

Working at Heights

SAFETY AWARENESS KEPT SIMPLE

Safety Talk Delivery Pack

This Safety Talk contains:

- 7 - Page Talk Text
- 10 - OHP Presentation Slide Pack
- 20 - A5 talk Handout Sheets
- Assessment and Assessment Answers Sheet
- Employee Attendance Register
- A "How to Present Safety Talks Guide"

Using the talks (Extract "How to Present Safety Talks"):

Plan which topic you want to discuss with your team.

Read through the script before you hold the meeting to familiarise yourself with the material.

Start the talk with a comment that makes the topic relevant to the team. For example, if you have seen a number of people using ladders incorrectly, use this as your opening comment.

Follow the script but don't read straight from the page. The script is only a prompt and it will sound better if you use your own words.

Ask the questions as they appear in the script. It is important you do this because they are a lead in to the next section of your talk.

Give the team enough time to answer the questions. Safety talks can be boring for the team if you are the only one talking.

Hand out the information sheets as they appear in the script. Don't hand out all the information sheets at the start of the talk otherwise there is a temptation for the team to read ahead and not listen to the points you are making.

Collect the information sheets at the end of the talk so they can be used again.

To obtain your Safety Talk Delivery Pack go to: www.smartsafe.com.au

TABLE OF CONTENTS

INTRODUCTION.....	3
LEARNING OUTCOMES	3
PORTABLE LADDERS	3
SCAFFOLDS	4
MOBILE WORK PLATFORMS.....	5
FORKLIFT CAGES	6
FALL ARREST EQUIPMENT	7
SUMMARY.....	9
FURTHER REFERENCES FOR THE SUPERVISOR.....	9
LICENCE AND LIMITATION OF LIABILITY	10
DISCLAIMER	10

INTRODUCTION

Working at heights accidents are usually serious and often result in disabling injuries and even death. Many of us assume that working at heights injuries and fatalities occur as a result of falls from high buildings and structures but they often occur from falls of only two to four metres.

LEARNING OUTCOMES

At the end of this talk you will know:

- how to correctly use ladders, scaffolds and mobile work platforms; and
- the use of fall restraint equipment.

PORTABLE LADDERS

The most commonly used and abused equipment for working at heights is the portable ladder.

Ladders should only be used as a means of access from one height to another. They are not designed to be a work platform but can be used to carry out light tasks, providing a three-point of contact is maintained with the ladder at all times.

Accidents with ladders often occur because of poor positioning. Ladders should be positioned on a firm, level surface at an angle of 75 degrees.

You should never position a ladder:

- in front of outward opening doors;
- against a window pane; or
- on top of boxes, loose bricks or concrete blocks to gain extra height.
-



“What are some of the things you should and shouldn’t do when using a ladder?”



Hand out sheet 1 – Using ladders safely

When using a ladder you should:

- always face the ladder when climbing up or down it;
- only move up or down the ladder one rung at a time;
- always keep a three-point of contact;
- keep your body centred within the ladder stiles; and
- climb down from the ladder if you need to reposition it.

Sample OHP Presentation Slide

Sheet 1 – Using Ladders Safely



When using a ladder you should:

- always face towards the ladder while climbing up or down it;
- only move up or down the ladder one rung at a time;
- keep a three point of contact at all times;
- keep your body centred within the ladder stiles; and
- climb down from the ladder if you need to reposition it.



Sample A5 Handouts

Sheet 5 – Mobile Tower Scaffolds



When working from a mobile tower scaffold make sure:

- it is no higher than three times the smallest base width;
- outriggers are fitted; and
- caster brakes are locked on.

You **must not** be on the scaffold while it is being moved.

Only use this type of scaffold on level, surfaced areas.

Working at Heights – ST014

© PA Services Group - SMARTsafe 2013



Sheet 5 – Mobile Tower Scaffolds



When working from a mobile tower scaffold make sure:

- it is no higher than three times the smallest base width;
- outriggers are fitted; and
- caster brakes are locked on.

You **must not** be on the scaffold while it is being moved.

Only use this type of scaffold on level, surfaced areas.

Working at Heights – ST014

© PA Services Group - SMARTsafe 2013

