



CELCOM TIMUR (SABAH) SDN. BHD.

SAFE WORK PROCEDURES
Working at Height
DOCUMENT NO. : CTSSB-OSHMP/SWP-11

COMPILED BY

REVIEWED BY:

APPROVED BY:

REVISION : 0
NAME:	ZAITON YUNUS Manager - Human Resources & Administration	YUSRI AB RAHMAN Chief Technical Officer (CTO)	FADHLI ABDUL HAMID Chief Executive Director (CEO)
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1.0 GOVERNING POLICY

This procedure is made under the CTSSB's Occupational Safety and Health Policy.

2.0 PURPOSE

The purpose of this procedure is to ensure no personnel are injured in the course of performing work at height and the equipment and gears used to work at height are in good working condition and where applicable, certified with current certification by the relevant authority.

3.0 SCOPE

This procedure shall apply to all CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas.

4.0 REFERENCES

- i.* OSH Act 1994
- ii.* FMA 1967
- iii.* OHSAS 18001:2007
- iv.* DOSH Guidelines – " Hazard Identification, Risk Assessment and Risk Control'
- v.* CTSSB's OSH Management Plan : Part Four : Responsibility, Authority & Accountability
- vi.* CTSSB's Safe Work Procedure: Hazard Identification, Risk Assessment & Risk Control: **CTSSB- OSHMP/SWP – 01**
- vii.* CTSSB's Safe Work Procedure: Workplace Inspection for OSH Compliance: **CTSSB - OSHMP/SWP – 02**
- viii.* CTSSB's Safe Work Procedure: Accident Reporting and Investigation: **CTSSB - OSHMP/SWP – 04**
- ix.* CTSSB's Safe Work Procedure: Permit to Work: **CTSSB- OSHMP/SWP – 07**

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5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

i. Manager of Human Resources and Administration

- Responsible for the overall implementation of this procedure including its periodic review.

ii. Head of Department (HOD) / Officer in-charge (OIC)

- The HOD / OIC are fully responsible for ensuring the implementation of this procedure and transmittal of the safety information to their subordinate.
- HOD / OIC or designated person shall ensure the implementation of this safe work procedure by instruct or train the new employee or contractor at any workplace under their control.
- Conduct workplace inspections to ensure all the CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas that identified have potential high risk shall implement this Permit to Work System.
- To ensure the records of Permit to Work record are properly kept and easy to retrieve.

iii. Permit Holder (including Contractor)

- Responsible in assisting the project In-charge in providing advice and support in the implementation of the working at height procedure.
- Shall inspect and ensure the work area is safe prior signing the permit and conduct pre-start briefing to the workers involved with the task.
- Ensure those who will be performing the work are aware of the working at height procedure and the required equipment is in place before work can be allowed to commence.
- Shall be responsible for overseeing the work and ensuring that once the work is completed, thorough housekeeping is conducted and the area is safe to resume normal work operations.
- Shall ensure that, upon completion of work permits are appropriately closed, signed, filed and copies submitted to relevant parties.

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iv. All Employees (Including Contractor)

- To comply with this procedures at all time while at workplace owned or under the control of the CTSSB.
- To follow with instructions and/or to give full cooperation to the management or any officer this has been given an authority in order to ensure the implementation of this procedure.
- Each employee shall be held responsible for performing all work in a safe manner so that injuries to that person and to others will be avoided.
- An employee shall notify his employer or supervisor before attempting any work which, in the employee's opinion, appears hazardous above and beyond normal operating conditions.
- An employee shall report all injuries to his employer or supervisor without delay, regardless of the nature of the injury.
- Good housekeeping of all work areas and equipment shall be practiced.

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6.0 TERMS AND DEFINITIONS

i. Anchorage Point

- A secure point on a structure which a fall protection device can be secured to, including a static line.

ii. Fall Protection

- A secure and approved anchorage point, use of a full body harness attached to an appropriate shock absorbing lanyard by self locking snap hooks or karabiner type rings, attached to the anchorage point.

iii. Full Body Harness

- An assembly of interconnected shoulder and leg straps using double latch self locking snap hooks at each connection.

iv. Lanyard

- Is used to attach the person in the harness to the anchor point. A shock-absorbing lanyard includes a device that reduces the load or shock suffered by the person in the event of a fall.

v. Portable Ladder

- Any ladder including step; extension; and single ladders used when a permanent structure is not available.

vi. Scaffold

- Means a temporary structure, stage or platform specifically erected to support access or working platforms, persons, plant or other material but does not include a gantry.

vii. Competent Scaffolder

- Trained and certified scaffolding erectors

viii. Scaffolding Inspector

- Trained and certified by DOSH to inspect scaffold

ix. PMA

- 'Permit Mesin Angkat'

x. Elevating Work Platform

- A telescoping, scissor or articulating device or a combination of the above used to position personnel above or below the base support surface.

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7.0 DETAILS PROCEDURE

i. General Requirements

- All tasks performed at a height, even if it is less than 1.8 meters shall have a HIRARC performed on the entire task prior to commencement.
- It is preferable to use a work platform or scaffold for tasks that require fall prevention. If is not practical to use a platform or scaffold, fall protection in the form of a full body harness, shock absorbing lanyard and a suitable anchorage point will be used.
- Fall protection is required for personnel working in an elevating platform or man-cage. When using fall-arrest equipment every effort must be made to ensure that the equipment is not damaged.
- Sharp edges and sparks from welding, cutting or grinding are particularly hazardous to fall arrest equipment.

ii. Barricades.

- Where overhead work is being performed, barricades will be erected around the work area to stop unauthorised personnel from entering the area, and ensure the safety of all personnel from falling objects.
- The barricade shall be placed at a minimum of 2 meters away from the surrounding work area and signage shall be displayed.

iii. Ladders

- A person may ascend or descend a ladder without fall protection as long as they are facing the ladder and have three points of contact at all times.
- Portable ladders will not exceed 9 meters in length, and will be tied off or supported below whenever used. Prior to use the ladder will be checked for damage and when not in use will be stored in a designated area.
- Electrical conductive ladders will not be used when working on or near electrical equipment.
- Damaged ladders shall be marked with red paint, tagged with 'Out Of Service' tag and disposed of in a manner it cannot be re-used by other parties.

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iv. **Fall Protection Equipment**

- Prior to using fall arrest equipment the equipment will be:
 - a. Tested and certified for use
 - b. Inspected prior and after use
 - c. Destroyed following a fall, or where inspection has shown evidence of excessive wear or mechanical malfunction
 - d. Stored in an appropriate, designated storage area containing instructions on care, fitting and maintenance of the equipment.

v. **Anchorage Point**

- Where possible, anchor points shall be located above the head of the person attaching fall prevention equipment to it, and in the event of a fall the person will not swing or touch the ground, the fall arrest equipment will limit free fall to a maximum of 2 meters.
- Anchor points shall be installed by a qualified welder with the appropriate training and approved by a facility engineer with the relevant qualifications.
- Approved anchor points shall only be used for personnel fall arrest attaching equipment and no other equipments.
- These anchor points shall be painted and with easily identified colour that is understood and known by all personnel.

vi. **Elevating Work Platforms, Man-Cage**

- A trained and competent person with the relevant qualifications as required under statutory regulations must be designated to control the platform, scissor lift or man-cage. Person designated to control the platform, scissor lift or man-cage shall be trained.
- Every person in the basket must be secured at all time with approved fall arrest equipment.
- All elevating work platforms and man-cages will be inspected, and certified to ensure that the design and construction is in accordance the legislative requirements.
- Number of person/equipment/good depends on the capacity of the man lifting equipment.
- All the man lift shall have valid PMA.

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vii. Scaffolding

- Scaffolds above 4 meters can only be constructed by or under the direction of a certified scaffolder. Scaffold less than 4 meters must be constructed to the relevant legislative and other related requirements.
- The area where the scaffold is to be built in is to be kept clear of rubbish and any material and equipment that are not required for immediate use. The area around the scaffold shall be barricaded. If the scaffold is altered or repaired it must be inspected by a certified scaffold inspector.
- All scaffolds must be tagged in a prominent position at every entry and exit point with a durable tag relaying details of:
 - a. The date the scaffold was erected, altered or repaired
 - b. The name and signature of the person doing the inspection
 - c. The location of the scaffold
 - d. The use of the scaffold
 - e. Whether the scaffold will be used for light, medium or heavy duty as defined by relevant legislative and other related requirements.
- The scaffold can only be used in accordance with the information on the Scaffold tag.

viii. Training

- All personnel that are to work at heights must be trained and hold the relevant accreditation for the equipment that they are to use. The training and accreditation shall include:
 - a. In the use of fall-arrest systems and devices, personal protective equipment, and in rescue procedures
 - b. The inspection of equipment that is to be used
 - c. The need for a second person to be present if the task requires it
 - d. Emergency procedures for fall victims
 - e. The operation of any elevating work platform
 - f. The construction of scaffolding
 - g. Inspection of ladders prior to use

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8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

9.0 APPENDICES

- i. Standard Form
 - Nil.