

SOP - Work at Heights on Roofs

DO NOT use this plant unless you have been inducted in its safe use and operation by an Authorised Experienced Operator and have been given permission.

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE. Additional SOP will be required for Plant and tools used

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task



OTHER SIGNAGE



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Damage to Property	Environment
Public areas	Outdoor work
Heights	Utilities & Services

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Heights

Licence or VOC Required: No

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Services isolated if required
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Consultation

- ✓ SWMS has been reviewed

- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ As selected for the required task
- ✓ Harness
- ✓ EWP, Edge protection

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Exclusion zones
- ✓ Harness, lanyard and fall arrest ropes
- ✓ Safety anchor points installed

✓ Access

Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit

Full Edge Protection

- ✓ Edge protection handrail shall be provided to the entire roof area
- ✓ The edge protection shall be installed by competent persons
- ✓ During installation the workers shall wear fall restraint systems
- ✓ The roof area shall be covered by safety

Partial Edge Protection

- ✓ On large jobs workers may partially protect the work area
- ✓ The roof area shall be covered by installed safety wire
- ✓ Edge protection system may be relocated however,
- ✓ barricade mesh shall be erected 2.000 metres from the edge to all completed areas
- ✓ The workers will be advised of movement of edge protection
- ✓ If working outside protected area a harness must be worn

Use of Partial Edge Protection with EWP

- ✓ **This method should only be used for smaller task areas**
- ✓ Use EWP as edge protection only where safety wire is correctly installed
- ✓ EWP must have its deck level flush with roof.
- ✓ Roof platform is already laid, and barrier mesh has been erected
- ✓ Wear harnesses when working outside of the barrier mesh areas
- ✓ EWP can only be relocated after installation of barrier mesh
- ✓ In addition to one (at least) of the above, all of the following shall apply:
 - ✓ During set up harnesses shall be worn
 - ✓ Only anchor to approved anchor points
 - ✓ After installation of the first two sheets with the use of harnesses

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

- ✓ Attach harness with a short lanyard and perform a static load test

Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- ✗ **Alter this SOP without Management approval**

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[Managing noise and preventing hearing loss at work](#)

[How to manage and control asbestos in the workplace](#)

[How to manage work health and safety risks](#)

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

[Manual tasks involving the handling of people](#)

[Managing the risk of falls at workplaces](#)

[Electrical safety - Works](#)

[Electrical safety - Managing electrical risks in the workplace](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1873.3 Powder-actuated hand-held fastening tools

AS 1891.4 Industrial fall-arrest systems and device

AS 1892.1 Portable ladders - Metal

AS 1892.2 Portable ladders – Timber

AS 1892.5 Portable ladders - Selection, safe use a ladder

AS 2293 .2 emergency evacuation

AS 3017 Electrical installations - Testing and inspection

ISO45001 OH&S management systems

ISO 31000 Risk management