

Working at Heights Permits

1. Purpose

The purpose of this SOP is to prevent Injury/Death and Property damage when conducting working at heights works and to comply with the OHS policies of USP.

2. Scope

This procedure applies to all USP E & I & commercial operations team and all vendors engaged by the University and their subcontractors (all levels of operation) where there is the presence of "persons working at heights".

3. Definitions

Competent Personal – A person that has been trained, experienced and authorized to carry out a particular task.

Fall protection equipment's – Fall equipment consists of Double hook fully body harness, a lanyard not exceeding 2 meters in length. The harness needs to be attached to an anchor point, which should have a capacity to hold at least 2270kg weight.

Working at Heights – As per OHS act working at height is above 2 meters height where there is a risk of a person falling and getting injured

Working at Heights Permit – A permit form which has the details of the task that will be carried out, location details, the person conducting the working at heights, PPE required to be worn, date and time endorsed to authorize works to be carried out and final signoff.

USP Contracts Administrators – Persons authorized by The University to look after a project which may include Project Managers, Project Coordinators, E & I coordinators in the regional campuses, Campus Directors etc.

JSA form – Job Safety Analysis Form

4. Responsibilities

All staffs USP contracts administrators, Campus Directors, Contractors, Outsourced contractors must fill in the JSA and working at heights permit before commencing working at heights.

USP contract administrators must then submit the JSA and permit to USP OHS Team via email (ohs@usp.ac.fj) for guidance and compliance requirements.

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5. Procedure

Operating procedure for working at heights and Fall prevention: Where practically possible, minimize working at heights, e.g. sections of steel can be bolted together, pipes welded etc before being lifted into position. If working at heights cannot be eliminated or minimized, the following actions must be undertaken prior to commencing work as per the Scope provided by USP contracts Administrators or Procurement office:

Input: To obtain working at heights permit and job safety analysis before commencing working at heights.

The following must be adhered to prior to commencing any working at heights

- a.** A risk assessment to be conducted for the worksite where working at heights is required to ascertain the risks associate with the project by the USP contractor's administrator.
 - b.** The contractors' administrator will Identify the safety measures required to be adhered to eliminate or reduce the risk of the person falling and getting injured or property damage and fill in the Job safety analysis form.
 - c.** Upon assessment, the contracts administrator will advise the contractor to adhere to those requirements. Thus the vendor shall be requested to provide the following:
 - d.** Fully board harness (compliance certification)
 - e.** All ladders to be used on-site (compliance certificate).
 - f.** If scaffolding is used, a Compliance certificate should be provided from MOL.
 - g.** Training details of staffs performing working at heights.
 - h.** The contracts administrator will also liaise with service team example electricians, fire agents etc. to isolate the services and take other appropriate measures.
 - i.** Upon satisfactory, the USP contracts administrator will then issue the working at heights permit and email a copy to the contractor and OHS team via email (ohs@usp.ac.fj)
- i. Any works that are carried on the rooftop the following should adhere to:**
Ensure all openings are covered, plastic roof identified, and contractors notified. Any work at heights that take more than a day the surrounding area must be barricaded/secured properly with

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safety nets. Precautions must be taken while using tools on rooftops, and only trained staffs should use the hand tools.

ii. Usage of an appropriate personal fall protection equipment

All fall equipment's (full body harness, lifelines fall arrestor etc.) must be inspected by the Ministry of Labour and compliance certificates obtained. Contractor to provide portable anchor points which should be mounted properly on the rooftop and lifelines connected.

iii. Working at heights during adverse weather conditions

No one must be allowed to work on wet surfaces/days, scorching heat or strong winds even using machines such as cranes, mobile elevator etc. Working at heights permits should be cancelled for that day if any issued.

iv. Use of ladder and scaffolds

a. Ladder

Ladders should be used for the light task with the low risk associated task for a short duration (not more than a day), and only one person should be on the ladder, while the other person should be holding the ladder. The ladder must be inspected by the Ministry of Labour annually, and certificates provided. Ladder with bottom rubber, side straps missing/broken should not be used. The ladder should only be used while accessing heights till a single-storey building

b. Scaffolds

Scaffolds must be used while accessing the rooftop for any works above a single-story building and for those projects that will take more than three days to complete. Scaffolds should be erected and dismantled by a competent person. All scaffold before use should be inspected by MOL and compliance certificate provided to USP contracts administrator and a copy to be emailed to USP OHS.

v. Documents to be maintained for working at heights

The following documents should be maintained by the USP contracts administrator and where possible attached to the job card before closure:

- a.** Job safety analyses
- b.** Working at heights permit
- c.** Training records
- d.** PPE inspections records
- e.** Compliance certificates from MOL for the ladder, safety harness and scaffolding

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vi. Audits

An audit will be conducted by USP OHS team as follows to ensure compliance as per the SOP and permits are being issued. Also, to identify gaps and recommendations for improvements.

- a.** Quarterly for E &I and Commercials operations team (Laucala Only)
- b.** Annually for other campuses (during OHS team campus visit). Quarterly reports would be requested from the contracts team in relation to the number of permits issued.

Output: To prevent project delays, accident, injury and compliance as per nations regulation.

6. Reference Documents

Nations OHS Act /Legislation

USP OHS Policy <https://www.usp.ac.fj/index.php?id=12321>

Job Safety Analysis Form

Working At Heights Permit Form

Authorized by: Director – Estates & Infrastructure

Documented by: Manager OHS E & DISMAC

Date authorized: 04-08-2020

Effective date: 04-08-2020

Last amended: N/A

Revision status: 1st Issue
