




Safe Work Practice (SWP)

Name of Task: Working at Heights	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations: <ul style="list-style-type: none">• Eye Protection Required• Long or loose hair must be tied back or contained• No loose-fitting clothing• No jewelry, watches, rings, necklaces etc.• CSA Approved Safety Footwear required• Fall Arrest or Fall Restriction System (dependent on job being performed)	
Hazards: <ul style="list-style-type: none">• Slips and Falls• Overhead hazards (Falling or Protruding Objects)• Equipment Failure• Muscle Exertion• Overreaching	
Required Training	<ul style="list-style-type: none">• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)• Shop safety orientation• Read and understand SWP• For students, practical demonstration and Instructor supervision required
Pre-Operational Safety Checks	<ul style="list-style-type: none">• Inspect required personal protective equipment and replace if required.• Inspect equipment prior to use (ladders, scaffolding, elevating work platforms, etc.) and complete safety checklist required for the equipment• Ensure equipment is installed by qualified personnel
Prohibited Activities	<ul style="list-style-type: none">• Accessing equipment before completing an inspection of the equipment• Modifying equipment outside of manufacturing specifications• Removing safety braces or cleats• Horseplay• Overreaching
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE).
2	Examine work area and define equipment needed for the job.
3	Ensure equipment is place on firm and level base.
4	Provide adequate clearance space for equipment being used.
5	Use safety harness if required for the job defined
6	Use 3 points of contact when climbing up to a work platform
7	Raise tools using a pully system if required
8	Complete the job
9	Lower tools using a pully system if required
10	Climb down from the work platform ensuring all 3 points of contact

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11	Clean up the work area
12	Remove or dismantle equipment used to work at heights in the opposite order of erection.
	<p>If an emergency occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.</p> <p>REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY</p> <p>Housekeeping</p> <ul style="list-style-type: none"> • Place all equipment in their proper storage areas if job is complete. • Ensure the equipment is safe, clean and tidy before you leave it. • Remove and replace any damaged equipment and report immediately to your supervisor.
Responsibilities, Completion and Review	
<p><i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i></p>	
<p>Completed by and Date: Ashley Ritchie, 1/28/2021</p>	<p>Approved by: </p>
<p>Last Reviewed / Revised by and Date:</p>	<p>Note: This task will be monitored periodically to ensure compliance and effectiveness.</p>