## 1. PURPOSE

To ensure safe working conditions when working at height and prevent falls.

## 2. SCOPE

Applies to all workers involved in tasks above ground level at WJ Ventures worksites.

## 3. RESPONSIBILITIES

1. Management: Provide training and enforce safety policies.
2. HSE Officer: Conduct risk assessments and ensure compliance.
3. Supervisors: Provide proper equipment and monitor safety.
4. Workers: Follow safety guidelines and report hazards.

## 4. SAFETY OPERATION PROCEDURES (SOP)

## BEFORE WORK

- Conduct a risk assessment.
- Obtain a Permit to Work (PTW) if working above 2 meters.
- Inspect all Personal Protective Equipment (PPE) and fall protection systems.
- Ensure ladders, scaffolding, and anchor points are secure.
- Confirm emergency and rescue plans are in place.

## DURING WORK

- Wear a full-body harness with a double lanyard.
- Use guardrails, safety nets, or fall arrest systems where required.
- Maintain three-point contact when using ladders.
- Avoid overloading platforms and scaffolding.
- Do not work at height in bad weather.

## AFTER WORK

- Secure all tools and equipment.
- Inspect PPE and report any damages.
- Remove PTW after work completion.
- Record any safety observations or incidents.
- Conduct debriefing with the team for safety improvements.

## 5. EMERGENCY PROCEDURES

- Have a rescue plan in place.
- Ensure emergency response team is available.
- Train workers in fall recovery procedures.

## 6. TRAINING & INSPECTION

- Workers must complete work-at-height safety training.
- Daily checks on equipment and work areas.
- Regular audits to ensure compliance.

## 7. RECORD KEEPING

Maintain records of risk assessments, PTWs, inspections, and training.

## 8. ENFORCEMENT

- Non-compliance will result in corrective action.
- Violations may lead to disciplinary measures.

## 9. REVIEW & REVISION

SOP will be reviewed annually or after any incidents.

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