

SAFE OPERATING PROCEDURE



WORKING AT HEIGHT

- As Master Electricians members we recognise that from time to time we need to carry out jobs whilst working at height and in doing so recognise the possibility of being exposed to significant health risks. Falls from height can cause long term health issues therefore we consider working at height without appropriate controls an **extreme/high risk** task/environment.
- This SOP covers the many types of working at height including ladders, scaffolding and Elevated Work Platforms (EWP).

PROCEDURE

- As every situation is different, we adopt risk management processes to determine the appropriate controls, we always look to abide by applicable New Zealand legislation and adopt New Zealand Codes of Practice, WorkSafe NZ best practice or industry endorsed guidelines, or create our own in-house procedures to ensure we appropriately manage the associated risks.
- For Working at height, we follow: - accessed digitally via hyperlink
 - [WorkSafe Guide – Best practice guidelines for working at height in New Zealand](#)
 - [WorkSafe Fact Sheet – Planning a safe approach to working at height](#)
 - [WorkSafe Guide – Equipment for working at height](#)
- In establishing this procedure, we have and continue to consult and engage with our workers.
- In addition, to ensure we are all aware of this hazard, understand the harm it can cause, and of ways to appropriately manage the risks, we periodically hold safety meetings and education on working at height. We undergo training if appropriate and implement supervision procedures if necessary.
- We regularly check and maintain our equipment associated with working at height, and visually check and undertake to ensure that any equipment or plant we use for this type of work is in safe working order. Our supervisor makes periodic on-site assessments when we undertake this type of task and/or environment to confirm we are carrying out the work as per this procedure.
- We use WorkSafe's [Particular Hazardous Work Notification Form](#) (accessed digitally via hyperlink) to notify WorkSafe New Zealand of Particular Hazardous Work as required under Regulation 26 of the Health and Safety in Employment Regulations (1995).

You must provide WorkSafe New Zealand with 24 hours' notice of work that is particularly hazardous.

Supporting tools/documents - accessed digitally via hyperlink

- [WorkSafe Guide – Working on roofs – good practice guidelines](#)
- [WorkSafe Guide – Temporary work platforms](#)
- [WorkSafe Guide – Edge Protection](#)

Acknowledge and sign SOP over page

HOME SAFE AND HEALTHY EVERY DAY

