



WORK SAFE POLICY and GUIDELINES

OBJECTIVE

To provide safe working procedures and guidelines, for effectively managing safety and health for our employees, subcontractors and contract labour on an industrial, commercial or residential site.

The primary sources leading to the development of these procedures include the Occupational Health, Safety and Welfare Act 1984, (now known as the Occupational Safety and Health Act 1984 (and amendments)), Occupational Safety and Health Regulations 1996, relevant Australian Standards, Codes of Practice and Guidance Notes.

P & R Window Cleaning's primary objective is to create an environment which shall ensure the safety, health and welfare of all personnel associated with P & R Window Cleaning activities.

P & R Window Cleaning shall:

1. Provide and maintain workplaces, equipment and systems of work that do not expose employees to hazards.
2. Provide information, instruction, training and supervision to personnel so that they can perform their work safely.
3. Ensure the correct use of protective clothing and equipment where required.
4. Ensure safe use, and disposal of substances and plant used in the workplace.

OVERVIEW OF THE ACT

The Occupational Safety and Health Act 1984 sets objectives to promote and improve occupational safety and health standards. General duties are laid down in the Act, and are supported by other requirements in the Act and Regulations.

The Act describes the behaviour required of persons who can affect safety and health at work. It imposes a General Duty of Care to protect persons from hazards and maintain safe and healthy workplaces.

OVERVIEW OF GENERAL DUTY OF CARE

EMPLOYERS RESPONSIBILITIES:

1. Employers must provide a workplace where employees are not exposed to hazards
2. Employers must provide a safe system of work
3. Employers and Self Employed persons must as far as practicable, look after their own health and safety and ensure that their work does not affect the health and safety of others
4. Employees must be provided with information, instruction and supervision to allow them to work in a safe manner
5. Safety and health information must be supplied with all substances used at work and
6. All plant and equipment must be installed so it can be used safely.

EMPLOYEES RESPONSIBILITIES:

1. Employees must take reasonable care for their own safety and health, and that of others affected by their work and
2. Employees must co-operate in matters relating to health and safety at work.

OVERVIEW OF GENERAL DUTIES TOWARDS SUBCONTRACTORS

When in the course of business, P & R Window Cleaning engages a subcontractor to carry out work, P & R Window Cleaning has the responsibility of an employer towards the subcontractor and any employees of the subcontractor (or other persons engaged by the subcontractor).

This applies as if the subcontractor and his or her employees were employees of P & R Window Cleaning. However, P & R Window Cleaning's duty applies only in relation to matters over which P & R Window Cleaning has control, or the capacity to have control.

Subcontractors having their own employees retain the duties of employers towards those employees. The duties of the Act overlap in these circumstances. Both the subcontractor and P & R Window Cleaning have duties to the subcontractor's employees.

OVERVIEW OF GENERAL DUTIES TOWARDS LABOUR HIRE PERSONNEL

When a Labour Hire worker is engaged in P & R Window Cleaning business, whether directly or through a contractor, P & R Window Cleaning has the responsibility of an employer towards the worker. However, P & R Window Cleaning's duty applies only in relation to matters over which P & R Window Cleaning has control, or the capacity to have control.

SAFETY AND HEALTH POLICY

P & R Window Cleaning recognises it has a moral and legal responsibility to ensure that all work activities undertaken will achieve and maintain a high standard of occupational safety and health for all employees, subcontractors and visitors. All employees have a reciprocal responsibility to ensure that they assist management in achieving an injury free workplace.

The goal of the Occupational Safety and Health Policy is to eliminate work related injuries and illnesses by achieving measurable objectives and targets.

P & R Window Cleaning is committed to achieving these objectives and targets through:

1. Actively seeking to eliminate unacceptable risks through a risk identification and assessment process
2. Providing a level of leadership and training to ensure that work is managed to achieve a safe, efficient and productive outcome.
3. Complying with all applicable legislation, acts, regulations, codes of practice and standards.
4. Ensuring the Safety and Health Policy is available to all P & R Window Cleaning employees, subcontractors, visitors and interested parties, and that they are informed of and understand their obligations in respect to the policy.

LADDERS

OBJECTIVE

To provide guidelines on the safe use of portable ladders.

STATUTORY REQUIREMENTS

The *Occupational Health, Safety and Welfare Act 1986* requires employers to provide a safe work environment, safe systems of work, and ensure that plant is maintained in a safe condition.

Occupational Health, Safety and Welfare Regulation 2.13(10) details the safety requirement for the use of ladders:

The following requirements must be observed in relation to the use of ladders at work, or to gain access to or egress from a workplace—

- a. A ladder must be of sound construction and maintained in a safe condition
- b. A ladder must not be used in a manner that endangers the safety of any person
- c. If a portable single ladder or extension ladder is used, the ladder must be—
 - i. Placed so that the horizontal distance between the top support point of the ladder and the foot of the ladder is approximately one quarter of the supported length of the ladder
 - ii. Located on a firm footing and effectively secured in position to prevent slipping and sideways movement; and
 - iii. No ladder other than a trestle ladder may be used to support planks for a working platform, and any such platform may only be used for light duty work.

In the above mentioned regulation—

"Structure" means a permanent [structure](#) (including a [building](#)).

Note—

The following standards and publication are approved codes of practice under the Act and are relevant to the subject-matter of this Division:

AS 1418: SAA [Crane Code](#) —

AS 1418 : Part 10— [Elevating Work Platforms](#)

AS 1418 : Part 13— [Building Maintenance Units](#)

AS 1576: [Scaffolding Parts 1–4](#)

AS 1657: *Fixed Platforms, Walkways, Stairways and Ladders*

AS 1891: *Industrial Safety Belts and Harnesses*

AS 1892: *Portable Ladders*

AS 2626: *Industrial Safety Belts and Harnesses—Selection, Use and Maintenance*

The Approved *Code of Practice for the Safe Erection of Structural Steelwork*

RISK CONTROL MEASURES

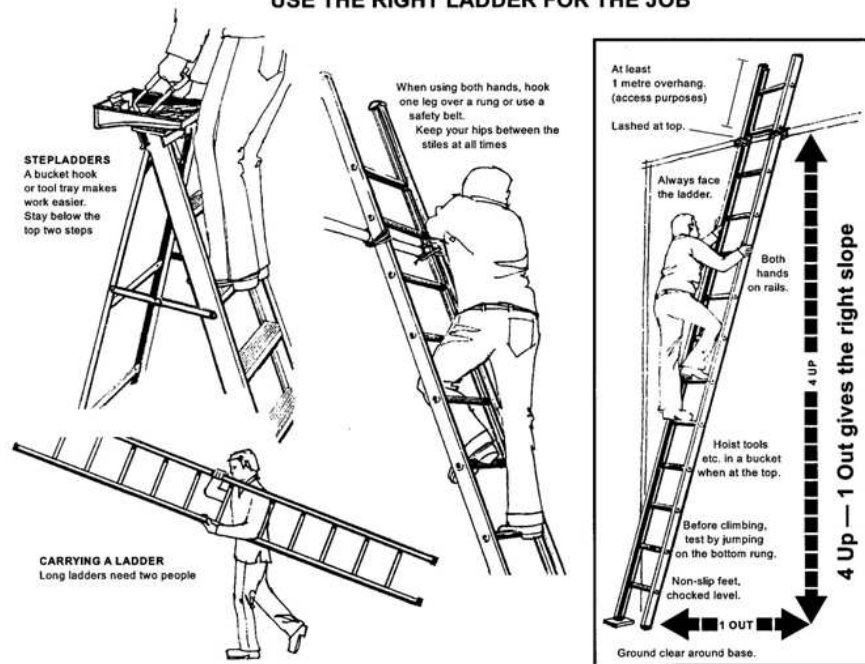
This information is provided to offer guidance on a particular aspect of legislation. It is not to be taken as a statement of law and must not be construed to waive or modify any legal obligation.

Ladders are generally considered high-risk plant and should only be used if there is no other reasonably practicable alternative, such as scaffolding or an elevating work platform.

If you must use a ladder, before you start work:

1. Conduct a hazard identification and risk assessment
2. Install a barricade or warning signs if there is a hazard to persons in proximity of the work area
3. Check the ladder for faults prior to use
4. Use the correct ladder for the job
5. Ensure that the ladder is installed on a firm footing
6. Only use the ladder in the fully open position
7. Ensure that the ladder has an angle or pitch of about 1:4
8. Ensure that the ladder extends at least one metre above the landing
9. Secure the top and bottom of the ladder against displacement
10. Ensure that a non-conductive, insulated ladder is used near electrical hazards
11. Ensure that the ladder will not be used in a manner that endangers any person.

USE THE RIGHT LADDER FOR THE JOB



WORKING ON A LADDER

1. Only one person should be on a ladder at any one time.
2. Perform all work facing the ladder
3. When ascending or descending the ladder, maintain three points of contact. For example, two feet and one hand or two hands and one foot must be in contact with the ladder at all times.
4. Keep your body centred between the ladder stiles.
5. Do not stand above the tread or rung on the ladder indicated as the maximum safe working height.
6. Only conduct light work from a ladder.
7. If the ladder is placed near a doorway, the door should be locked open or closed. Alternatively, a person may be placed on guard at the foot of the ladder. Warning signs may also be used.
8. When working at a height of 2m or more, portable and single extension ladders shall be lashed at the top, otherwise another person must hold the ladder whilst in use. Whilst the ladder is being lashed a person must hold the foot of the ladder.

9. Do not stand any higher than the 3rd step from the top plate.
10. Do not walk' the ladder whilst standing on it.
11. Do not work above another person.
12. Do not leave a ladder in use unattended.

Portable single and extension ladders should be:

1. Pitched at a slope of 1 horizontal to 4 vertical
2. Extend 900 mm above the last surface where a person can gain access, and should not be used:
 - a. In access areas or within the arc of swinging doors
 - b. On working platforms to gain height above the protected edge
 - c. To support a work platform.

If a series of ladders are used to gain access to an elevated work position:

1. Landing platforms should be provided at every 6 m interval
2. The ladder should be secured against movement and supported from a firm, level, non-slip surface.

Portable Step or Trestle Ladders

Portable trestle ladders should:

1. Only be used when carrying out light work
2. Only be used in the fully opened position
3. Should not be used where a person can fall 4 m or more.

Fixed ladders are vertical or near vertical ladders fixed to a structure. Rung ladders should:

1. Have ladder cages or persons using the ladder should use fall-arrest systems.
2. A ladder cage or fall-arrest system must be provided if a person can fall more than 6 m.
3. Step or trestle ladders should only be used in the fully open position. A rigid metal spreader or locking device must be used and the load must be carried by the front stiles.

INSPECTIONS and MAINTENANCE

Ladders should be checked frequently and periodically serviced by a competent person (someone who is qualified either through experience, training or both). Consideration should be given to the type of environment in which the ladder has been used. For example, aluminium ladders can easily become damaged if exposed to acids.

Duty Rating

Ladders intended for industrial or heavy use must have a load rating of 120kg or greater.

FALL PREVENTION ACTION GUIDE

Any work involving working at height, including working in the vicinity of an opening through which a person might fall must be planned, and a risk assessment conducted prior to commencement of work. Managing the process of fall prevention includes:

1. Identification of all work at height;
2. Planning of work at height prior to work commencing;
3. Conducting a risk assessment
4. Selecting appropriate control measure using the hierarchy of controls;
5. Eliminating work at height where possible;
6. Where it is not possible to eliminate working at height, fall prevention measures such as:
 - a. Guard-rails, scaffolding and safe working platforms must be used where practicable;
 - b. Where fixed measures are not possible, fall arrest systems such as safety harnesses as well as other personal protective equipment must be used;
 - c. Development of safe work procedures (where appropriate);
 - d. Selection and provision of appropriate equipment which is maintained and regularly inspected;
 - e. Employees are appropriately trained in the use, fitting and maintenance of their personal protective equipment:

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FURTHER INFORMATION

Australian Standards

AS 1892.5 Portable Ladders – selection, safe use and care

SafeWork SA Publications

Fall and Prevention in Construction

⇒ Reports Part 1, 2 & 3

Working at Heights Booklet

SafeWork SA

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