

S1 – Opening Statement

Access & Egress

Having good access and egress to the site and to the plant and equipment operating on the site is a basic health and safety requirement that is often overlooked. Over 30% of workplace accidents are as a result of slips, trips and falls. Addressing the fundamental issues associated with access and egress can help reduce accidents, incidents and near hits in the workplace.

This written procedure provides advice and support on what to look for when undertaking a risk assessment. It is broken down into sections looking at static plant and equipment and mobile plant and considers issues such as traffic and pedestrian routing and confined space entry. It should be read in conjunction with the mobile and static plant inspection and the housekeeping modules.



S1 – Access & Egress

What is this?

This is a written procedure which explains the control measures required to ensure that all persons have suitable access and egress in the workplace.

The person responsible for implementing this procedure is:

What does the responsible manager need to do?

The responsible manager should:

- Undertake a risk assessment to identify all access and egress hazards within the workplace.
 - Transfer any recommendations for improvement onto a site action plan.
 - Communicate the findings of the access and egress assessment to all employees and, if applicable, contractors.
 - Monitor the effectiveness of the access and egress by using the site daily inspection form.
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Mobile plant and equipment

There are potentially several hazards associated with access and egress for mobile plant. They are as follows:

- Environmental conditions (mud, ice);
- Unsafe working practices (not maintaining 3-points of contact);
- Lack of maintenance;
- Poor design in access steps (especially the first step);
- Lack of access steps;
- Poor handrail/guardrail;
- Lack of handrail/guardrail;
- Inappropriate footwear;
- Poor visibility (lighting); and
- Lack of space to manoeuvre when entering or exiting the cab.



Static plant and equipment

The following access and egress for static plant and equipment should be considered:

- Confined space work
 - Routine or planned maintenance repairs on plant and equipment
 - Emergency or unplanned maintenance repairs on plant and equipment, **and**
 - Walkways and platforms.
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What must be considered as part of the risk assessment for access and egress to static plant and equipment and mobile plant?

- Encourage manufacturers to be more proactive and to consider access issues at the design stage (This includes walkways on the non-drive side of conveyors);
- Encourage manufacturers to be more proactive and to consider ergonomics at the design stage;
- Avoid the use of chain mounted steps;
- If practical, encourage the use of stairways as access and egress points;
- Ensure that all operators are deemed competent to operate the equipment;
- Remind operators of their duty to undertake daily inspections on the equipment and to report defects immediately;
- Provide handrails rather than handholds wherever possible (if practicable on both sides);
- Ensure the access steps are anti-slip and do not pose a risk to operators cleaning their vehicles;
- Provide a mechanism for holding open the cab door when the operator climbs in and out the cab;
- Ensure access and egress is safe where items of plant are to be stored during strip down maintenance;
- Ensure that all operators are deemed competent to operate the equipment;
- Remind operators of their duty to undertake daily inspections on the equipment and to report defects immediately;
- Ensure that all operators park their vehicles on level ground;
- Ensure the access steps are a suitable width;
- Ensure that adequate lighting is provided for operators gaining access to and egress from the equipment;
- Ensure that suitable protective footwear is provided with anti-slip soles; **and**
- Ensure that vehicles, plant and equipment are kept clean and tidy.



Other forms of access and egress that should be considered in a risk assessment

- Entry to and from the site (site entrance);
 - To and from offices, weighbridges and other site buildings;
 - Egress in emergency situations (i.e. fire exits);
 - Haul roads; and
 - Stockpiles.
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Legislation

- Health and Safety at Work etc. Act 1974
 - Management of Health and Safety Regulations 1999
 - Provision and Use of Work Equipment Regulations 1998
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Associated documentation

- Mobile and static plant inspections (see Maintenance of Plant and Equipment Procedure)

