

# THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/SOP/015
Implementation Date	03.12.2018
Revision / Amendment Number	0
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## SAFE OPERATING PROCEDURE FOR WORKING AT HEIGHTS



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### 1. PURPOSE

The objective of this procedure is to give guidance to perform all task in a safe as possible manner to eliminate or reduce all hazards and risk that can affect the safety or health of employees performing the task.

### 2. SCOPE

This standard operating procedure is applicable to all areas where THENJIWE SUPPLIES & REPAIRS conducts work.

### 3. RESPONSIBILITIES

The following people will have the responsibilities to implement this procedure:

- Managing Director
- Operational Manager
- Factory Manager
- Warehouse Manager
- Supervisors
- SHE Reps

### 4. PPE REQUIREMENTS

Gloves	
Protective Clothing (Overall)	
Hard hat with chin straps	
Safety shoes	
Safety goggles	
Safety Harness	

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### 5. GENERAL

#### Safe Practise for Working in Elevated Locations

- a) No gear, debris or other material shall be dropped from heights. It must be lowered or chuted to ground level.
- b) Never leave tools, equipment or material unattended on steelwork or cable racks. It could be stolen, or could fall causing possible injuries and damage.
- c) Openings in floors / gantry walkway, roof tops etc. shall be suitably barricaded, boarded over, and if necessary fitted with toe boards.
- d) Sides / edges of open floor areas shall be fitted with handrails.
- e) Full Safety harnesses shall be worn when working 1.8 meters or higher from the ground and the person shall be secured to a life line or to the structure. If the person works higher than 5 meters a double lanyard (length of 1.8 meters long each lanyard and can stretch to 5 meters) shall be used. If the person works between 1.8 meters and 5 meters use of a single lanyard (of 1 meter –fixed) shall be used.
- f) Always ensure that your lanyard attachment to the steel is firm and secure. When using a double lanyard at least one lanyard shall be attached at all times. Make sure the lanyard is attached as far above your head as possible. The lanyard must be attached even if in a stationary, moving or working position.
- g) When working on scaffold platforms the lanyard shall be attached to a secure position above your head at all times.
- h) Vertical climbing of steel is prohibited. Alternative means like ladders or scaffold shall be used. Do not attempt to work in an elevated position in adverse weather conditions e.g. when it is raining and scaffold is outside.
- i) The Supervisor shall ensure that a suitable access or descent is used when pulling cables.
- j) Equipment used to hoist material or lower material must be inspected monthly and must be safe for use at all times. This includes ropes. Ropes used may not be frayed or excessively worn.
- k) Prior to a task being done a risk assessment must be done.
- l) Adequate supervision must be available at all times for the teams carrying out any work in an elevated position

### 6. PROCEDURE

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- a) Employees working above 1.8 m high must all time wear and secure their full body safety harness to anchor point.
- b) Always check that the harness is in a good condition, numbered and entered into safety harness register.
- c) Ensure that employees are trained to use safety harness.
- d) Secure the full body harness around your waist.
- e) Ensure that all buckles are properly fastened correctly.
- f) Ensure that the coupling link for the lanyard is at the back.
- g) Ensure that harness fits comfortable around your waist.
- h) Always ensure that your lanyard attached firmly to anchor point.
- i) When moving from one point to another do not remove your lanyard completely, first remove one lanyard and attach to anchor point moving forward and then remove the other and attach anchor point.
- j) Safety harness must be stored properly and neatly in the stores and not thrown on the floor.

### 7. REFERENCE

- Occupational Health and Safety Act 85 of 1993
- General Safety Regulations: 8
- Environmental Regulations: 6(2)(c)
- Facilities Regulations: 4(2)(c)
- Facilities Regulations: 5(2)(c)
- Asbestos Regulations: 15
- Hazardous Chemical Substances Regulations: 14
- SANS 1774 - 2004 - Liquefied Petroleum Gas
- NOSA Integrated Five Star System

### 8. SUPPORTING DOCUMENTS

Not applicable.