WORK-AT-HEIGHT POLICY

Avoid falls • Prevent falls • Minimize consequences • Plan rescue

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Revision	00	**Review Cycle**	Annual / as required

1. POLICY STATEMENT

Material Mart is committed to preventing falls from height and falling-object incidents. Work at height shall be properly planned, risk assessed, supervised and performed by competent persons using the safest reasonably practicable access and fall-protection method.

2. SCOPE & DEFINITION

This policy applies wherever a person could fall from one level to another and suffer injury, including work on roofs, platforms, scaffolds, ladders, mobile elevated work platforms (MEWPs), structures, open edges, fragile surfaces or near floor openings. Any legal or client-specific height threshold shall also apply.

3. HIERARCHY OF CONTROL

1. Avoid work at height where the task can reasonably be performed from ground level or by another method.
2. Prevent falls by using permanent platforms, guardrails, properly erected scaffolds, MEWPs or other collective protection.
3. Where a fall cannot be fully prevented, use work-restraint or fall-arrest systems designed for the task and anchor arrangement.
4. Minimize the consequences of a fall through suitable clearance, energy absorption, rescue planning and other engineered controls.

4. PLANNING & AUTHORIZATION

- A task-specific risk assessment / JSA and method statement shall be prepared for significant work at height.
- Permit-to-work requirements of the client/site shall be followed before starting controlled work at height.
- Workers shall be trained and competent for the access equipment and fall-protection system they use.
- Weather, lighting, surface condition, overhead hazards, access/egress and simultaneous activities shall be considered.
- A rescue method shall be established before relying on fall-arrest equipment; emergency response shall not depend solely on external rescue services.

5. ACCESS EQUIPMENT & FALL PROTECTION

Equipment / Hazard	Minimum Requirements
Scaffolds	Erect/alter/dismantle by competent persons; suitable foundation, full platform, safe access, guardrails/toe boards as required; inspect and tag/control before use.
Ladders	Use primarily for access or light, short-duration work where justified; correct angle/footing; secure against movement; maintain safe handhold; do not overreach.
MEWPs	Trained/authorized operator; pre-use checks; firm ground and exclusion zone; use harness/restraint where manufacturer/site requirements specify.
Harness / Lanyard / SRL	Full-body harness; compatible connectors; approved anchorage; minimize free fall; verify clearance and swing-fall risk; inspect before use.

Open Edges / Floor Openings	Use guardrails, covers, barriers or fall-protection systems; covers shall be secure and capable of supporting foreseeable loads.
Fragile Surfaces	Avoid access where possible; use designated platforms/crawling boards or engineered systems; clearly identify and control the area.

6. FALLING OBJECTS & EXCLUSION ZONES

Tools, equipment and materials shall be secured against falling where there is risk to persons below. Toe boards, tool lanyards, debris containment and barricaded exclusion zones shall be used as appropriate. Throwing materials or tools from height is prohibited.

7. INSPECTION & DEFECT CONTROL

Ladders, scaffolds, harnesses, lanyards, self-retracting lifelines, connectors and anchorage systems shall be inspected before use and at required periodic intervals. Equipment involved in a fall, showing damage, or outside inspection/expiry requirements shall be quarantined until formally assessed or discarded.

8. STOP-WORK CONDITIONS

Work shall be stopped when safe access, edge protection, suitable anchorage, required PPE, competent supervision or rescue arrangements are absent, or when weather or site conditions make the work unsafe.

9. RESPONSIBILITIES & REVIEW

Management	Provide suitable equipment, training and resources and ensure high-risk work is planned and controlled.
Supervisors / Site Leads	Confirm permits, competency, access systems, inspections, exclusion zones and rescue arrangements before work begins.
Workers	Use equipment as trained, remain attached where required, inspect PPE, protect persons below and report defects or unsafe conditions.

This policy shall be reviewed at least annually and after any fall, significant near miss, change in equipment or major change in client/legal requirements.

WORK-AT-HEIGHT RULE: NO SUITABLE ACCESS / NO FALL CONTROL / NO RESCUE PLAN = NO WORK

Approved By	Dibyagyan Jena MATERIAL MART Proprietor	**Designation**	Proprietor
Signature	_____	**Date**	24 October 2025