



## RR MAINTENANCE FACILITY SERVICE SDN. BHD.

(Company Reg. no: 201001031892 / 9158150)

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SST Reg. No.: J31-1902-2200004

### STANDARD OPERATING PROCEDURE

#### WORKING AT HEIGHT

- 1 **PURPOSE**
  - 1.1 The purpose of this procedure is to provide a standard safety while working at height.
- 2 **SCOPE**
  - 2.1 This procedure applies to the abseiling workers within Majlis Bandaraya Iskandar Puteri (MBIP)
- 3 **RESPONSIBILITY/ AUTHORITY**
  - 3.1 Supervisor monitor the workers and contractors who work at height.
- 4 **DEFINITIONS**
  - 4.1 Working at Height - A person who performs a task more than 3.0 meters above ground/ floor or any external works.
- 5 **ATTACHMENTS**

Attachment 1 : Working at Height (Guna SOP RRMFS)
- 6 **ASSOCIATED DOCUMENTS**
  - 6.1 Permit to Work
  - 6.2 Rope Access Procedure (RRMFS/Guna SOP/RAP)
  - 6.3 Scaffolding Procedure (RRMFS/Guna SOP/SFP )
  - 6.4 Monkey Climbing Procedure (RRMFS/Guna SOP/MCP )
  - 6.5 Gondola Operating Procedure (RRMFS/Guna SOP/GOP)
- 7 **ABBREVIATION AND ACRONYMS**
  - 7.1 SHE - Safety, Health and Environment
  - 7.2 BM - Building Management
  - 7.3 MBIP - Majlis Bandaraya Iskandar Puteri
- 8 **PROCEDURE**
  - 8.1 All working at height must obtain Permit to Work from authorized personnel
  - 8.2 Working at height involve:
    - 8.2.1 Working using the scaffolding
    - 8.2.2 Abseiling
    - 8.2.3 Open edge
    - 8.2.4 Monkey Climbing
  - 8.3 All working at height shall be provided with proper and safe working platform.

### WORKING AT HEIGHT SPECIALIST

External Façade Cleaning | Building Maintenance | Contract Cleaning Services | Stone Care  
Hygiene Services | Landscape | Mechanical & Electrical Works | Labour Supply

- 8.4** Tool box meeting to be conducted on a daily basis.  
Such safe working platform (either permanent or temporary) shall be provided with the following:
- 8.4.1 Proper safety railing or guiderail of adequate strength to a height of at least one (1) meter above the platform or place and above any raised standing place on the platform.
  - 8.4.2 Proper toe-boards up to a sufficient height being in no case less than 200mm and so placed as to prevent so far as possible the fall of person, materials and tool from such platform or place.
- 8.5** Safe access and egress must be provided to and from the work area.
- 8.6** Such access and egress must be provided with:
- 8.6.1 Proper Landing/ Half Landing (for more than 9 meters)
  - 8.6.2 Proper handrail and handhold (the ladder shall rise to a height at least one meter above the place of landing)
  - 8.6.3 Adequate overhead protective cover in order to protect worker entering or leaving the working area.
  - 8.6.4 The ladder shall be secured to prevent swaying.
  - 8.6.5 The slope of the ladder should base on ratio 4:1 (Vertical: Horizontal)
- 8.7** A proper and safe "life line" should be provided if proper working platform cannot be erected.
- 8.8** Where work is being performed on roof having a slope greater than 30 Degrees the protection against sliding consisting of roofing bracket or crawling board should be provided.
- 8.9** The roofing bracket shall be:
- 8.9.1 Constructed to fit the pitch of the roof and when in use shall provide a level- working platform.
  - 8.9.2 Secured in place by nailing pointed metal projections attached to the underside of the bracket and securely driven into the roof or by a secure rope passed over the ridgepole and tied.
  - 8.9.3 The crawling board shall not be less than 250mm wide and 25mm thick and shall have cleats at least 38mm wide, spaced at equal intervals not more than 310mm apart across the full width of the board and firmly nailed.
  - 8.9.4 Such board shall extend from the ridgepole to the eaves when used in connection with roof construction, repair or maintenance.
- 8.10.** Safety harness/Safety Belt must be used where it is impracticable to provide proper and safe working platform.
- 8.11** Permit to Work shall be displayed at the workplace

**9 FLOW CHARTS**  
Not Available

**10 RECORDS**  
10.1 Refer to Daily Inspection Form RRMFS/GUNA SOP/DIR

Record	Responsible for storage	Place of storage	Retention Period
SOP-02-SHE-005A	SHE Representative	Personal Cabinet	End of project+2years