



**AZERBAIJAN BUSINESS UNIT  
(AzBU)**

**Procedure for:  
Working at Heights**

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Title: Working at Heights <b>Procedure</b>	Doc No: <b>UNIF-HSE-PRO-113-C1</b>	
	Rev No: <b>C1</b>	Page 2 of 7
Dated: <b>October, 2004</b>	Originating Dept: <b>HSE</b>	

## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
1.1	DOCUMENT PURPOSE .....	3
1.2	DOCUMENT SCOPE .....	3
1.3	REQUIREMENT TO WORK AT HEIGHT .....	3
<b>2</b>	<b>RESPONSIBILITIES.....</b>	<b>3</b>
2.1	SITE MANAGER / OIM .....	3
2.2	AREA AUTHORITY .....	3
2.3	SUPERVISORS.....	3
2.4	COMPETENT PERSON .....	4
<b>3</b>	<b>ORKING PLATFORMS .....</b>	<b>4</b>
<b>4</b>	<b>FALL ARREST EQUIPMENT .....</b>	<b>4</b>
4.1	USE OF FALL ARREST EQUIPMENT .....	4
4.2	MAINTENANCE OF FALL ARREST EQUIPMENT .....	4
<b>5</b>	<b>MOVEMENT AND WORKING AT HEIGHT.....</b>	<b>5</b>
5.1	ACCESS .....	5
5.2	MOVEMENT .....	5
5.3	WORKING ON ROOFS .....	5
5.3.1	Shallow Sloped Roofs.....	5
5.3.2	Steep Sloped Roofs .....	5
5.4	WORKING ON SCAFFOLDING.....	6
5.5	SAFE USE OF LADDERS .....	6
<b>6</b>	<b>TRAINING.....</b>	<b>7</b>

Title: Working at Heights <b>Procedure</b>	Doc No: <b>UNIF-HSE-PRO-113-C1</b>	
	Rev No: <b>C1</b>	Page <b>3</b> of <b>7</b>
Dated: <b>October, 2004</b>	Originating Dept: <b>HSE</b>	

## **1 INTRODUCTION**

### **1.1 DOCUMENT PURPOSE**

This Safe System of Work provides the guidelines and precautions that must be adhered to in order to reduce the risks involved with personnel working at heights to as low as reasonably practicable.

### **1.2 DOCUMENT SCOPE**

The contents of this Safe System of Work apply wherever personnel are required to work at heights of 2m or above on any BP managed site or installation in Azerbaijan and Georgia.

This document should be used in conjunction with Safe Systems of Work Procedure UNIF-HSE-PRO-125 Scaffolding.

### **1.3 REQUIREMENT TO WORK AT HEIGHT**

The guidelines in this document only reduce the risks involved with working at height to a point where they are as low as reasonably practicable. They do not remove the risks entirely. For this reason, wherever possible, every effort shall be made to minimise the need for personnel to work at elevated positions.

In addition, all personnel have an obligation to halt any activity that they believe to be unsafe.

## **2 RESPONSIBILITIES**

### **2.1 SITE MANAGER / OIM**

The Site Manager / OIM is responsible for:

- ensuring the requirements of this Safe System of Work are fully implemented and followed on the site / installation
- appointing competent person(s) to inspect and certify fall arrest equipment and associated systems, scaffolds, etc., as safe to use.

### **2.2 AREA AUTHORITY**

Area Authorities shall ensure that all work at height in their area of responsibility is undertaken in accordance with this Safe System of Work.

### **2.3 SUPERVISORS**

Supervisors of personnel working at height are responsible for following and implementing the guidelines and precautions included in this safe System of Work and shall ensure that all personnel under their supervision comply with the same.

Title: Working at Heights <b>Procedure</b>	Doc No: <b>UNIF-HSE-PRO-113-C1</b>	
	Rev No: <b>C1</b>	Page <b>4</b> of <b>7</b>
Dated: <b>October, 2004</b>	Originating Dept: <b>HSE</b>	

## 2.4 COMPETENT PERSON

The competent person shall be suitably trained, experienced and qualified to carry out the inspections and examinations, etc., as detailed in this Safe System of Work.

## 3 WORKING PLATFORMS

The preferred system for working at heights requires the use of fixed platforms with guardrails or handrails fitted, and approved for use by a competent person, for personnel working at raised elevations. Fixed platforms may include:

- Aerial lifts (boom, scissor and snorkel types) used in accordance with manufacturers recommendations.
- Industrial trucks that are fitted with specifically designed personnel work platforms
- Scaffolding that has been erected to meet all requirements (refer to *UNIF-HSE-PRO-125 Scaffolding*)
- Man lifts, specifically designed and used in accordance with requirements.

## 4 FALL ARREST EQUIPMENT

### 4.1 USE OF FALL ARREST EQUIPMENT

Where work at height must take place without a fixed working platform, fall arrest equipment shall be used at all times.

Fall arrest equipment shall:

- be capable of limiting a fall to two metres or less
- be capable of supporting a static load of 5000lb (2275kg) per person
- be fitted to a proper anchor point (preferably overhead)
- include a full body harness with double latch self-locking snap hooks at each location
- use only synthetic fibre lanyards
- include a shock absorber

Harnesses, inertial reels, lanyards and lifelines, shall not be used for purposes other than protection of personnel.

### 4.2 MAINTENANCE OF FALL ARREST EQUIPMENT

All fall arrest equipment and systems shall be visually inspected at regular intervals and tested in accordance with the manufacturer's recommendations. Any equipment that is damaged or has been activated shall be removed from service immediately.

Title: Working at Heights <b>Procedure</b>	Doc No: <b>UNIF-HSE-PRO-113-C1</b>	
	Rev No: <b>C1</b>	Page <b>5</b> of <b>7</b>
Dated: <b>October, 2004</b>	Originating Dept: <b>HSE</b>	

Any harness, lanyard or lifeline that has been subject to in service loading shall be removed from service.

Safety harnesses, inertial reels, lanyards and lifelines shall be inspected before each use and by a competent person. Any damaged items shall be removed from service immediately.

Any used fall arrest equipment must be cleaned regularly.

## 5 MOVEMENT AND WORKING AT HEIGHT

### 5.1 ACCESS

Use only the safe means of access provided. Do not climb bracing or frames that are not specifically designed for climbing.

**Note:** All personnel are responsible, where necessary for insisting that proper and safe means of access are provided.

### 5.2 MOVEMENT

While working at height, personnel shall take care to move and climb safely. In particular, when on ladders:

- face the rungs as you climb up or down.
- use both hands on the ladder and maintain 'three point' contact (keep one hand firmly on frame or ladder at all times)
- do not try to carry materials while you climb
- ensure footing and balance before releasing hand grips
- do not work on slippery rungs.

### 5.3 WORKING ON ROOFS

#### 5.3.1 Shallow Sloped Roofs

Work on roofs with slopes less than or equal to 4 in 12 (vertical to horizontal), with unprotected sides and edges 2m or more above lower levels, shall require fall protection measures that may include:

- guard rail systems
- personnel fall arrest systems
- combination of warning line system and guardrail system, or safety monitoring system.

#### 5.3.2 Steep Sloped Roofs

Work on roofs with slopes greater than 4 in 12, with unprotected sides and edges 2m or more above lower levels, shall require fall protection in the form of guard rail systems with toe boards, safety net systems or personal fall arrest systems.

The controlled version of this document can be found at: <http://baku.bpweb.bp.com/dep/hse/safe/>

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Title: Working at Heights <b>Procedure</b>	Doc No: <b>UNIF-HSE-PRO-113-C1</b>	
	Rev No: <b>C1</b>	Page <b>6</b> of <b>7</b>
Dated: <b>October, 2004</b>	Originating Dept: <b>HSE</b>	

## 5.4 WORKING ON SCAFFOLDING

All scaffolding must have:

- guard rails on all open sides: top rail 42 inches above the work platform surface, middle rail 21 inches above the work surface.
- toe boards on all sides
- side screens on sides adjacent to passageways or thoroughfares
- scaffold boards in good condition and extending not less than six inches, nor more than 12 inches, beyond their end supporters (unless otherwise secured from being dislodged)
- an access ladder secured to the scaffold with minimum required clearances between ladder rungs and away from obstacles that interfere with safe use of the ladder.

**Note:** Loose articles and materials must be kept to an absolute minimum on scaffolding platforms. All necessary precautions must be taken to prevent objects from falling from scaffolds, e.g., by use of toe boards.

## 5.5 SAFE USE OF LADDERS

Ladders may be used as a short-term alternative to scaffolding or as means of access to scaffolding, providing the points listed in this section are considered.

**Note:** Ladders are potentially dangerous. The most common type of accident occurs through a ladder slipping.

- Always place a ladder on a firm base, set the angle near to 75°
- Make sure the ladder projects well above the level at which the user stands.
- Ensure sufficient overlap between stages of extension ladders.
- Do not load ladder beyond maximum intended load.
- Barricade traffic areas in vicinity of ladder use, and lock, barricade, or guard doorways in which a ladder is placed.
- Keep area around the top and bottom of ladder clear.
- Use only non-conductive side rails around live electrical equipment.
- Do not use top or top step for standing/stepping.
- Do not stand on cross bracing.
- Always face the ladder when ascending or descending.
- Always maintain 3 points of contact with the ladder (2 feet/1 hand or 2 hands/1 foot should be in contact with ladder at all times).
- Carry tools in pouches around waist; use a rope to raise or lower large items such as toolboxes or materials.

Title: Working at Heights <b>Procedure</b>	Doc No: <b>UNIF-HSE-PRO-113-C1</b>	
	Rev No: <b>C1</b>	Page <b>7</b> of <b>7</b>
Dated: <b>October, 2004</b>	Originating Dept: <b>HSE</b>	

- Do not overextend sideways. Use the belt buckle rule: keep your belt buckle positioned between the side rails at all times, which will maintain your centre of gravity.
- Never allow more than one worker on the ladder at a time.
- Do not erect ladders on sloping surface ,leaning to one side or at to steep an angle.
- Do not erect ladders for use as a plank or bridge.

## 6 TRAINING

All personnel required to perform elevated work shall be fully trained in appropriate, safe work practices, including the wearing and care of associated safety equipment and the safe use of all elevated work equipment.