



**TARONG ENERGY CORPORATION LIMITED**  
**OCCUPATIONAL HEALTH & SAFETY PROCEDURE FOR**  
**FIXED PLATFORMS PROCEDURE**  
**OHS-PROC-103**

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**Table of Contents**

|     |  |   |
|-----|--|---|
| 1.  | Purpose: .....   | 1 |
| 2.  | Scope:.....  | 1 |
| 3.  | Procedure: .....                                       | 1 |
|     | 3.1. Design and Construction .....                     | 2 |
|     | 3.2. Inspection .....                                  | 2 |
|     | 3.3. Use: .....  | 2 |
| 4.  | Responsibilities:.....                                 | 3 |
|     | 4.1. Manager Operations shall ensure: .....            | 3 |
|     | 4.2. All Employees' are accountable for: .....         | 3 |
| 5.  | Training and Competency:.....                          | 3 |
|     | 5.1. Records: .....                                    | 3 |
| 6.  | Statutory and Legal Considerations:.....               | 3 |
| 7.  | Health, Safety and Environmental Considerations: ..... | 3 |
| 8.  | Definitions: .....                                     | 3 |
| 9.  | Reference Documentation: .....                         | 4 |
| 10. | Revision History: .....                                | 4 |

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**1. Purpose:**

The purpose of this procedure is to detail the requirements for the design, construction, use, maintenance and inspection of permanent work platforms in an effort to ensure the structural integrity of, and minimise the risk of fall from height hazards from fixed platforms.

**2. Scope:**

This procedure shall apply to all Tarong Energy employees, visitors, contractors and their employees.

**3. Procedure:**

Permanent work platforms, stairways and access ladders are fixed structures that allow access to a work area at any time and shall meet the following requirements:

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|                      |                        |                         |              |
|----------------------|------------------------|-------------------------|--------------|
| OWNED                | ENDORSED/CHECKED:..... | APPROVED BY:.....       | DATE:.....   |
| BY:.....             | NAME: M Barry          | NAME: J Judge           |              |
| NAME: M Joy          |                        |                         |              |
| Doc No: OHS_PROC_103 | Revision No.: 0        | Revision Date: 31.07.07 | Page: 1 of 4 |

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### 3.1. Design and Construction

All new permanent work platforms, stairways and access ladders shall meet the requirements of the AS1657.

**Designers of new, and modifications of existing facilities shall consider:**

- Foreseeable activities for the design life of the asset.
- Ensure the designs conform to statutory regulations.
- Clearly identify any required fall prevention measures within the specifications.

Existing platforms, stairways and access ladders shall comply with the relevant standard / code that were in place at the time they were constructed and installed.

Where a hazard exists with existing structures, a risk assessment will be conducted to determine if it requires modification to bring it up to current standards and control the risk.

### 3.2. Inspection

- Routine inspections shall be performed on fixed platforms based on risk assessment for high risk areas. High risk areas are areas which may be subject to erosion, corrosion and fatigue (e.g. Chimney platforms, air heater internals, ID fan platforms, Precipitator internals, Ash and Dust plant platforms, Pulverised Fuel mills, Check weigh bin platforms). MSTs will be created for specific intervals as per the risk assessment or be included in the task list for the area during an overhaul etc.
- The long term asset strategy for TEC will identify and manage issues from general degradation of fixed platforms over the life of the power station.
- Inspections will occur as soon as practicable and prior to further use following an occurrence that could have affected the stability or adequacy of the structures (e.g. fire, collision, overloading).
- Fixed platforms will be inspected prior to use following repairs and modifications, by a suitably qualified person.

### 3.3. Use:

Permanent work platforms and stairway and access ladders shall be:

- Kept free of obstructions.
- Not overloaded. (Critical areas will be signed indicating the loading limits. For general areas such as walkways and platforms – personnel will have general awareness of loading limits / calculations communicated to them via the working at heights training).
- Provided with adequate lighting as per standards.
- Repaired or removed from service if the integrity of the structure is faulty or damaged.

## 4. Responsibilities:

### 4.1. Manager Operations shall ensure:

Systems are in place to keep fixed ladders, stairs, walkways and platforms clean and in a good state of repair.

### 4.2. All Employees are accountable for:

- Ensuring that no fixed ladders stairs, walkways and platforms with defects are used.
- Notify their supervisor in the event defects are identified and barricade areas off where there is a risk of personal harm.

## 5. Training and Competency:

### Records:

**Training Records** –The People Services Department is responsible for managing & maintaining all training records. All hard copy training documentation shall be forwarded to the training coordinator for data entry and filing.



**Note: Record Keeping shall be in compliance Archival of Records Gov-Proc- 07.**

## 6. Statutory and Legal Considerations:

- Workplace Health and Safety Act 1995.
- Workplace Health and Safety Regulation (2008).

## 7. Health, Safety and Environmental Considerations:

Nil.

## 8. Definitions:

|                      |   |
|----------------------|---|
| <b>Guard-railing</b> | A permanent/temporary structure to prevent persons from falling off any platform, walkway or landing.           |
| <b>Handrail</b>      | A rail to provide handhold on a platform, stairway, or step ladder. It may form part of a Guard-railing.        |
| <b>PPE</b>           | Personnel Protective Equipment  |
| <b>Infill</b>        | Materials, which, may be used to close or fill a gap near or associated with stairways, platforms or handrails. |
| <b>Ladder Cage</b>   | A fixed enclosure, which, encircles the climbing space of a ladder.   |
| <b>Nosing</b>        | The rounded edge of the tread projecting over the step edge.  |
| <b>Fixed Ladders</b> | Ladders which are an integral part of the structure and cannot be removed or adjusted                           |
| <b>Shall</b>         | Indicates that a statement is mandatory   |

|               |                            |
|---------------|----------------------------|
| <b>Should</b> | Indicates a recommendation |
| <b>SWL</b>    | Safe Working Load          |
| <b>WLL</b>    | Working Load Limit         |

## 9. Reference Documentation:

|                      |  |
|----------------------|--|
| <b>AS1657: 1992</b>  | Fixed platforms, Walkways, Stairways and Ladders – Design, Construction and Installation |
| <b>Corp-ENG-07</b>   | Inspection of cranes, hoists and mobile lifting equipment                                |
| <b>Corp-PTW-01</b>   | Corporate Permit to Work Manual  |
| <b>OHS-PROC-100</b>  | Safe Working with Heights  |
| <b>Gov- Proc- 07</b> | Archival of Records  |
| <b>T-1276</b>        | Ladder Inspection Form   |

## 10. Revision History:

| <b>Rev No.</b>   | <b>Revision. Date:</b> | <b>Revision Description:</b>  | <b>Author:</b> | <b>Approved. By:</b> |
|--|------------------------|---|----------------|----------------------|
| 0  | 31.07.2007             | New Procedure   | M Joy          | J.Judge              |
| 0<br><small>(Minor Change Only – Same Rev No and Date)</small> | 17.11.2008             | Changed reference section 6 to 2008 legislation<br><br><small>(Minor Change only – Revision Number and Date remains the same)</small> | T Young        | M Joy                |
|  |                        |   |                |                      |
|  |                        |   |                |                      |