

The *Occupational Health and Safety (Prevention of Falls) Regulations 2003* have been introduced, and all Victorian workplaces are required to comply with these regulations by 31<sup>st</sup> March, 2004. Only trained and authorised people will be able to carry out common tasks in schools where there is a risk of a fall greater than two metres; such tasks include retrieving balls from a roof, changing lights, altering clocks and hanging posters.

**PURPOSE OF POLICY:**

- 1.0 To provide a safe and correctly resourced workplace for school staff who have occasion to use ladders in the execution of their daily work.

**PRINCIPLES:**

- 2.1 It is the duty of every school to provide for the safety of teachers, students, volunteers, maintenance staff and independent contractors hired by the school.
- 2.2 Staff required to use ladders in their daily work will be given adequate instruction, information and working at heights training.
- 2.3 Resources for the correct and safe use of ladders will be purchased and stored appropriately; only ladders meeting Australian Safety Standards may be used.

**HOW THIS POLICY WILL BE PUT INTO PRACTICE:**

- 3.1 The school will adopt a hierarchal risk control approach when considering risk control measures under the Regulations as follows:
- Eliminate all hazards; arrange for tasks to be undertaken on the ground or on a solid construction.
  - Use passive fall prevention devices which are described in the Regulations, such as temporary work platforms (mobile scaffold, cherry picker, scissor life, platform step ladder) or roof guard railing
  - Use a work positioning system, such as a rope access or travel restraint system
  - Implement a fall injury prevention system, such as safety harness combined with a catch platform
  - Where it is not practicable to use one of the above control measures, a fixed or portable ladder can be used. The school must ensure that where a ladder is to be used, the correct type of ladder is provided for the job at hand, and that it is set up in a correct manner.
- 3.2 The School Grounds Maintenance person will be the main member of staff involved in retrieving objects from the roof; other staff will only be able to access the roof if they have received the appropriate training to do so.
- 3.3 Students, unless directly supervised for specific activities such as changing light filters, will not be allowed to use or access ladders.
- 3.4 Parent and community volunteers, unless directly involved in School Council approved school activities, such as painting walls during a working bee, will not be allowed to use or access ladders.
- 3.5 Contractors working on the school site will be informed that they can only use appropriately trained staff and approved ladder equipment in the fulfilment of their work obligations.
- 3.6 One fixed entry point only for the Primary, Secondary and 5-8 building roof area is required. The optimal place to position a ladder on the Primary Campus is against the breezeway near the B Corridor boiler room. The optimal place to position a ladder on the Secondary Campus is against the breezeway between the Library and the D Wing corridor. Witches hats will be used around the base area of ladders when they are being used at these entry points. A fixed ladder bracket will be mounted to each of the roof edges at both of these entry points.
- 3.7 A number of old brooms will be strategically placed on the roof of the Primary and Secondary campuses; trained staff will use these to push balls off the roof, minimising the need to be close to the edge of the roof.
- 3.8 Australian Standards approved ladders will be stored near each of the fixed roof access points on each campus. These ladders will be securely locked away when not in use.
- 3.9 Several 2 metre domestic stepladders will be stored in the A, B and D corridors
- 3.10 Members of staff are not permitted to be above 2 metres on a ladder unless given adequate instruction, information and training on how to use an approved ladder