



Working at Heights Policy

1. INTRODUCTION

Life Skills & Adventures recognises its legal and moral responsibilities to prevent work-related injury and illness. Life Skills & Adventures 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 organisation.

2. 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 Life Skills & Adventures.

Working at Heights

Life Skills & Adventures staff will ensure that this commitment is fulfilled so far as is reasonably practicable by;

- Ensuring that LSA employees do not work at heights of 2.0 metres or greater without fall protection (risk assessment, for roof access there must be; ladder anchor points and tied off for safety, harness, lanyards, fall arresters).
- Practicing safe ladder use when using ladders to access areas of up to 2 metres in height including;
- Firmly securing or tying off ladders (top and bottom) (if no roof ladder tie off point temporary point to be installed by person carrying out task)
- Where not practicable to tie off the ladder must be “footed” at base by another person (ie: indoor access)
- Always working within easy arm’s reach of ladder
- Never placing ladder in front of doorway unless door is secured open or locked closed- Secure the area with barriers/ bunting and signage to alert people that work is occurring.
- Never use makeshift foundations such as mats to gain extra height
- Do not climb higher than 3rd 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
- 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 a camp site or excursion venue, the leaser should be notified to retrieve the item. If this is not possible then an LSA employee may retrieve the item in adherence to this policy. If not, leave objects in/on the roof.

3 SCOPE

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

3 ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy

4 MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.