



TOOLBOX TALK – WORKING AT HEIGHT

Topic

Working at Height Safety

Objective

To prevent falls from height by following safe work practices, using proper equipment, and complying with safety procedures.

What is Working at Height?

Working at height means any work where a person could fall from one level to another and suffer injury. This includes working on ladders, scaffolds, roofs, platforms, elevated work platforms (MEWPs), and near open edges or floor openings.

Why is Working at Height Dangerous?

Falls from height are one of the leading causes of serious injuries and fatalities in workplaces worldwide.

Common injuries include:

- Head injuries
- Broken bones
- Spinal injuries
- Permanent disability
- Fatal falls

Common Hazards

- Unprotected edges
- Fragile roofs
- Unsafe ladders
- Damaged scaffolding
- Slippery surfaces
- High winds or bad weather
- Falling tools or materials
- Open floor holes
- Improper use of fall protection

Before Starting Work



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- ✓ Conduct a Risk Assessment
- ✓ Obtain a valid Work at Height Permit (if applicable)
- ✓ Inspect ladders and scaffolding
- ✓ Inspect full body harness and lanyard
- ✓ Check anchor points
- ✓ Ensure weather conditions are safe
- ✓ Barricade the work area below
- ✓ Inform nearby workers

Personal Protective Equipment (PPE)

Mandatory PPE includes:

- Safety Helmet with Chin Strap
- Full Body Harness
- Double Lanyard with Shock Absorber
- Safety Shoes
- Gloves
- Safety Glasses
- Reflective Jacket (where required)

Ladder Safety

Always:

- Inspect ladder before use
- Place ladder on firm, level ground
- Maintain **3-Point Contact**
- Secure the ladder
- Extend ladder at least **1 meter above landing**
- Face the ladder while climbing

Never:

- Stand on the top step
- Overreach sideways
- Carry heavy loads while climbing
- Use damaged ladders
- Use metal ladders near electricity



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Scaffold Safety

Only use scaffolds that are:

- Fully inspected
- Tagged as SAFE (Green Tag)
- Properly erected
- Equipped with guardrails
- Equipped with toe boards
- Have safe access

Never remove:

- Guardrails
- Bracing
- Platforms

Full Body Harness Safety

Inspect before every use.

Check for:

- Cuts
- Broken stitching
- Damaged buckles
- Corrosion
- Expired inspection date

Always connect to an approved anchor point.

Maintain **100% Tie-Off** while working.

Safe Work Practices

- ✓ Use proper access equipment
- ✓ Maintain good housekeeping
- ✓ Secure tools using tool lanyards
- ✓ Never throw materials from height
- ✓ Keep work area organized
- ✓ Stop work during high winds or rain



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- ✓ Maintain communication with coworkers
- ✓ Follow Permit to Work requirements

Falling Object Prevention

Secure:

- Tools
- Bolts
- Materials
- Equipment

Use:

- Toe boards
- Safety nets
- Tool lanyards
- Barricades
- Warning signs

Do's

- ✓ Wear full PPE
- ✓ Inspect equipment before use
- ✓ Maintain 100% tie-off
- ✓ Use approved ladders
- ✓ Keep three-point contact
- ✓ Report unsafe conditions immediately
- ✓ Follow supervisor instructions

Don'ts

- ✗ Don't work without a harness
- ✗ Don't climb damaged ladders
- ✗ Don't overload scaffolds



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- ✗ Don't remove guardrails
- ✗ Don't work during bad weather
- ✗ Don't stand on unstable surfaces
- ✗ Don't bypass safety procedures

Emergency Response

If a fall occurs:

1. Raise the alarm immediately.
2. Stop all nearby work.
3. Do not move the injured person unless there is immediate danger.
4. Call emergency response.
5. Use a trained rescue team.
6. Report the incident.

Key Safety Message

No job is so urgent that it cannot be done safely. Always maintain 100% fall protection while working at height.



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Quick Safety Quiz

Q1. What is the safest way to work at height?

A. Without a harness

B. Using proper fall protection and following safe procedures 

C. Standing on the top ladder step

Q2. What should be inspected before using a ladder?

A. Colour

B. Condition and stability 

C. Weight

Q3. What tie-off is required while working at height?

A. 50%

B. 100% Tie-Off 

C. No tie-off