Working at heights procedure

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To prevent falls and falling objects when work is done at height.

Scope

Any work where a person could fall from one level to another, including ladders, roofs, ceilings and scaffolds.

Responsibilities

Role	Responsibility
Tradesperson	Plans the access, checks equipment and works as this procedure says.
Supervisor or business owner	Provides equipment and training, and checks the work is planned.

What you need

- Ladders, scaffolds and elevated work platforms
- Edge protection, harnesses and anchor points

Procedure

1. **Avoid height if you can**

   Do the work from the ground or prefabricate it where possible.

2. **Choose the safest access**

   Prefer a scaffold or platform with guardrails over a ladder, and a ladder only for short, light work.

3. **Set up ladders correctly**

   Use the right ladder, on firm ground, secured, at the right angle, with three points of contact.

4. **Protect roof edges**

   Use edge protection, or a harness tied to a rated anchor, and watch for fragile roofing and skylights.

   > **Caution:** Never walk on fragile roofing or skylights.

5. **Keep people clear below**

   Barricade the area below and secure tools and materials.

6. **Plan the rescue**

   Before using a harness, know how you would rescue someone who falls and is suspended.

Records

- The job's risk assessment or work method statement.
- Equipment inspection and training records.

Related documents

- Daily pre-start safety checklist

Revision history

Version	Date	What changed	Approved by