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### Ladder Inspection Checklist

<b>Inspector Name:</b>	<b>Date:</b>
<b>Equipment ID:</b>	<b>Inspected by:</b>

Item to be checked	Condition OK	Needs repair
<b>General:</b> Identity mark legible		
Loose steps or rungs (considered loose if they can be moved at all with the hand)		
Loose nails, screws, bolts or other metal parts		
Cracked, split or broken uprights, braces, steps or rungs		
Slivers on uprights, rungs or steps		
Damaged or worn non-slip bases		
<b>Stepladders:</b> Wobbly (from side strain)		
Loose or bent hinge spreaders		
Stop on hinge spreaders broken		
Broken, split or worn steps		
Loose hinges		
<b>Extension ladders:</b> Loose, broken or missing extension locks		
Defective locks that do not seat properly when the ladder is extended		
Deterioration of rope from exposure to weather or other destructive agents		
<b>Trestle ladders:</b> Loose hinges		
Wobbly		
Loose or bent hinge spreaders		
Stop or hinge spreader broken		
Centre section guide for extension out of alignment		
Defective locks for extension		

**Note:** Any defects to the ladder must be reported to Maintenance Dept. and the ladder must be removed from use and marked with a label to ensure further use is prohibited. All repair work to ladders and steps may only be carried out by a competent person.

**Approved by:**

**Date:**

**NOTE:** Any ladder considered unsafe and beyond economical repair must be scrapped.

**Scrapped by:**

**Date:**