

Common routine for work at height for companies affiliated with Mo Industripark	
Routines and procedures for working at heights above 2 m.	Original prepared: Date: 30.03.2009
	Side: 1 of 3
Prepared by: HSE Working Group in Mo Industripark Approved by: HSE steering group in MIP	
The procedure applies to: All companies / individuals / firms to perform work at heights within the Mo Industrial Park Area	Revision:4, 13.05.2013

1. Procedure Purpose and scope

Personnel who moves or perform work at height must be secured against accidental falls. The purpose of this procedure is to describe the procedures and guidelines to be followed when working at heights within Mo Industrial Park. The procedure should describe the measures to be implemented in such work. The list of measures is not exhaustive, but the measures should be interpreted as minimum requirement. The procedure does not replace the requirements by law or regulations, but is intended as a supplement and clarification.

2. Responsibility and authority

The administrative head of the company or the person he appoints is responsible for ensuring the procedures approval and implementation in the company. The person responsible for the QA / IC system is responsible for ensuring that the procedure will be revised in accordance to current internal procedures within the company. Line managers are responsible for ensuring that the procedure will be announced among employees or contracted personnel. Everyone who performs work as described in section 3.1 of Mo Industrial Park has a duty to follow the procedures references.

3. Definitions

3.1 Work at height;

Working at height is defined as all work over 2 meters. Exceptions to this are work on working platforms, scaffolding, or similar, which approved handrail (1m) described in the "Arbeidsplassforskriften" §2-22/§6.5 is mounted.

3.2 Work on roofs;

When working on roofs and top cover, railings shall be mounted, unless it is secured by scaffolding, or the work lasts for a short time. If no guardrails is mounted, the type of work will sort under this procedure.

3.3 Contingency Person;

When working at height there shall always be at least 2 persons present. 1 of these do not need to be directly involved in the work, but serve as an emergency person. This means that he always has an overview of what is going on and can alert to the executive person if something unforeseen should occur. Contingency person shall be able to alert and take necessary action if an accident were to occur. Contingency person should always have reviewed and signed the SJA prior to work start-up.

3.4 Safe Job Analysis (SJA), cf section 5.1;

SJA is a systematic and step by step review of all risk factors in advance of a specific task or operation, so that measures can be taken to eliminate or control the identified risk elements in preparation for or performance of the task or operation. SJA will be documented in writing.

4. Revision and references

4.1 Revision

The procedure must at least review the annual audit. MIP AS is responsible for this audit. Before the revision, the procedure will be sent for comment to members of the steering committee. Any proposed amendments must be sent for comment before the review is carried out.

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4.2 External references

Environment Act

Internal Regulations

Regulations nr. 1355, "Forskrift om organisering, ledelse og medvirkning"

Regulations nr. 1356 "Arbeidsplassforskriften

Regulations nr. 1357 "Forskrift om utførelse av arbeid"

4.3 Internal references

Will vary from company to company.

5. Description

5.1 Requirements for risk assessment / risk / safe job analysis (hereafter referred to as the SJA)

Work at height must be carried out safely and under appropriate ergonomic conditions from a suitable surface. If this is not possible, the employer, on the basis of a SJA, have to select the work equipment and working method that is best suited to secure and maintain safe working conditions of temporary work at height. Before the work described in paragraph 3.1 commences, the written SJA has to be implemented.

5.2 Contents of the SJA

The risk analysis should include the following points. (The list is not exhaustive, but a minimum of the matters to be mapped and analyzed)

5.2.1 Description of the hazard in the work

5.2.2 Is there other kind of work in progress in the area that must be taken into consideration?

5.2.3 Mandatory protection / fall arrest equipment.

5.2.4 Is there a need for work permit in the area?

5.2.5 Is there a risk of explosion in the area?

5.2.6 Is there a need for fire guard during the work?

5.2.7 Names of people involved in the work.

5.2.8 Plan for rescue / rescue method / rescue personnel / rescue equipment for use after fall accident.

5.2.9 Notification procedures to be used by accident, also a meeting place for emergency personnel (Streetnr. and location)

Assessment of residual risk after actions taken

SJA shall be approved by both the executive and the responsible principal before the work can be implemented.

5.3 Minimum 2 persons

By working as described in Section 3.1 there shall always be at least 2 persons present throughout the work. If both participants actively participates in the work, there is no need for a separate "emergency person" . This assumes that one of the people always possess "the contingency persons " tasks.

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5.4 Specific safety person.

If operators must be working in areas where other cranes and / or transport takes place, and adequate protection can not be achieved, it should always be appointed a separate person as a safetyguard. Training requirement for that person is the same as contingency person. The guard must be physically placed where he may be able to stop or prevent collision. Guard shall never have other duties.

5.5 Requirements for protection

Requirements for personal protective equipment can vary from place to place. By working as described in Section 3.1 there shall always be used approved fall protection equipment. Fall protection equipment shall be equipped with a foot strap.

5.6 Training

Anyone who shall perform work at height shall document training in accordance to §§ 47 and 48 of the "Regulations on the use of work equipment". Training requirements also apply to "emergency person".

5.7 Use of the lift

Using the lift will generally require fall protection equipment, but this can be waived if the SJA suggests that this can be done. When transporting the telescope lift fall protection shall be in use.

6 Deviation Reporting

Deviations from this procedure should be reported to the company's non-compliance systems.