



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:15

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 15

SAFE WORKING AT HEIGHT

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Purpose	To avoid damage / personal injury during working at height at sites	Scope	ISG
Responsibility	Concerned Head/SOX		
Performance criteria	No. of incidents / accidents on such cases		
Cross reference	OHSAS : 18001		

PPEs and Precautions

	Use properly checked, double lanyard safety harness for height work more than 1.8 m		Good safety helmet secured with chin strap		Safety Shoes
Lifelines, Safety nets, scaffolds as applicable					

Procedures and Controls

S. No.	Activity	Responsibility
1.	GENERAL HEIGHT WORK SAFETY	
1.1	Ensure wearing of Safety Harness, shoes and helmet (preferably double lanyard type) by every worker above 1.8 m height	Supervisor
1.2	Appropriate Work Permits to be ensured prior to commencing height work. Issuer of permit to ensure the safety of the operation through proper planning and worker briefing	Supervisor
1.3	Steel ropes of adequate thickness (~8mm) to be used as lifelines in dangerous locations. Lifelines should be installed above worker's waist level.	Supervisor
1.4	Floor gaps to be filled through welding	Supervisor
1.5	Unsecured areas and areas where work is over should be barricaded and made off limits to anyone	Supervisor
1.6	Site to be inspected regularly by concerned Official, Engineer, Safety Officer and Supervisor to fill any gaps in height safety	Every one
2.	SAFE USE OF SCAFFOLDS	
2.1	Provide scaffolds for all works that cannot be safely performed from floor level	Supervisor
2.2	Ensure that the scaffold materials are of adequate strength for the purpose it is to be used	Supervisor
2.3	Check scaffold components for damage and defect before use	Supervisor
2.4	Avoid using combustible materials for scaffolds	Supervisor
2.5	For platforms, use planks of grade 1 quality at least 2" thick and 10" wide; free from all defects such as loose knots and splits	Supervisor
2.6	Erect scaffolds level and plumb	Supervisor
2.7	Use diagonal braces for stability of scaffolds	Supervisor
2.8	Planks used for platforms should overhang the supports by 150 – 300 mm	Supervisor
2.9	Hold the planks together by splicing at the bottom	Supervisor
2.10	Secure the platform firmly with the scaffold	Supervisor
2.11	Minimum width of platforms 2 M above floor level should be 900mm	Supervisor



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2.12	Provide guardrails 1.5M high, consisting of top rail and mid rail for platforms higher than 2 M from floor level	Supervisor
2.13	Provide toe guards at the platform edges to eliminate hazard of tools or other objects falling from the platform	Supervisor
2.14	Inspect the erected scaffolds regularly, if the scaffolds are to be used for a long period of time	Site HSE coordinator
2.15	Keep the platforms free from any unnecessary obstruction material, rubbish and oil spillage	Supervisor
2.16	Use safety belt properly anchored to a permanent structure while working on a platform higher than 2 M from floor level	Supervisor
2.17	Do not allow persons to work from scaffold during storm or high winds	Supervisor
2.18	Do not use braces for climbing up or down a structure or a platform. A safe and convenient means of access should be provided to all platform levels	Supervisor
3.	SAFE USE OF LADDERS.	
3.1	Use portable ladders for flights up to 4 M only	Supervisor
3.2	Provide fixed ladders for flights above 4 M	Supervisor
3.3	Place the ladder at an angle of 75 degrees (approx.) from the horizontal	Supervisor
3.4	Extend ladder at least 1 M above the top landing	Supervisor
3.5	Secure top and bottom of the ladder firmly to prevent displacement	Supervisor
3.6	Ensure that the width of the ladder is not less than 300 mm and distance between rungs is not more than 300 mm	Supervisor
3.7	Provide landings of minimum size 600 x 600 mm at intervals not more than 6 M for fixed ladders. Check the ladders daily for any defects	Site HSE coordinator
3.8	Ensure that the areas around base and top of the ladder are clear. Getting on and off the ladder is more hazardous than using it. Use a mudsill if the ladder is to rest on soft, loose or rough soil	Supervisor
3.9	Do not use ladders of conducting material near power lines	Supervisor
3.10	Stand no higher than the fourth rung from the top for carrying out any job standing on a ladder	Supervisor
3.11	Always face the ladder while climbing up or down	Supervisor
3.12	Maintain three point contact while climbing up or down a ladder i.e. two hands and one foot or two feet and one hand on the ladder at all the times. Avoid climbing up or down a ladder while carrying anything in hands. Lift tools, equipment and materials with a rope	Supervisor
4.	USE OF SAFETY NETS	
4.1	Safety Nets conforming to IS11057 to be deployed in those hazardous locations where other measures can't control the risk fully.	Supervisor
4.2	Safety nets to be deployed after thorough threat assessment: - To be prevent possible fall of worker from height level - To prevent falling objects from overhead on to ground level workers	Supervisor
5.	OTHER PRECAUTIONS	
5.1	Provision of urinals to be there at multiple easy to reach locations in order for workers to avoid going to hazardous areas to relieve themselves.	Supervisor
5.2	Workers to be provided water and tea at work location itself to avoid them moving to ground level.	Supervisor
5.3	Prior to working, workers should be checked for any kind of intoxication,	Supervisor



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	fatigue, or illness	
5.4	Workers to be regularly checked for vertigo illness and the fit ones should be allowed to work at height	Supervisor

Site Safety department to identify all possible Height Work Hazard Areas and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records (sample):

Record Title	Record No.	Location	Responsibility	Retention Period
Tool Box Talk records				
Height Pass Test Records				
Safety Net installation records				
Height-wise safety supervisor/steward allocation records				
Housekeeping gang details and housekeeping records				
PPE Issue, Inspection and Maintenance Records				

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)



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