



Torquay Bowling Club Safety Procedure - TBCSP # 2

Working at Heights, Slips, Trips & Falls

Job Hazard Analysis - JHA

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Date: 27/6/2024

Custodian: Board Secretary

Approved by: Bar/Bistro Manager

Approved and accepted at Board meeting on 27/6/2024 – See minutes

Description – This safety procedure is specific to all employees, club members and anyone engaged in the Torquay Bowling Club and is to be followed at all times when gaining height to perform any task.

Working at height describes any activity where any height above ground or floor level is to be gained to perform any activity or task. Any height above 1.8 Meters is covered by Worksafe laws that **MUST** be complied to. Fall protection must be provided and used correctly. If you have not had specific accredited training then you must not go over 1.8 meters. If entering the roof area over 15 degrees then you must not go within 1.5 metres from the edge or fall restraint must be worn.

Slips, Trips or Falls are described as any loss of balance from slipping on wet, greasy, gravelly or slopping surfaces where footing grip overcomes static friction and causes a slide or slip, then a fall. Trips are when any objects or hazards causing the foot or leg to catch and stop suddenly causing loss of balance and a fall to take place. A fall is the loss of balance causing the person to go from an upright position and land on the ground, floor surface, hole, excavation or a lower surface level.

All these incidents are preventable and can cause significant injuries. The person can sustain cuts and bruises, fractured bones, muscular injuries, head injuries including brain injuries. These injuries can be only minor or up to total and permanent disability. In the worst cases they can be fatal. These uncontrolled hazards have caused the highest workplace injuries above all other injuries. Do not underestimate the consequences of not controlling these hazards. Hazard controls **MUST** be used to lower any risks and ensure the task is completed safely without event or injury.

Many people have lost their lives, suffered permanent disability and suffered significant pain and injuries from working at height, slipping, tripping and falling. The cost to individuals, family, the community and employers is huge.

| Task | Potential Hazards | Potential Consequences Without controls | Hazard Controls | Controlled Consequences |
|---|---|--|--|-------------------------|
| <p>Gaining height inside the club rooms using a ladder or step ladder for reasons to</p> <ul style="list-style-type: none"> • Attach something to the wall • Change lights • Clean above surfaces • Loading or unloading anything to or from a high shelf • Working on ceiling structure etc | <p>Falls and slips from ladder rungs Stepping off or tipping ladder</p> | <p>High Potential for a serious injury</p> | <ul style="list-style-type: none"> • When using a ladder/step ladder always work with the ladder facing the task, never working from the side of the ladder. • Recommended to have a second person standing by to support the user of the ladder. • Use a ladder that is structurally sound and professionally built and in good condition • Do not over reach causing loss of balance • Wear appropriate footwear • Use of chairs to gain height is not an option and is not permitted | <p>Low</p> |
| <p>Enter the clubroom roof area using an extension ladder. The tasks would be</p> <ul style="list-style-type: none"> • Cleaning solar panels. • Roof repairs. • Servicing and maintaining roof equipment etc | <p>Falling from roof. Sun damage. Falling through roof.</p> | <p>High Potential for a serious injury</p> | <ul style="list-style-type: none"> • Use a ladder that is structurally sound and professionally built and in good condition • Must have a support person holding the ladder with their both feet stopping the ladders feet from slipping • At no stage is the person to go any closer than 1.5 meters from the roof edge without fall protection. This is Worksafe law. • Ensure wind speed is below 10 km/h • Do not enter roof area if wet • Never walk on skylights and be aware of footing • Wear appropriate footwear • No person over the age of 55 should do this. • Slip slop slap. Use sun protection. | <p>Low</p> |

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|---|---|--|---|------------|
| <p>Using a ladder to work on external club room tasks</p> <ul style="list-style-type: none"> • Clean windows • Clean spouting's • Work on club sheds | <p>Falls and slips on ladder rungs Stepping off or tipping ladder</p> | <p>High Potential for a serious injury</p> | <ul style="list-style-type: none"> • When using a ladder always work with the ladder facing the task, never working from the side of the ladder. • Must have a second person standing by to support the user of the ladder. • Use a ladder that is structurally sound and professionally built and in good condition • Do not over reach causing loss of balance • Wear appropriate footwear | <p>Low</p> |
| <p>Any liquid is dropped spilt or leaked onto a floor surface. This must be cleaned up without delay</p> | <p>Slips and slides</p> | <p>High Potential for a serious injury and lawsuit</p> | <ul style="list-style-type: none"> • Place a witch's hat or even a chair with warning signs ASAP on the spill • Wipe up and dry the area ASAP | <p>Low</p> |
| <p>Trip hazards being created by placing any items on the floor including sound cables etc or recognising an existing trip hazard</p> | <p>Tripping, stumbling, rolling an ankle etc</p> | <p>High Potential for a serious injury and lawsuit</p> | <ul style="list-style-type: none"> • Ensure whatever you place on the floor or ground is in a safe space out of walkways and access areas • For existing trip hazards, you discover immediately protect the hazard, report it to the manager for rectification. • Contact the Facilities manager for removal or repairs to existing hazards | <p>Low</p> |

Closing Thoughts: -

In all cases where work or tasks involves any type of gaining height to achieve a task or slips, trips or falls are recognised then hazard controls must be used. Be aware that many have suffered by not being focused on the task or rushing and not planning the task by putting the appropriate hazard controls in place. Lack of thought and planning has serious consequences so always: -

TAKE 5

- Stop and Look
- Think Through the task
- Identify the hazards
- Control and communicate
- Do the task safely