

## YMCA Geelong –Working at Heights Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG120- O	Xx/xx/2014	12/12/2013	DRAFT

### 1. WORKING AT HEIGHTS POLICY

### 2. INTRODUCTION

YMCA Geelong recognises its legal and moral responsibilities to prevent work-related injury and illness. The YMCA fully supports and is committed to protecting the health and safety of its employees, customers, contractors, volunteers and other personnel who are involved with the activities of the YMCA.

### 3. POLICY

The aim of this policy is to;

To prevent workplace injury  
To protect the health and safety of employees, customers, volunteers and other personnel involved with the activities of the YMCA

#### 3.1 Working at Heights

All YMCA Geelong services and staff will ensure that this commitment is fulfilled so far as is reasonably practicable by;

- Ensuring that YMCA employees / volunteers do not work at heights of 1.6 metres or greater.
- Ensuring that any work to be carried out at a height above two metres is done so by a professional contractor who complies with legislative requirements
- Practicing safe ladder use when using ladders to access areas of up to 1.6 metres in height including;

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- Firmly securing or tying off ladders (top and bottom)
- Where not practicable to tie off the ladder must be “footed” at base by another person
- Always working within easy arm’s reach of ladder
- Never placing ladder in front of doorway unless door is secured open or locked closed
- Never use makeshift foundations such as mats to gain extra height
- Do not climb higher than 3<sup>rd</sup> rung from top of ladder
- Do not leave ladder unattended
- Only use ladders outside of program time when staff are not responsible for supervision of participants
- Wear protective clothing as appropriate eg. Leather gloves if cleaning gutters
- Never climbing off a ladder or other structure onto a roof area
- Mitigating the opportunities for program equipment to get lodged on roof areas. If equipment does get lodged on roofs at non YMCA owned sites the school or leaser should be notified to retrieve the item. If this is not possible then a YMCA employee may retrieve the item in adherence to this policy.

### **3.2 Air Conditioning Service**

- Contractor to adhere to the Policy
- Perform a safety check of any equipment prior to use
- JSA ( Safe Work method report) must be completed by the contractor and provided to the YMCA staff and signed off by an authorised YMCA staff member that believes there are staff systems of work have been put in place before commencing the task.
- Ladder to be tied off per WorkSafe regulations
- Ladder to be held at the base during ascent and descent
- Do NOT walk on skylights
- No wandering from task at hand
- Must remain in safe work area 2 metres from edge of building AT ALL TIMES

### **3.3 Contractor requirements**

- All contractors who undertake any works on the premises must sign in and out of the visitor book and date.
- No work is to be performed by a contractor without the completion and authorisation of a Job safety analysis (JSA) or Method of Safe Work report

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#### 4 DEFINITIONS

Nil

#### 5 SCOPE

This policy applies to YMCA Geelong Inc. operations inclusive of auspiced Clubs.

#### 6 ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Reception /customer services Staff	Ensure Understanding of the requirements of the policy. Ensure all contractors sign in and out of the Visitor book and require a JSA before commencing work.
Centre Co-ordinators/ Management	Ensure Policy is implemented at a site level and staff sign off to acknowledge they understand their obligations
OHS Co-ordinator	Ensure compliance to policy and audit compliance and review Policy .

#### 7 MONITORING, EVALUATION AND REVIEW

OHS Co-ordinator will monitor the implementation of the policy through local centre managers.. Staff who breach the policy will be counselled as to the correct procedure. Failure to comply may result in disciplinary action.

Policy will be reviewed on a three year basis by the OHS Co-ordinator.

#### 8 SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

OHS Act

#### 9 DOCUMENT HISTORY

Approved by: CEO

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Resolution number: NA

Effective date:05/03/2014

Review date:05/03/2017

Policy Owner: Brenda Kent, OHS Co-ordinator, YMCA Geelong

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Amendment history:

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Version	Date	Author	Change Description
V1	12/12/2013	Brenda Kent	Draft Policy on Air Conditioning Servicing
V2	04/03/2014	Shona Eland	Modified Policy to include working at heights

Adopted by the YMCA Geelong on 05/03/2014



Shona Eland  
Acting Chief Executive Officer YMCA Geelong Inc.

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