

## SOP - Ceiling Spaces - Access & Working In

**DO NOT complete this activity unless you have been inducted in its safety aspects by an Authorised Experienced Operator or Supervisor**

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Foot protection must be worn



Hearing protection must be worn



Protective body clothing must be worn



Hand protection must be worn



P2 face mask must be worn when airborne dust or fumes are created



Head protection must be worn



High visibility clothing must be worn

### POTENTIAL HAZARDS AND RISKS

- ❗ Cutting, Stabbing or Puncturing**  
Injury from work piece disintegrating
- ❗ Manual Task Injury**  
Manual task injury from awkward body posture  
Manual task injury from incorrect manual handling techniques
- ❗ Electrical Shock or Burn**  
Electrical shock or burn from damaged or poorly maintained electrical leads and cables  
Electrical shock or burn from water near electrical equipment  
Electrical shock or burn from plant contact with live electrical conductors
- ❗ Slip, Trips, Falls**  
Slip, trip, fall due to uneven or slippery work surfaces
- ❗ Struck by Moving Object**  
Struck by moving object due to work pieces being ejected
- ❗ Other**  
Injury due to fall from heights  
Exposure to contaminated air  
Exposure to asbestos  
Irritation from excessive dust  
Exposure to hazardous chemicals

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that all electrical equipment to be used has been tested and tagged for construction sites
- ✓ Implement control measures including but not limited to, adequate lighting, ventilation and of ceiling strength
- ✓ If the area has been determined to be treated as a confined space then follow the Confined Space Procedure

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Ensure no person or animal is endangered when operating plant

- ✓ Set up access to roof area using appropriately identified method e.g. scaffolding, ladder
- ✓ Ensure identified isolations, tags and locks are complete and fitted
- ✓ Ensure you are aware of the location of electrical cables or electrical equipment
- ✓ Check power leads are in good working order and do not create a trip hazard
- ✓ If required, install planks along access route in ceiling and use planks to form a working platform area at work site. Ensure planks are fitted across ceiling joists and that the span and size of the joists have been considered during completing the risk assessment
- ✓ Ensure your entry and exit point is able to be accessed with ease
- ✓ Workers to have sufficient temporary lighting

## ENDING OPERATIONS

- ✓ Replace any insulation material that may have been disturbed or moved for access to the work area, ensuring that it is not covering any electrical fittings or equipment
- ✓ Clean worksite, remove all tools and materials
- ✓ Test and then remove isolations and confirm the site is left in a safe and functional way
- ✓ Wash your hands, face, neck and hair with soap and water

## EMERGENCY RESPONSE PROCEDURE

- ✓ If you lose contact with the worker you must verify they are safe immediately. If you determine there may be a threat to their health and safety you may at any point call for assistance from Emergency Services
- ✓ Confirm electrical isolations and re-check atmospheric conditions in the ceiling if safe to do so
- ✓ Continue to attempt contact with worker. If safe to do so, plan a course of action with them, apply first aid if needed. If assistance is required to extricate them from the ceiling space, assist them via the crawl boards or planks that lead to the worksite. Do not enter the ceiling or attempt to assist the person unless it is safe to do so

- ✓ If an injured person cannot be extricated easily by the entry route, gain access to them by cutting or removing sections of the ceiling or roofing material. Set up scaffold or ladder under person to assist them to climb down from the ceiling if you and the injured worker agree this can be done safely
- ✓ If injured worker is unconscious, or cannot be moved, continue first aid and wait for rescue services

## DO NOT

- ✗ Do not use if plant is faulty. Attach a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not leave plant running unattended
- ✗ Do not use electrical equipment in wet conditions
- ✗ Do not use equipment capable of generating noxious gas in the work area
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

**\*Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.**