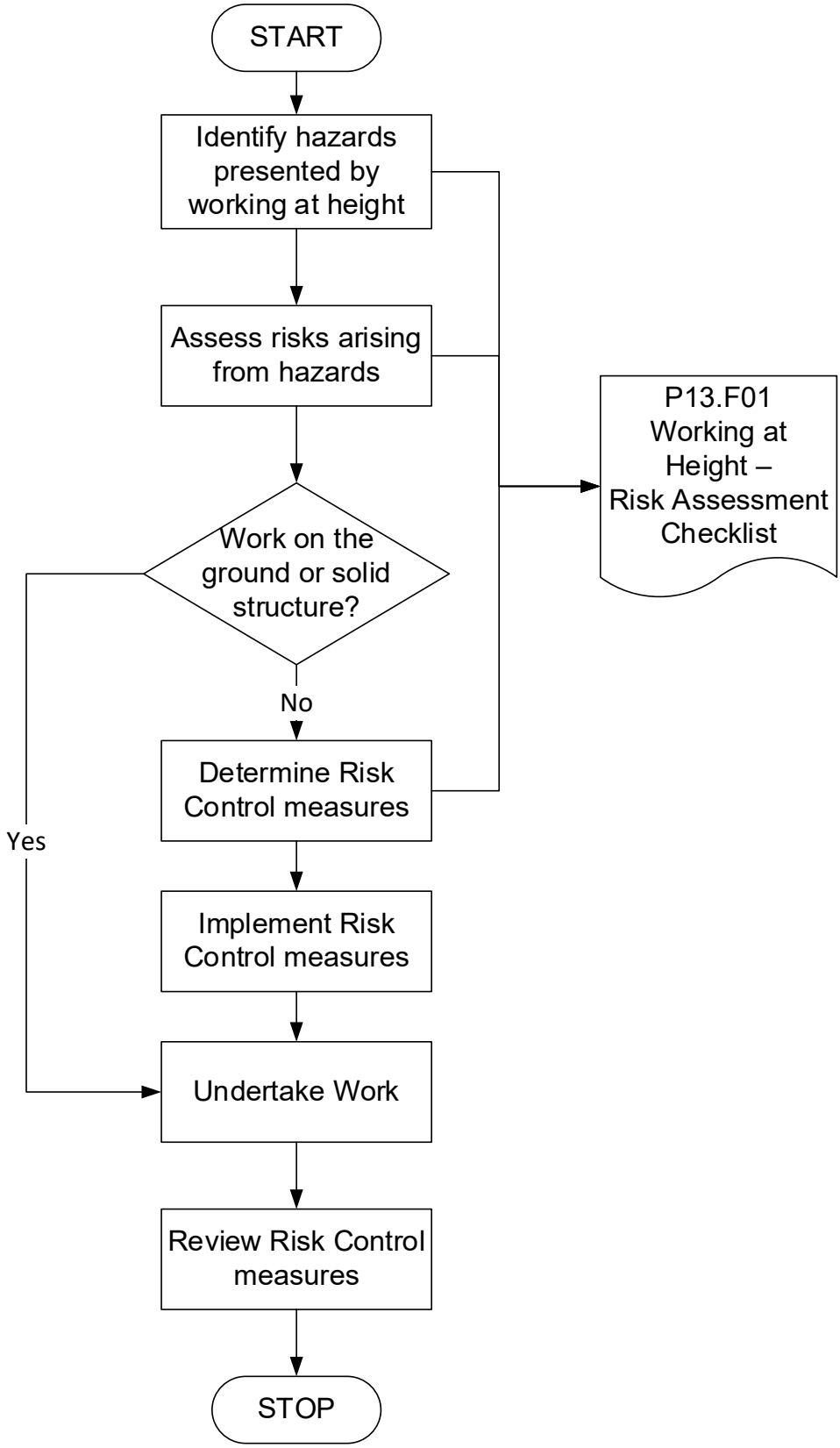
WORKING AT HEIGHT

1.0 SUMMARY / FLOWCHART



2.0 RESPONIBILITY

Organisational Level	Health and Safety Responsibilities
Level 1 *(CEO, Directors)*	Provide adequate resources to ensure that SCC's workers have developed, established, and maintained safe systems of work for tasks undertaken at height.
	Provide adequate resources to ensure that workers required to work at heights have been trained.
	Provide adequate financial resources to ensure that any risk control measures identified through risk assessment processes, including fall prevention and fall restraint equipment, are available, inspected, maintained, and replaced when required.
Level 2 *(Section Manager, Unit Manager / Unit Co-ordinator, Project Manager)*	Ensure that safe working at height procedures and safe systems of work are implemented within area/s of control.
	Ensure appropriate risk management control measures are in place and workers have received instructions and training in the activity that involves working at heights before the workers commence such work.
	Ensure that fall prevention and fall restraint equipment is inspected, tested, and maintained in accordance with relevant legislative and other requirements.
Level 3 *(Coordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator)*	Ensure that working at height tasks are carried out in accordance with safe systems of work and with legislative and other requirements.
	Ensure that risk assessments are completed, and workers follow and observe the requirements of these risk assessments.
	Retain a copy of all P13.F01 Working at Height – Risk Assessment Checklist.
	Ensure that all working at height procedures / practices are being adhered to by all workers within areas of control.
	Ensure that all workers affected by the working at height procedures / practices are adequately trained in the procedures / practices.
	Respond immediately to all identified hazards, substandard conditions, defects, or non-compliance to the working at height procedures/ practices.
	Ensure that any required safety equipment and personal protection equipment complies with the

	relevant Australian Standard and is fit for its purpose and available for use and in good working condition.
Level 4 *(Team Member, Operator Attendant, Trainee, Apprentice)*	Report immediately to their supervisor any identified height safety hazards, substandard conditions or non-compliance items associated with working at heights.
	Carry out all working at height activities in a safe manner in accordance with working at height requirements, procedures, and training.
	Check the condition of any safety equipment required to work at height before commencing the work. Safety equipment is to be maintained and stored to ensure it is safe to use in accordance with instructions and training.
Level 5 *(Volunteer, Contractor, Other)*	All contractors engaged to perform work at heights must comply with all legislative requirements of the WHS Act, WHS Regulations and relevant Codes of Practice and Australian Standards.
	Contractors working at heights must: • Comply with SCC's "Working at Heights" procedure in the absence of their own procedures or written safe system of work. • Conduct suitable risk assessments and provide copies of such to the Project Manager, Contract Manager or Administrator. • Supply their own working at height and / or safety equipment. • Notify SCC's Project Manager, Contract Manager or Administrator of any additional working at height activities required to be undertaken that have not already been identified and / or assessed.

3.0 PURPOSE & SCOPE

3.1 PURPOSE

3.1.1 This procedure documents Shoalhaven City Council's (SCC) framework for the prevention of harm to workers required to undertake work in situations where there is a risk of falling from one level to another level, and it is reasonably likely that the fall would cause harm to the worker/s or others.

3.1.2 The prevention of harm to workers and others will be achieved through the following:

3.1.2.1 The implementation of processes for the development and implementation of a safe system of work determined

through risk assessment and consultation with workers, considering the relevant characteristics of the work to be undertaken.

3.1.2.2 The allocation of responsibilities, authorities, and accountabilities to appropriately trained and competent persons for all aspects of the work at height.

3.1.2.3 The implementation of appropriate rescue and first aid procedures required to minimise any harm in the event of an incident associated with the work at height.

3.1.3 This procedure requires the following processes to be implemented to manage and control work undertaken at heights:

3.1.3.1 The identification of reasonably foreseeable hazards that could increase the risk of falling.

3.1.3.2 The implementation of measures to eliminate the risk, so far as is reasonably practicable, by having the work undertaken on the ground or on a solid structure.

3.1.3.3 Where it is not reasonably practicable to eliminate the risk, implement measures to minimise the risk of falling, so far as is reasonably practicable, by implementing risk control measures in accordance with the hierarchy of controls.

3.1.3.4 Monitor and maintain risk control measures to ensure that they remain effective.

3.1.3.5 Review, and where necessary, revise risk control measures to maintain, so far as is reasonably practicable, a work environment free from risks to health and safety.

3.2 SCOPE

3.2.1 This working at heights procedure applies to SCC workplaces where work is undertaken with the potential for a person to fall from one level to another and it is reasonably likely to cause injury to the person or any other person.

4.0 PROCEDURE

4.1 WORK AT HEIGHTS

4.1.1 This procedure requires SCC to implement all necessary steps to prevent anyone falling from a height, including work associated with working on or in: roofs, awnings, bridges, slopes, trees, ceiling spaces, voids and excavations.

4.1.2 SCC will eliminate the need for workers to work at height wherever reasonably practicable. Where this is not possible, SCC will minimise the risk of workers falling with the:

4.1.2.1 Use of stable and secure work platforms, or other forms of portable work platform.

4.1.2.2 Use of suitable barriers, handrails, or other equipment capable of preventing the fall of a person.

4.1.2.3 Use of appropriate forms of physical restraint, e.g., harnesses, lanyards, and other equipment for arresting the fall of a person from a height.

4.2 P13.F01 WORKING AT HEIGHT – RISK ASSESSMENT CHECKLIST

4.2.1 P13.F01 Working at Height – Risk Assessment Checklists will be conducted by the Supervisor or other persons designated by the Manager, in consultation with workers who will be conducting the "working at height" task. This is to ensure that the P13.F01 Working at Height – Risk Assessment Checklist includes workers with a sound knowledge of both the work tasks and processes involved.

4.2.2 In order to provide a safe working environment when working at heights is involved, an on-site risk assessment will be conducted prior to any working at height taking place.

4.2.3 Those involved in conducting on-site P13.F01 Working at Height – Risk Assessment Checklist need to consider several factors to ensure the safety of those working at heights and others in the vicinity. The factors to be considered include the following:

4.2.3.1 All "work at height" will be properly planned and organised.

4.2.3.2 Where applicable, all work at heights will take account of weather conditions that could endanger the health and safety of workers.

4.2.3.3 Those involved in work at height are trained and competent to do so.

4.2.3.4 Equipment used for work at heights is appropriately selected, used, inspected, and maintained.

4.2.3.5 The risks from fragile surfaces such as brittle materials are properly controlled.

4.2.3.6 The risks from falling objects are properly controlled.

4.2.3.7 The provision of suitable and appropriate PPE, including appropriate footwear.

4.2.4 P13.F01 Working at Height – Risk Assessment Checklist must be completed:

4.2.4.1 Where there is a risk of a person falling more than 2 metres; and/or

4.2.4.2 Where work is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres.

4.2.5 The completion of a P13.F01 Working at Height – Risk Assessment Checklist is in addition to a general risk assessment that will need to be undertaken considering the nature of the associated work to be

undertaken at height, for example, chemicals, plant and equipment, and materials.

4.2.6 P13.F01 Working at Height – Risk Assessment Checklist will be the minimum standard required to be completed by contractors when working on SCC controlled worksites sites or facilities.

4.2.6.1 STEP 1: Hazard Identification & STEP 2: Assessment of Risks when Working at Heights to assist in identification and assessment of risks associated with working at heights safely; the following factors are to be considered:

a) Nature of the work to be done.
b) Size of area to be worked in.
c) Availability of equipment on the site.
d) Interaction with others in the same work area.
e) Weather conditions – wind velocity, rain, ice.
f) Height above ground.
g) Nature of the work surfaces – brittle/fragile roof, tiles, slippery.
h) Sub-roof fall protection (meshing, nets, etc.).
i) Use of electrical or other specialized equipment
j) Accessibility and escape routes.
k) Methods to prevent items falling from heights (equipment, tools, etc.).
l) Proximity to edges.
m) Proximity to electrical apparatus.
n) Rescue capabilities.
o) Manpower needs / supervision.
p) Housekeeping at heights.

4.2.6.2 STEP 3: Control of Risks when Working at Heights. In considering potential control measures to effectively manage "working at height" risks, the following potential control measure examples are provided:

a) Has the work been carried out on the ground or on a solid construction?
b) Thorough planning of the work to be carried out at height.
c) Provision and maintenance of stable and secure fenced work platforms, or if not practical, secure perimeter screens, fencing, handrails and edge protection.
d) Inspections of "height" areas by competent persons
e) Use of building methods which reduce the need to work at height such as pre-fabrication.
f) Use of mechanical lifting equipment.

g) Provision of permanent walkways on brittle or fragile roofs.
h) Provision of anchorage points.
i) Provision of walkways or surfaces which prevent slips, trips, and falls.
j) Use of fall arrest devices i.e., safety harnesses, lanyards, inertia reel systems, and lifelines.
k) Use of safety nets and mesh (mesh must be overlapped on adjoining edges).
l) Provision of rescue capabilities in the event of a fall.
m) Documented safe work method statements.
n) Signs outlining the danger of a brittle roof.
o) Signs outlining the danger if scaffolding is incomplete or unattended.
p) Provision of personal protective equipment i.e., nonslip footwear, rubber soled footwear.
q) Provision of information, instruction, training, and supervision.

4.2.6.3 STEP 4 Implementation and Maintenance of Risk Control Measures.

4.2.6.4 STEP 5 Review Risk Assessment / Site Setup & Induction

a) Prior to the completion of the work the Supervisor is to review the risk assessment, the controls that have been defined, the workers who will complete the work and the equipment they will use to ensure all reasonably practicable control measures have been put in place.
b) The Supervisor will also ensure that all workers who will be involved in completing the work at heights have been inducted and made aware of the hazards and controls for the site and the job to be completed.

4.3 RESCUE IN THE EVENT OF A FALL

4.3.1 It is important that the rescue of a worker who is suspended in a full body harness should occur promptly. Suspension trauma is a condition whereby a person suspended in a harness in a substantially upright position may experience blood pooling in the legs.

4.3.2 Depending on the susceptibility of the individual, this may lead to loss of consciousness, renal failure and eventually death.

4.3.3 To enable the worker to be removed from the suspended position as quickly as possible, Team Leaders and those involved in the planning of "working at height" activities should consider having a

pre-rigged retrieval system in place and or ensure that workers using safety harnesses do not work alone or other suitable arrangements have been put in place. P13.F01 Risk Assessment checklist – Working at Height Rescue plan.

4.4 INSPECTION AND TESTING OF EQUIPMENT

4.4.1 Equipment related to working at heights will be inspected and tested in accordance with P20 Inspection, Testing, Monitoring and Health Surveillance.

4.5 TRAINING

4.5.1 All workers engaged in "working at heights" will be provided appropriate knowledge and information to enable them to work safely at heights.

4.5.2 The training and instruction given should cover at least the following:

4.5.2.1 The hazards and risks associated with working at heights.

4.5.2.2 The methods to be adopted to prevent falls.

4.5.2.3 The correct use, care, and storage of fall arrest equipment.

4.5.2.4 The correct use, care, and storage of personal protective equipment.

4.5.2.5 The correct use, care and storage of tools and equipment to be used, including electrical safety.

4.5.2.6 Procedures to be adopted in the event of fall from height incident occurs (rescue).

4.6 RECORDS

4.6.1 All records generated because of the operation of this procedure will be managed in accordance with the requirements documented within P04 Document Control and Safety Records.

5.0 REFERENCES & ASSOCIATED DOCUMENTS

5.1 Work Health and Safety Act 2011

5.2 Work Health and Safety Regulation 2017

5.3 How to manage work health and safety risks: Code of practice 2011

5.4 Work health and safety consultation, cooperation, and coordination: Code of practice 2011

5.5 Managing the risks of falls at workplaces: Code of practice 2015

5.6 Excavation work: Code of practice 2015

5.7 Work Near Overhead Powerlines: Code of Practice 2006

5.8 Work Cover Code of Practice: Safe Work on Roofs Part 1 – Commercial and Industrial Buildings 2009

5.9 Work Cover Code of Practice: Safe Work on Roofs Part 2 – Residential Buildings 2004

5.10 Work Cover Safety Guide: Use of Fall Arrest Systems

5.11 Work Cover Safety Guide: Portable Ladders

5.12 AS/NZS 1891: 4 Industrial Fall Arrest Systems and Devices – Selection, Use and Maintenance

5.13 AS/NZS 1892.5 Portable Ladders – Selection, Use, and Care

5.14 AS/NZS 1576.1 Scaffolding – General requirements

5.15 AS 1577:2018 Scaffold decking components

5.16 AS 1657 Fixed Platforms, Walkways, Stairways and Ladders – Design, Construction, and Installation

5.17 AS/NZS 1891.4 2009 Industrial Fall Arrest Systems and devices – Selection, use and maintenance

5.18 P04 Document Control and Safety Records

5.19 P20 Inspection, Testing, Monitoring and Health Surveillance

5.20 P13.F01 Working at Height – Risk Assessment Checklist

APPENDIX 1 DEFINITIONS

Anchorage points	Secure points of attachment for lifelines and lanyards.
Competent Person	Means a person who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills enabling that person to perform the specified tasks.
Individual Fall Arresting Systems (IFAS)	Consist of some or all the following: Anchorages, lifeline, fall arresters, lanyards, shock absorbers, harnesses, retractable or horizontal lifelines.
Individual Travel Restricting Systems (ITRS)	Prevent the user from moving into the fall hazard area and consist of the following: lanyard, belt (harness), and horizontal lifeline.
Harnesses	Body containment devices or strapping designed to contain the body of a falling worker and to distribute forces resulting from an arrested fall to minimize the likelihood of injury parachute type design.
A fall arrest lanyard	Device designed to minimize the length and severity of a fall. The fall distance is the length of the lanyard elongated by the weight of a fallen worker.
Restraint line	Secures workers to a fixed anchorage.
Lanyard	Flexible line, rope or strap used to connect the containment device of a fall safety system to an anchorage or lifeline.
Lifeline	Heavy line used to transfer an anchorage site to a more convenient or secure site while providing horizontal or vertical freedom of movement.
Static line	Taut horizontal lifeline attached to two anchorage points.
Fall arrester	Mechanical device that arrests a fall by locking onto the lifeline but at the same time allowing freedom of movement.