

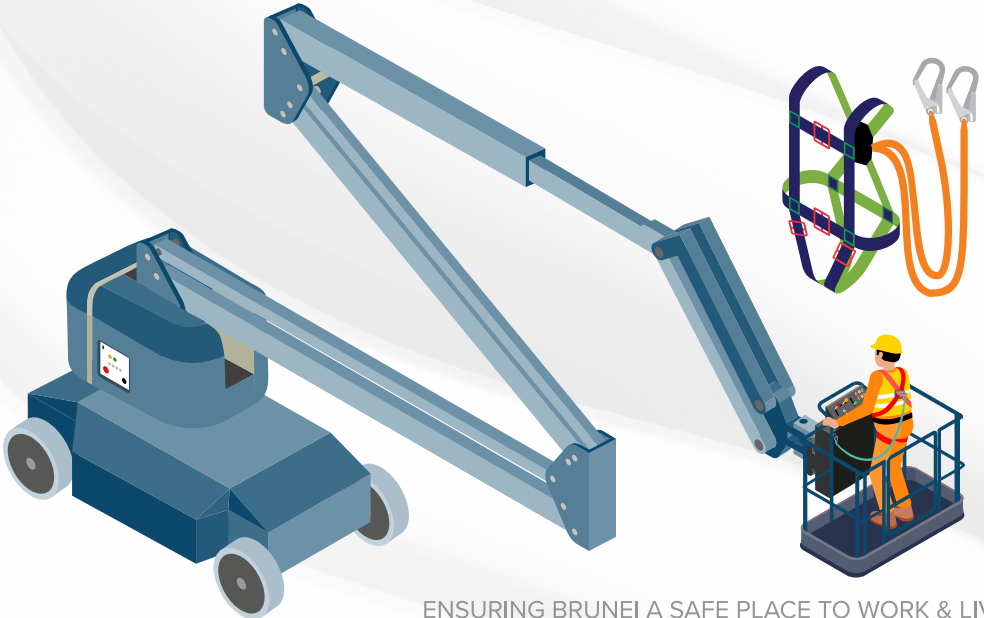


اوتوري تي كبڻسائن كسلامتن  
كهيچن دان عالم سكيتر

Safety, Health and Environment  
National Authority

# WORKING AT HEIGHT

HANDBOOK FOR SUPERVISORS



ENSURING BRUNEI A SAFE PLACE TO WORK & LIVE  
[WWW.SHENA.GOV.BN](http://WWW.SHENA.GOV.BN)

FOR SUPERVISORS

# HOW TO USE THIS TOOLKIT?

This toolkit aims to provide information for Supervisor to communicate one topic a day to workers.

Pictures are for illustration purposes only.



A **red cross**  
shows the  
**wrong** practice.



A **green tick**  
shows the  
**correct** practice.

# HIERARCHY OF FALL PROTECTION

The hierarchy of fall protection is a multi-tiered approach to ensure safety when working at height and effectively reduce instances of fall-related accidents.

1

## Hazard Elimination

Eliminate the risks by working from an existing area.

2

## Passive Fall Protection

Collective measures which involve the use of barriers such as guardrails to prevent operatives from falling off the edge, roof, walkways or plant platforms.

3

## Fall Restraint Systems

Operatives wear harnesses with lanyards of limited length.

4

## Fall Arrest Systems

Operatives wear harnesses with lanyards designed to arrest their fall.

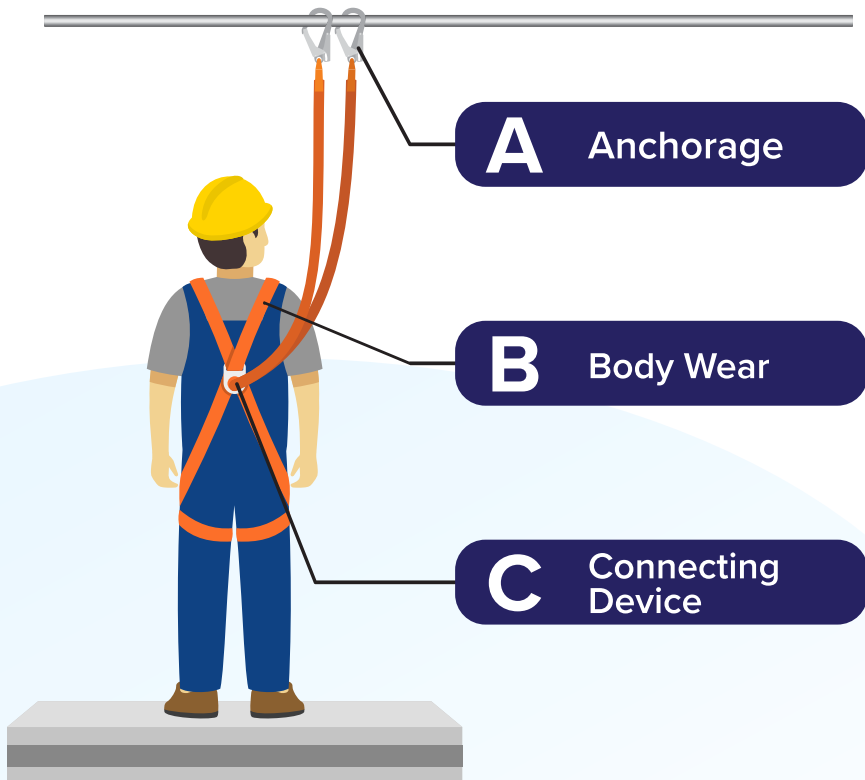
5

## Administrative Controls

Minimise exposure to fall hazards through training instructions and warning signs.

# PERSONAL FALL ARREST SYSTEM (PFAS)

## The ABC's of Fall Protection



A fall arrest safety system typically includes an anchor point or series of anchor points, a safety lanyard or self-retracting lifeline, and a harness.

# PROTECT YOURSELF AGAINST A FALL

Ensure the harness is properly fitted and connected to a secure anchorage point.





- Always inspect your body harness before use.
- Secure tools and work material to prevent objects from falling.
- Always tie off your lanyard to the designated anchor point.
- Use the proper type of safety harness for work at height (Full strap and double lanyards).
- Use the safety harness correctly.
- Immediately inform your supervisor if your harness is loose, worn out or cut.



*Broken  
Connectors*

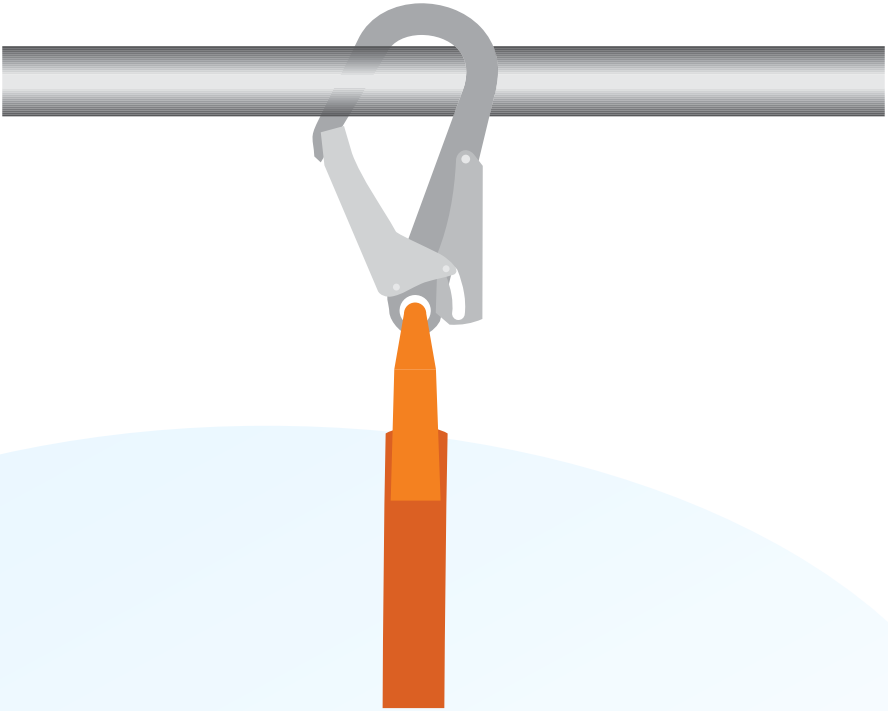


*Frayed  
Straps*



*Rusty  
D-Ring*

- Do not use your harness if the webbing, D-ring or any part is damaged.



- Anchor your safety lanyard to approved and designated anchor point.

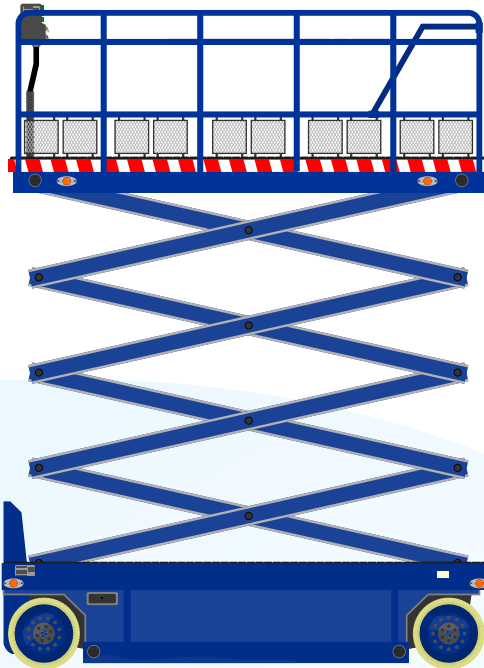


- Always select the anchor point that is directly above you.

# **DO's** **AND** **DON'Ts** **FOR WORKING** **AT HEIGHT**



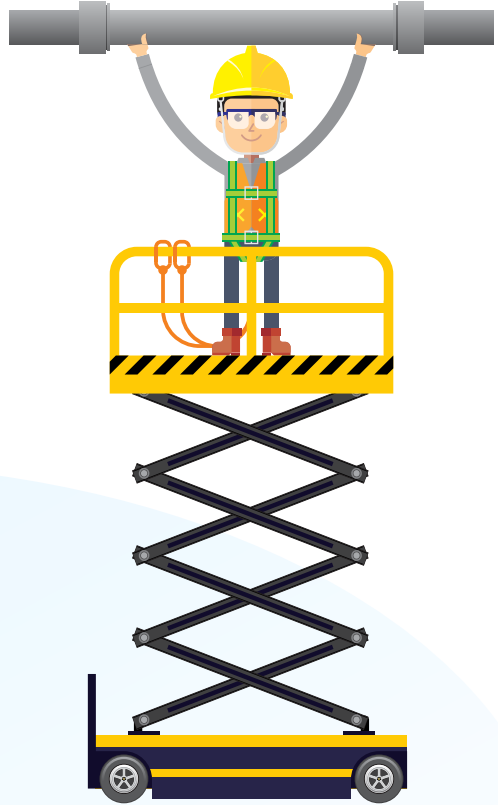
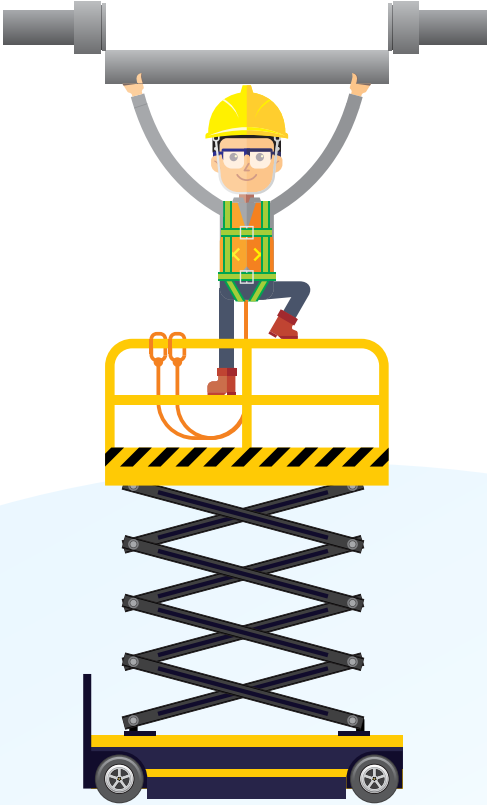
- Do not use forklifts or makeshift platforms to lift people.



- Always use a certified Mobile Elevated Working Platform (MEWP).



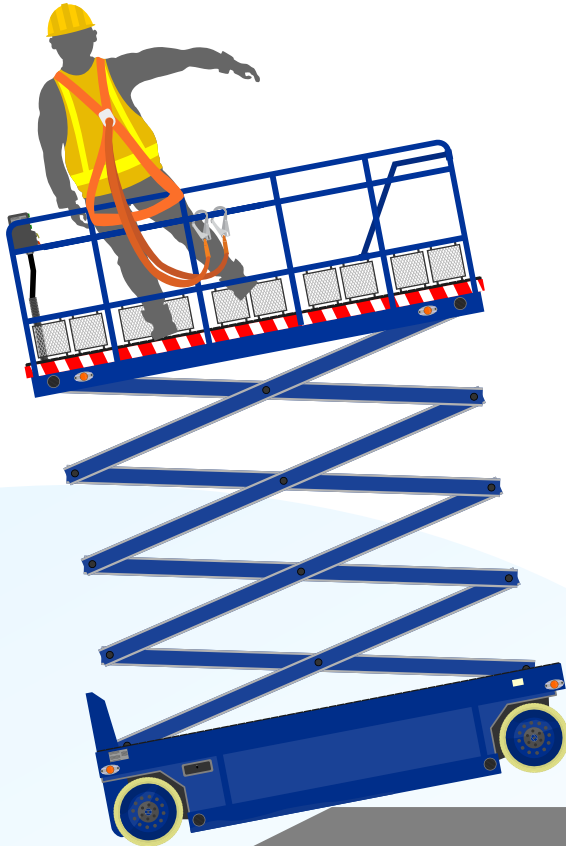
- Do not use MEWP to access or transfer to another surface.



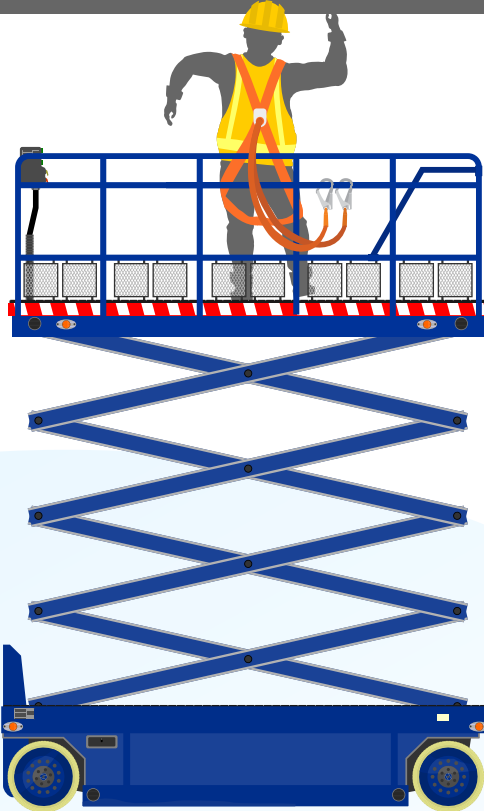
- Do not climb, stand, or lean over the guardrail.
- If the MEWP cannot reach the task area safely, stop and re-assess the work method.
- The MEWP must be positioned correctly so that the work can be done from within the platform.



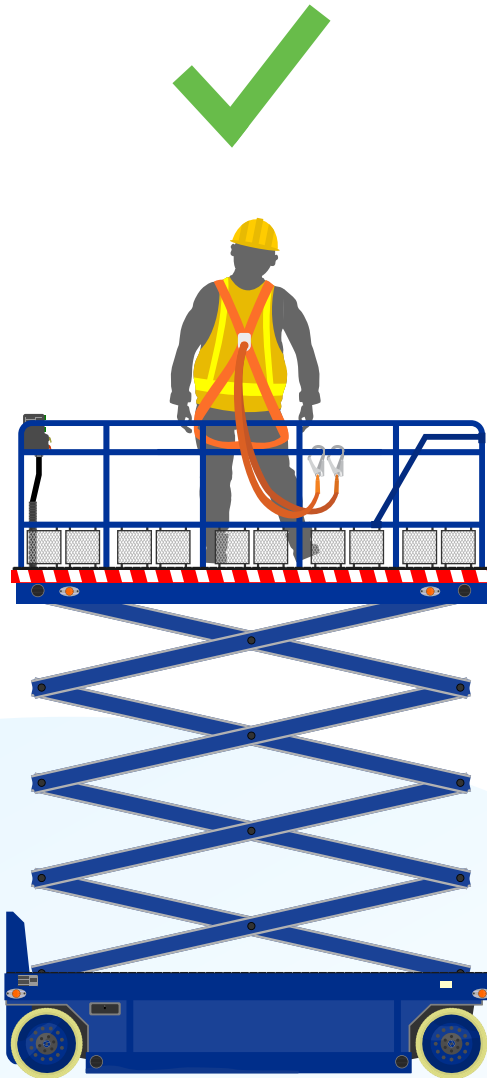
- Ensure traffic control measures are in place when working at height near or alongside a public road.
- This includes warning signs, cones, barriers, and a trained banksman if needed.



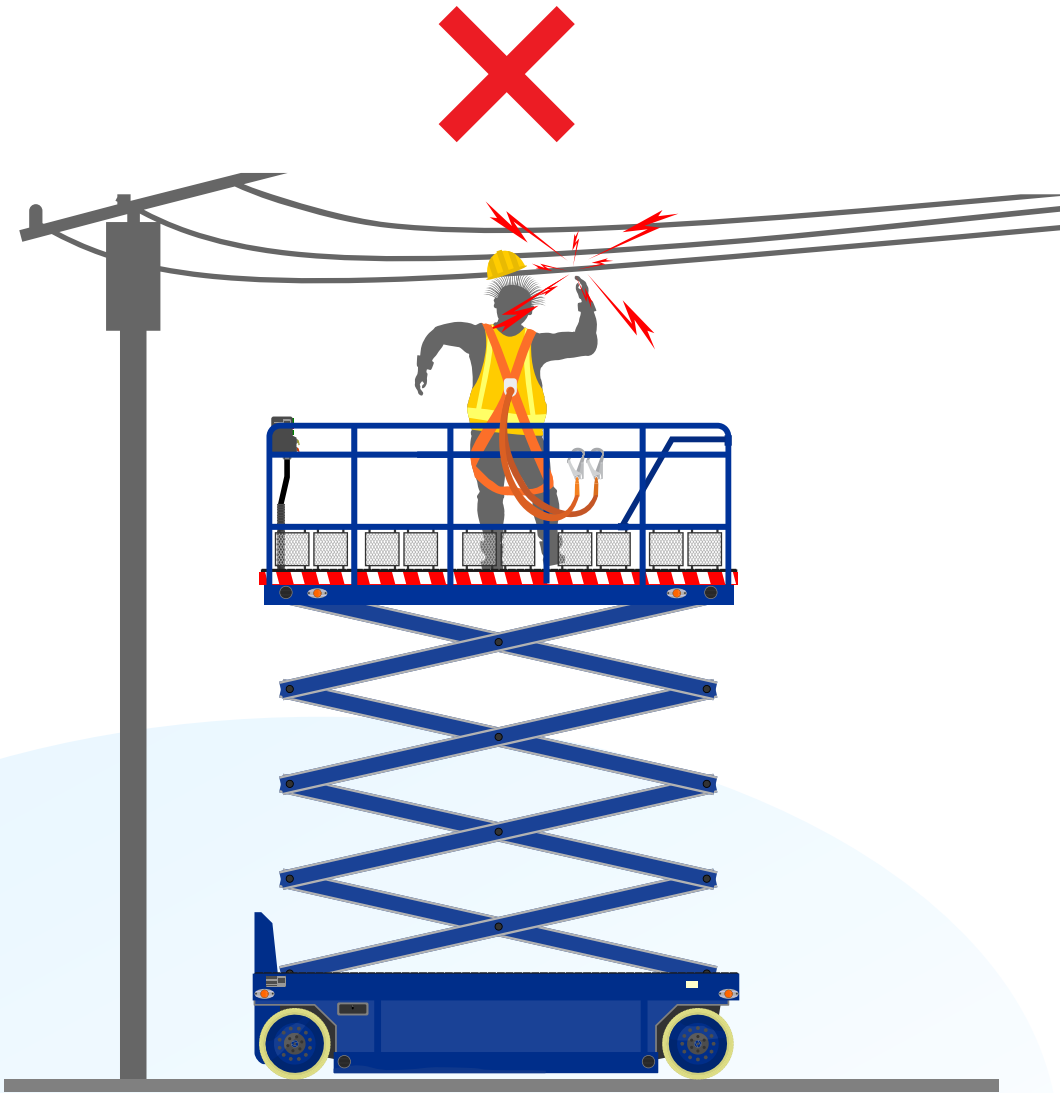
- Do not operate a MEWP on soft, uneven, sloped, or slippery surfaces.
- The ground must be level, firm, and capable of supporting the equipment's full weight.



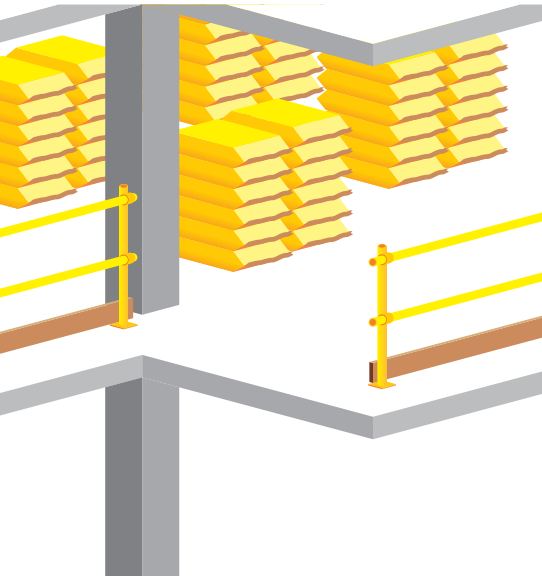
- Always check for overhead obstructions such as beams, pipes, cables, or ceilings before operating the MEWP.
- Ensure there is enough vertical clearance throughout the full range of movement.



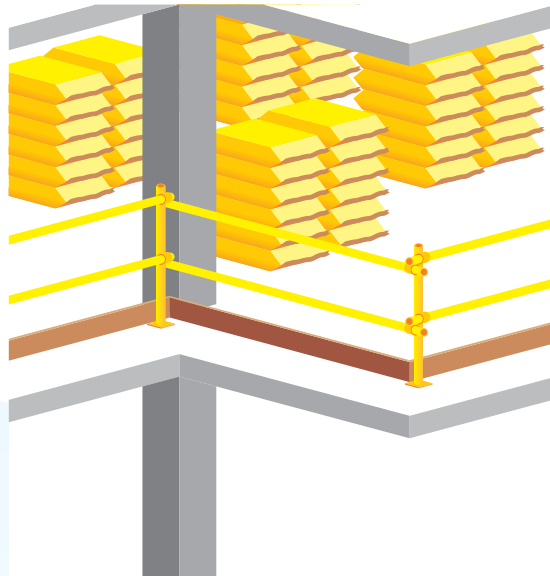
- Always anchor your lanyard to the certified anchor point within the MEWP.
- Do not tie off to guardrails or other non-certified parts of the platform.



- Always check for overhead electrical lines before operating a MEWP.
- Maintain a safe distance — contact with live wires can cause fatal electrocution.



Missing guardrail for fall prevention



Install full guardrail for fall prevention

- Guardrails are essential for preventing falls at elevated work areas.
- Install and maintain guardrails wherever there is a risk of falling.

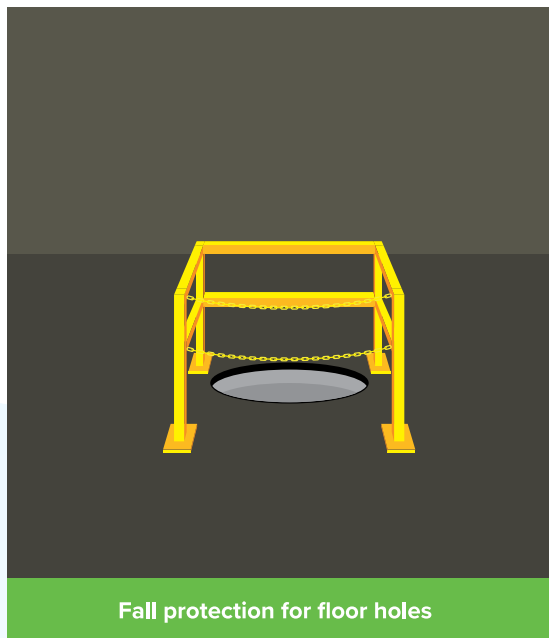
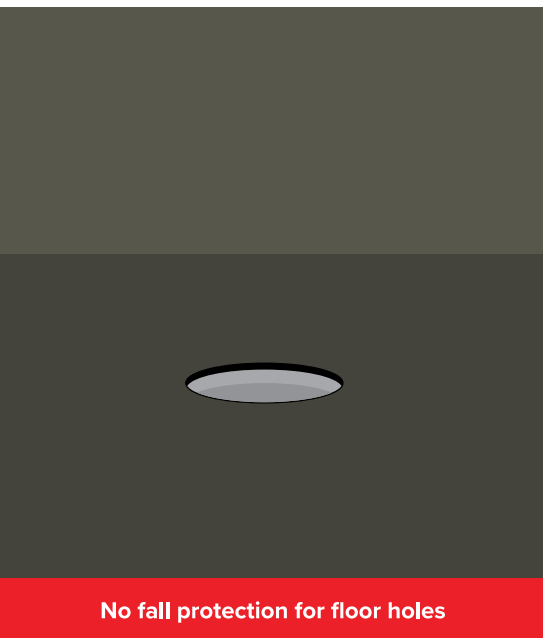


No fall protection for stairs

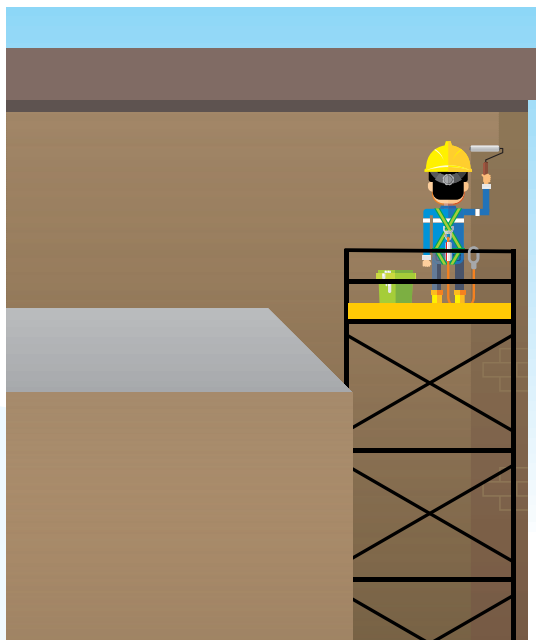
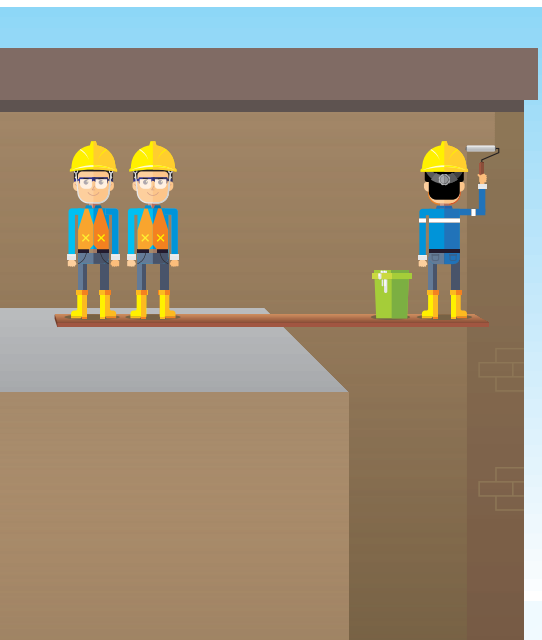


Stairs with handrails

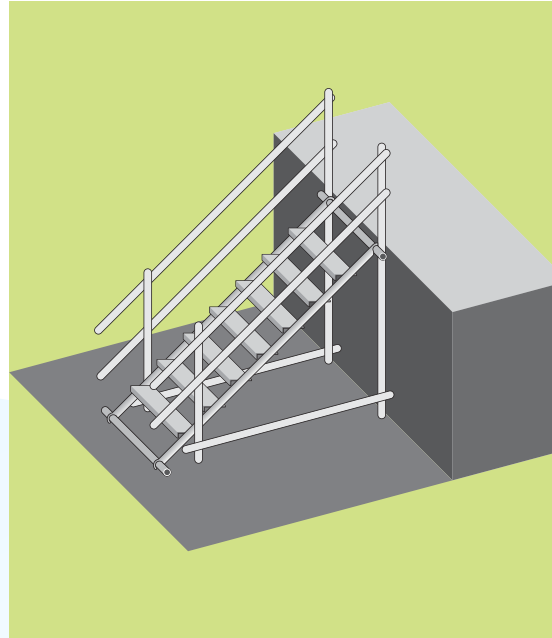
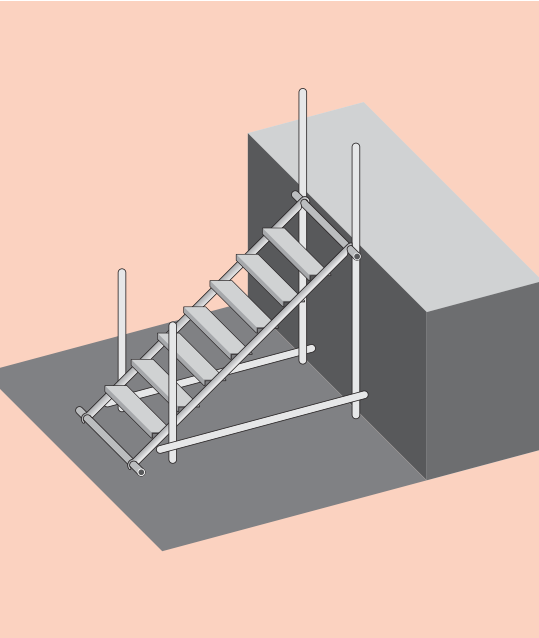
- Ensure handrails are installed on both sides of stairways where there is a risk of falling.
- Handrails provide essential support and reduce slip, trip, and fall incidents.



- All floor holes must be either securely covered or guarded with barriers or guardrails.
- Open holes pose a serious risk of falling, tripping, or dropped-object incidents.



- Never stand on makeshift or partially planked platforms.
- Always use a certified, secure, and fully planked working platform with adequate fall protection.



- All access platforms must have proper guardrails on both sides to prevent falls.
- Do not climb or use any platform that is incomplete or missing safety barriers.



No preventative measure for fall hazard



Install fall protection guardrails

- Always install fall protection guardrails or use a fall arrest system when working on top of a truck tanker.
- The curved, elevated surface increases the risk of slipping and serious falls.



## Identify and Avoid Fragile Surfaces

- Report fragile surfaces immediately to your supervisor.
- Fragile surfaces cannot support the weight of a person or equipment and may collapse.
- Examples include skylights, rusted metal sheets, glass panels, and old roofing materials.



**Do not enter the area if you are not authorised or briefed on the locations and hazards of fragile surfaces in your work area.**

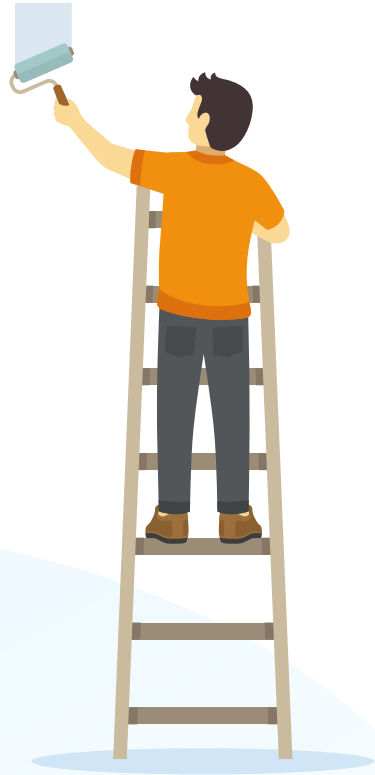


**Crawler Board**

- Always use a crawler board or MEWP when working on fragile surfaces.
- These tools spread weight evenly and reduce the risk of roof collapse and falls.

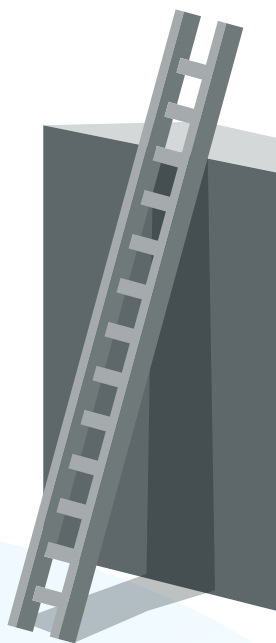
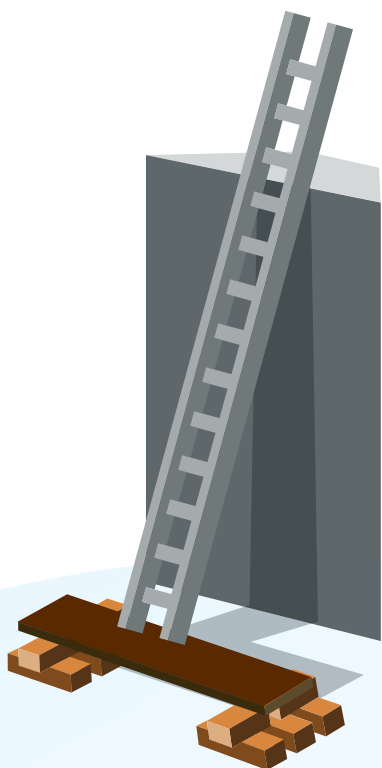


- While using a ladder, maintain **three (3)** points of contact at all times. This means keeping **two feet and one hand** or **two hands and one foot** on the ladder.
- The ladder should also extend at least **1 meter (3 feet)** above the landing point for safe access.



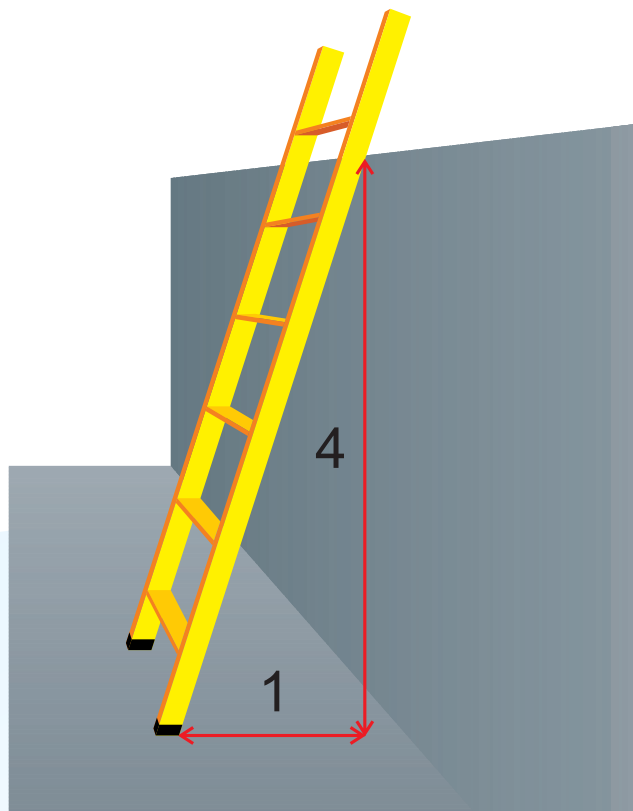
## **Avoid Overreaching While on a Ladder**

- Do not overreach while working on a ladder, doing so increases the risk of losing balance and falling.
- Always keep your belt buckle (center of gravity) between the ladder's side rails. If the task is out of reach, climb down and reposition the ladder safely.



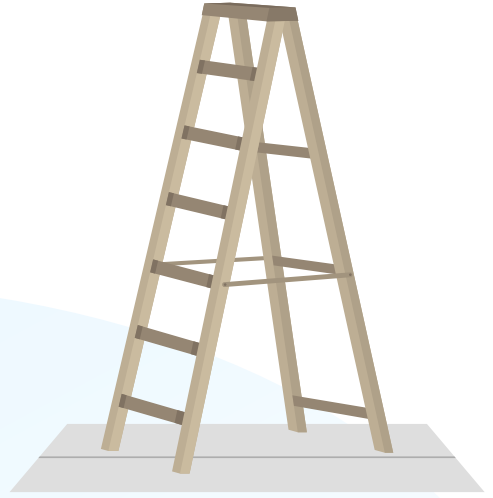
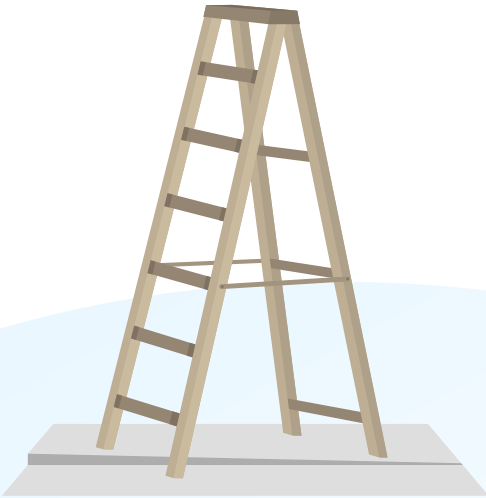
## **Place Ladders Only on Stable, Level Ground**

- Do not place ladders on barrels, boxes, concrete blocks, or any unstable base to gain extra height.
- The ladder must always be placed on stable, firm, and level ground, ensuring both side rails are fully supported.
- If the surface is uneven, use ladder levelers or reposition the ladder safely.

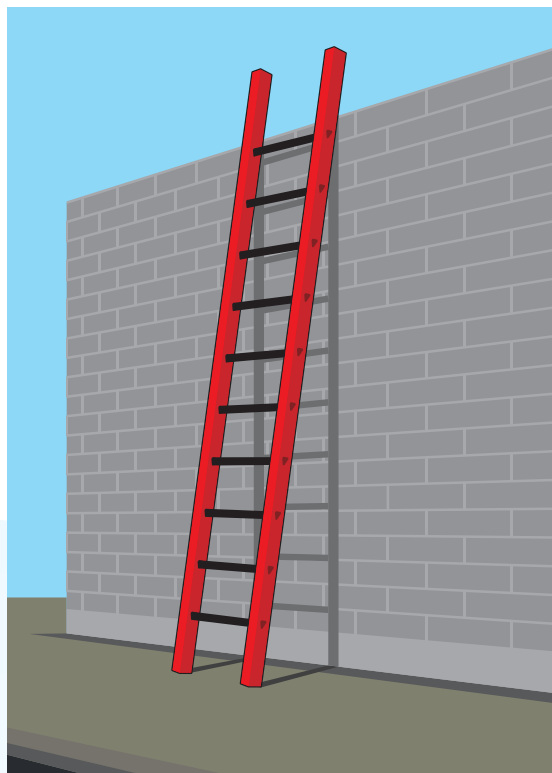
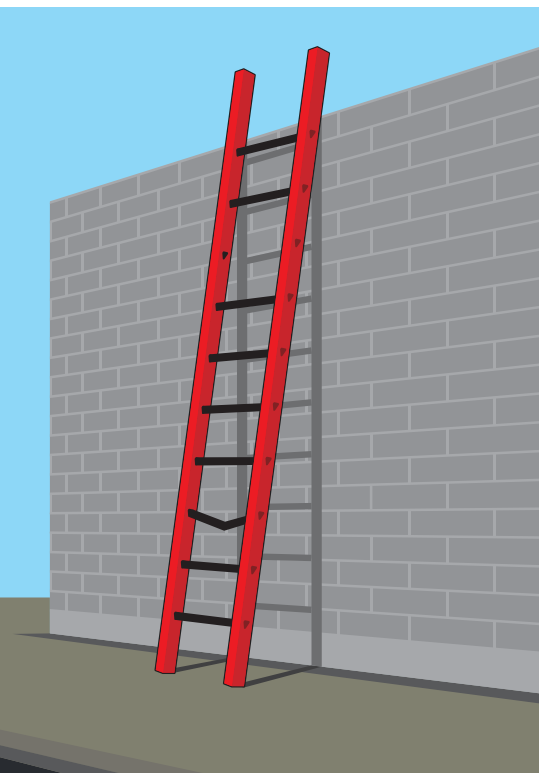


### **Set the Ladder at the Correct Angle (4:1 Rule)**

- For every 4 units of ladder height, position the base 1 unit away from the wall.
- A 75-degree angle provides optimal stability and reduces the risk of slipping or tipping backward.



- Set step ladders on level ground and lock them before use.



## **Inspect Ladders and Never Use Makeshift Ones**

- Inspect the ladder for cracks, bent rails, or missing rungs before every use.
- Never use homemade, damaged, or makeshift ladders — they are unsafe and can collapse under load.

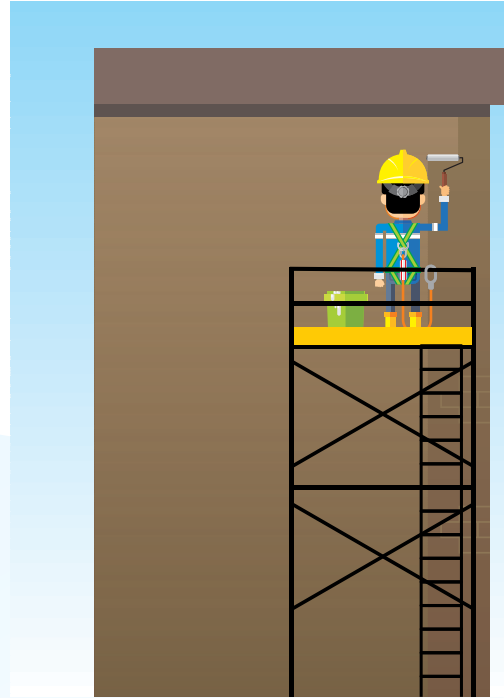
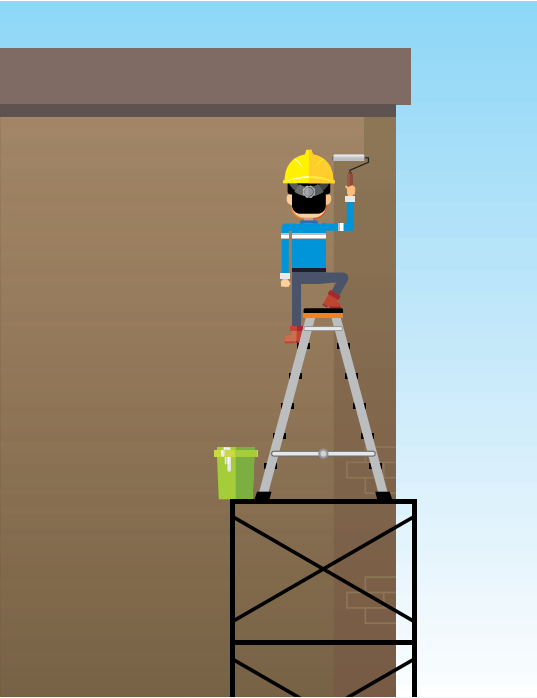


## **Always Work at Height with a Buddy**

- Use the buddy system when working at height.
- A second person can help:
  - Stabilize ladders or equipment.
  - Spotting unseen hazards.
  - Call for help quickly in case of an emergency.

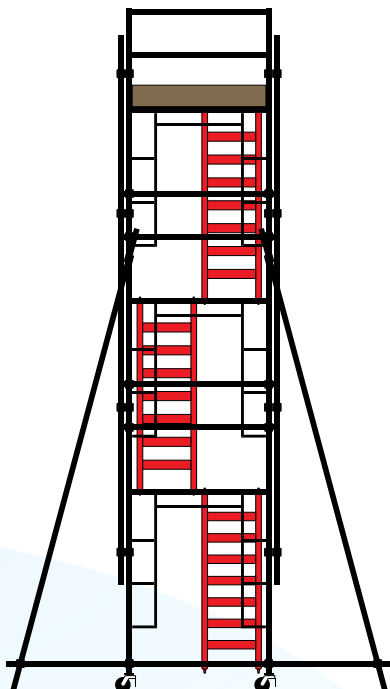
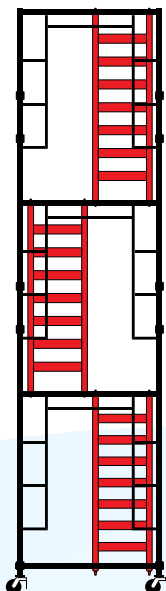


- Get down from the step ladder to move to a new location.



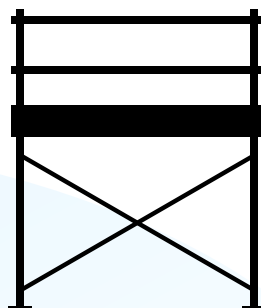
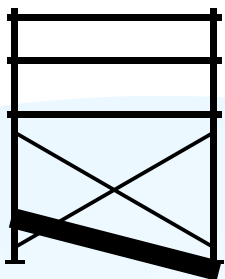
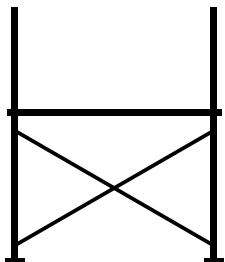
## **Never Use Ladders or Boxes on Scaffolds**

- Do not place ladders, boxes, or any makeshift platforms on scaffolds to increase your working height.
- Always adjust the scaffold height properly and use a fully planked, stable platform with guardrails.



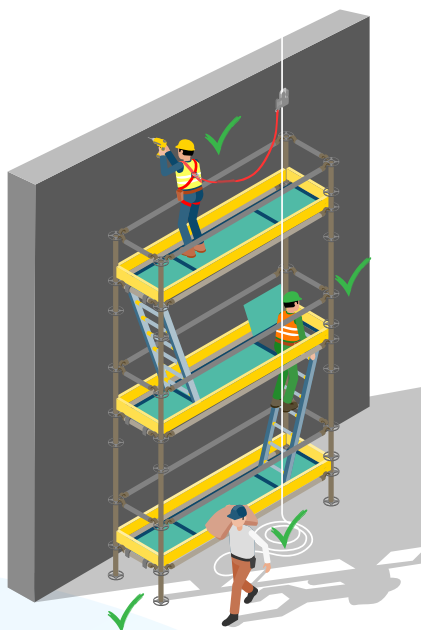
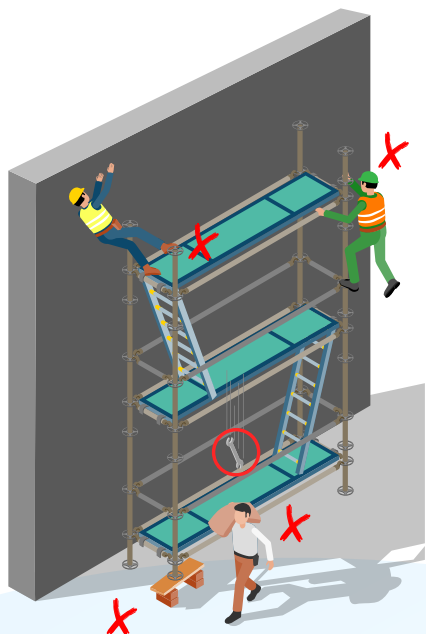
## Use Only Safe and Properly Braced Scaffolds

- Do not use incomplete, unstable, or unbraced scaffold structures.
- Always ensure:
  - The scaffold is level and secured.
  - Guardrails, base plates, and bracing are in place.
  - Wheels are locked, and tie-ins or outriggers are installed if required.



## Check Scaffold Tags Before Use

- Only use scaffolds with green **“SAFE FOR USE”** tag.
- Do not use the scaffolds that are marked with:
  - **Red tags** – unsafe or incomplete scaffolds.
  - **Yellow tags** – scaffolds under modification or restricted access.
- Always check the tag before starting work.

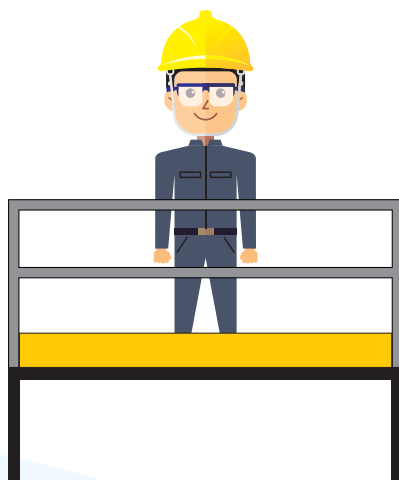
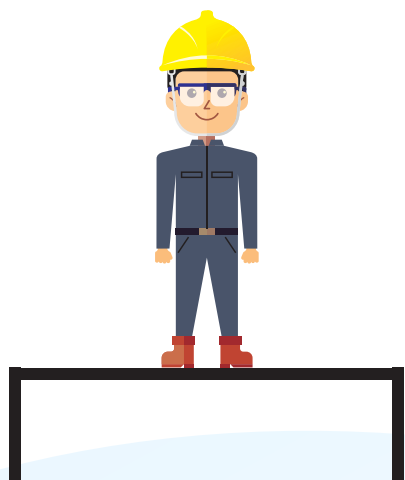


## Follow Safe Scaffold Use Practices

- Do not use cross-bracing as a ladder.
- Use designated scaffold ladders or platforms for access.
- Never lean or climb on scaffold guardrails.
- Ensure the ground is firm and level before erecting the scaffold.



**Watch out for overhead workers and falling objects when working below scaffolds.**



## **Use Guardrails on All Scaffold Platforms**

- Do not use scaffold platforms without proper guardrails.
- Guardrails help prevent workers from accidentally stepping or falling off elevated surfaces.
- A proper system should include:
  - Top rail
  - Mid rail
  - Toe board

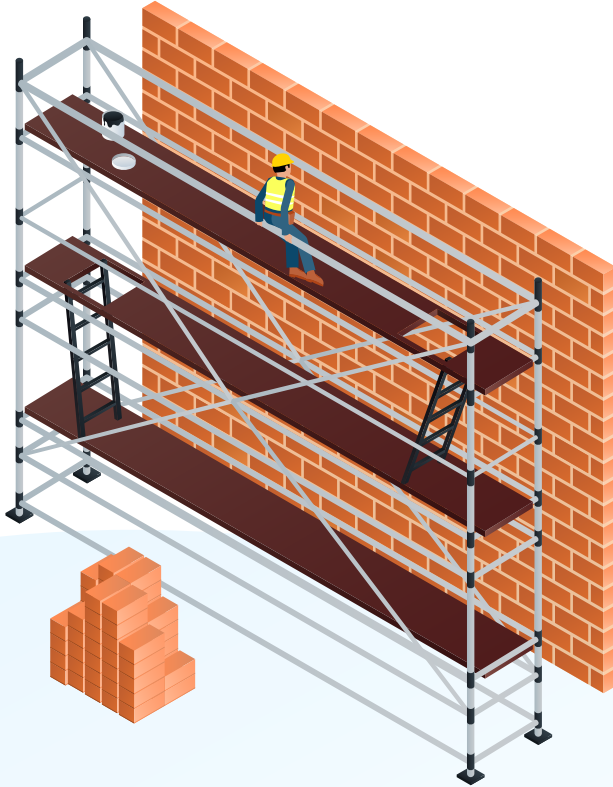


- Use appropriate equipment for working at height activity.



## **Never Move a Scaffold While in Use**

- Never move or adjust a scaffold tower if:
  - A worker is still on the platform.
  - Materials, tools, or equipment are present.
  - Always clear the scaffold before repositioning to prevent tip-overs, falls, or object drops.



## **Respect the Guardrails – They Are Not for Sitting!**

- Do not sit, climb, or lean against scaffold guardrails.
- Guardrails are designed to prevent falls, not to support body weight for seating or resting.
- Misuse may weaken the structure or lead to tipping or collapse.



## **Stop Work During Bad Weather**

- Do not carry out any work at height during adverse weather conditions.
- This includes:
  - Heavy rain
  - Strong winds
  - Thunderstorms
  - Any situation that compromises visibility or stability
- Weather can quickly change — always monitor conditions and stop work if it becomes unsafe.



## Prevent Slip, Trips, and Falls

- Practice proper housekeeping to minimize the risk of slip, trips, and falls.
- Clean up spills immediately.
- Keep walkways clear and dry.
- Use anti-slip mats where necessary.
- Fix uneven surfaces or floor coverings.
- Ensure adequate lighting in all areas.
- A tidy worksite is a safer worksite.



## **Ensure Proper Lighting at Work Areas**

- Always ensure the work area is adequately illuminated before starting any task at height.
- Proper lighting helps identify hazards, reduces accidents, and ensures safer operations, especially during early morning, evening, or indoor activities.



- Be aware of falling or dropped objects from workers overhead.

# NOTES

# NOTES



[www.shena.gov.bn](http://www.shena.gov.bn)



+673 238 2000



@shena.gov.bn



t.me/SHENAbn