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UNIPETROL RPA, s.r.o. (including the REFINERY registered branch)



## WORK AT HEIGHTS

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Only for internal purposes

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Verified by:

Ing. Michal Šulc, head of the safety division

## List of changes

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## 1 Purpose

This directive specifies the conditions for ensuring the safety of people who are at risk of falling during the performance of works at heights and above depths, as well as the conditions for securing workplaces affected by these activities.

## 2 Scope of validity

The document applies to the following designated companies:

- UNIPETROL RPA, s.r.o.  RAFINÉRIE, odštěpný závod  
 BENZINA, odštěpný závod  POLYMER INSTITUTE BRNO, odštěpný závod

This edition cancels:

- Directive 420 "Work at heights", 5th issue of 4 July 2014, valid for ČESKÁ RAFINÉRSKÁ, a.s.

The directive is binding for employees of the company, employees of external suppliers and other people during all activities related to work at height.

## 3 Terms, definitions and abbreviations

Company	- UNIPETROL RPA, s.r.o.
Collective protection	- approved protective and fall arrest structures (protective railing, protective fence, scaffolding, lids, fall arrest fence, scaffolding, protective nets, work platforms, etc) that are sufficiently effective.
Personal protection	- PPE for work positioning and prevention against falling from heights (work positioning systems) and against falling from heights (fall arrest systems). They are used separately or as combinations of elements and parts of systems and in accordance with the instructions for use provided by manufacturers.
CP in RP	- Competent person in risk prevention.

## 4 Working at heights

### 4.1 Securing against falling of people

4.1.1 Protection against falling must be ensured via collective or personal protection on all workplaces and access roads located any any height above water or substances that are dangerous or life threatening in case of falling, e.g., a risk of burns, chemical burns, acute poisoning, suffocation, and on all other workplaces and access roads that are located 1.5 meters above the surrounding terrain or if above a free depth of over 1.5 m.

#### 4.1.2 Collective protection

Protection against falling is provided by the employer preferably by using means of collective protection (hereinafter collective protection).

#### 4.1.3 Personal protection

4.1.3.1 Personal protection equipment for protection against falling (hereinafter personal protection) is used when the type of work excludes the use of collective protection or the use of collective protection is not effective or sufficient in terms of the type of work, expected scope and duration of the work and the number of people.

4.1.3.2 Personal protection, based on its type, is intended for:

- preventing access into an area with a risk of falling (1.5 meters from the edge),

- keeping people in the work position so as to fully prevent falling from heights,
- safe fall arrest.

#### 4.1.3.3 Person protection equipment must:

- meet the legal and normative requirements and must be used in accordance with this directive and manufacturer's instruction for use and only for the intended purpose. Suitable personal protection equipment and its placement (anchoring) is determined by the processor of the technological or work procedure or the manager of work at heights,
- recorded throughout its use by the operator using the "Registration sheet",
- used only by persons familiar with the conditions for use (including possible anchoring points) and who are medically fit to use it. The familiarization and verification of knowledge is done by the safety division for the company's employees,
- inspected and tested 1x a year in accordance with the manufacturer's instruction and also undergo a function test after each emergency event (arresting a fall of a person, extreme use, etc.) The meeting of deadlines for regular inspections are ensured via the safety divisions for equipment owned by the company.
- always be visually checked before use by the user, focusing on the completeness, operability and defect-free state of the equipment,
- be discarded if it is damaged, incomplete or after preventing a fall.

#### 4.1.3.4 When using personal protective equipment it is necessary to ensure namely that:

- the anchoring point is located, if technologically possible, at the head level of the worker,
- in case of a fall, the user has enough free space above the obstacle (terrain, floor, construction, etc.). It is necessary to keep in mind the height of the user, the placement of the anchoring point and the length of the torn impact absorber.
- full-body harness for breaking a fall was equipped with an impact absorption system, carabiner with safety lock and a D-loop. When necessary to move to a different anchoring point, it must be equipped with two carabiners,
- when moving to a different anchoring point, the person working at height is secured by personal protective equipment at all times,
- employees do not work alone without supervision of another employee, unless their protection is secured otherwise.

#### 4.1.3.5 Personal protection equipment must be used also when it is necessary to lean out of place equipped with collective protection.

## 4.2 Protection against falling of objects and materials

4.2.1 All materials and tools must be transported, placed or stored at heights in such a way so as to prevent their fall, slipping or the wind blowing them down during the work and after its completion. This includes securing small items with regards to the grate floor and structures with openings in them.

4.2.2 Work tools must not be hung to parts of clothing unless specifically designed for this purpose or unless suitable gear is used.

## 4.3 Securing the place below works at heights and its surroundings, throwing down of objects

4.3.1 Basic requirements are defined in Directive 425 "Use of temporary construction structures (scaffolding)".

#### 4.4 Working above each other

- 4.4.1 Working above each other is allowed only in exceptional cases, when it is unavoidable due to technical - work reasons. The technological procedure (for complex work) and supervisor's instructions (for simple work) must always include how the safety of people working at lower levels is secured.
- 4.4.2 There must be enough free space for handling of material below places where material is lifted and lowered. For the whole duration of the work, the affected area must be protected against entry of unauthorized person.

#### 4.5 Vertical transport of materials and work tools

- 4.5.1 Vertical transport of material must always be carried out in a controlled manner at all times (e.g., by lowering - small bags, otherwise using crane).
- 4.5.2 During the transport of material and work tools using a rope and carabiner, it is necessary to make sure that the rope cannot slip out of the hand and the lifted/lower load doesn't fall and injure somebody. The specific way of ensuring this, with regards to the risk level, is always determined by the group leader or supervisor.
- 4.5.3 It is forbidden to use personal protection against falling for transport of material and work tools.

#### 4.6 Use of movable and lifting platforms

- 4.6.1 The construction, design and technical condition of movable and lifting platforms must correspond to the regulations governing occupational safety and safety of technical devices, Platforms and baskets must be equipped with suitable protection against people or material falling out.
- 4.6.2 Suitable means must also be used to prevent accidental turning and tilting of the platform or basket (e.g., using a swivel or using several suspension cables).
- 4.6.3 The platform or basket must be checked before use to ensure the safety of transported people. These inspections are recorded in a protocol.
- 4.6.4 Work platforms may be operated only by a qualified person who has been familiarized with the instructions for use.
- 4.6.5 Before starting work, the lifting platform must be sufficiently stabilized to prevent it doesn't turn over.
- 4.6.6 The maximum load of the basket must not be exceeded. The basket must be equipped with a safety railing that is at least 1.1 m high.
- 4.6.7 When working on a lifting platform and in a protection basket, all workers must be secured against falling.
- 4.6.8 Each lifting platform must be equipped for safe transport back to the ground in case of a power outage.
- 4.6.9 If a lifting platform reaches over to a public road during the works, continuous supervision must be ensured.
- 4.6.10 The area below the basket must be secured as per article 4.3.

#### 4.7 Temporary building structures, ladders

Temporary building structures and ladders are governed by directive 425 "Use of temporary building structures (scaffolding)" and directive 427 "Portable ladders".

#### 4.8 Interrupting work at heights

- 4.8.1 In case of adverse weather, the person in charge of these activities is required to interrupt the works. Adverse weather that significantly increases the risk of falling or slipping when working at heights includes:
- storm, rain, snow or frost,

- wind with velocity over  $8 \text{ m.s}^{-1}$  corresponding to 28.8 kph (5 degrees Bf) when working on suspended work platforms, portable scaffolding, ladders higher than 5 meters and when using cable suspension for work positioning systems; in other cases, strong wind with velocity over  $11 \text{ m.s}^{-1}$  corresponding to 39.6 km/h (6 degrees Bf),
- visibility at the place of work under 30 m,
- surrounding temperature during work lower than  $-10 \text{ }^{\circ}\text{C}$ .

4.8.2 When it is necessary due to operational and safety reasons to perform any activity from fixed platforms, walkways, scaffolding with collective protection (fixed railing), even under the conditions specified under article 4.8.1, the supervisor in cooperation with CP in RP shall adopt measures to minimize the risks within the given dangerous situation. In such situations, working at heights with personal protection equipment (safety harness) is not allowed.

## 4.9 Emergency situations

4.9.1 Emergency scenarios for when it is necessary to immediately rescue a person performing work at heights must be assessed within the work permission process. In emergency scenarios it is necessary to take into consideration namely the possibilities of providing first aid and evacuation to 0 meters in terms of accessibility of the given location, reporting method in case of emergencies (e.g., the necessity to evacuate people using a platform) and availability of first aid equipment as well as accessibility for medical rescue services.

## 5 Responsibility

Responsibility is determined by the provisions in chapter 4.

## 6 List of related documents

Directive 425 "Use of temporary building structures (scaffolding)"

Directive 427 "Portable ladders".

Government Regulation 362/2005 Coll., on detailed minimum requirements for safety and health at work sites with a risk of falling from heights or into depths.

Instructions for use by manufacturers