

Infrastructure and Assets

Routine Work: High Risk Work at Height (Falls Prevention)

1. Purpose

This Safe Work Instruction provides the minimum safe standard for workers undertaking routine inspection and maintenance tasks/activities.

2. Scope

This Safe Work Instruction references and gives effect to the operational requirements of the WMH Procedure for Working at Height – Falls Prevention

This Safe Work Instruction applies to trade and non-trade workers within Infrastructure and Assets who are trained and are assessed as competent to undertake this task

The task/activity applies to work that is incidental to trade work and requires the use of tools and equipment including personal protective equipment that;

- is suitable for the work
- has been properly tested
- is maintained in good working order

Overview – Working at Height

The procedure “*Working at Height – Falls Prevention*” applies to all staff including contractors and others engaged in work activities deemed working at heights or where there is a risk of falls, or a risk of objects falling, at any WMH sites and locations.

This safe work instruction applies to the work that is defined as *construction work* and *maintenance work* in accordance with the definition set down by Work Health and Safety Regulation 2011 and Safe Work Australia. (See Appendix B).

Where *construction work* or *maintenance work* is undertaken and where there is a risk of fall above 2 metres or on a roof with a slope over 26°, controls must be implemented to prevent a person falling any distance e.g.:

- **Fall prevention** controls in place (e.g. edge protection or travel restraint system) to prevent a person falling any distance, or where this is not practicable;
- **Fall arrest** controls that arrest a person's fall (e.g. fall arrest harness or catch platform) and prevent or minimise the risk of death or injury to a person when the fall is arrested.

The WHS Regulation sets out specific requirements for these types of control measures (s.306E to s.306J).

How to determine if you are *Working at Height*

Fall means a fall by a person from one level to another.

Risk of a fall means a circumstance that exposes a worker or other person, to a risk of a fall that is likely to cause injury.

This includes circumstances in which the worker or other person is:

- in or on plant or a structure that is or can gain access to an elevated level;
- in the vicinity of an opening or edge through or from which a person could fall;
- on or near the vicinity of a slippery, sloping or unstable surface.

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How to determine *High Risk Work at Height* areas:

- All roof areas on buildings and infrastructure within WMH.
- Where any work is to be undertaken over two (2) metres above the ground
- Where any work is to be undertaken 1.5 metres or more below a surface or underground

How to determine *High Risk Work at Height tasks/activities*.

High Risk Working at Height also includes the following *tasks/activities*:

- Working at Height and where any;
 - other Permits to Work are required.
 - hazardous chemical are being used.
 - licenced High-Risk Work is to be conducted.
- Where a ladder is to be used on a surface that is slippery, has loose material or is sloping.
- Where a ladder is positioned in a stairwell.
- Use of a portable ladder, where the *workers feet* are at or above 2 metres above the ground/floor/surface.
- Use of a portable ladder, where it is closer than 2 metres to a fall risk such as a trench, edge, loading dock etc.
- Use of a portable ladder where the worker must stand above the 3rd rung from the top of the ladder.
- Using a step ladder greater than 2.8 metres in length.
- Using any ladder under or within 6 metres of overhead electrical cables/aerials/service line.
- Any work from/on scaffolding erected to more than 2 metres high.

Action required If the work is identified as *High Risk*

- undertake the *Working at Heights Risk Assessment* (see Appendix C)
- develop a Safe Work Method Statement and a Permit to Work,
- obtain approval for the High-Risk works and appoint a competent worker to complete task'
- Complete a Working at Heights - Pre-Start Checklist (See Appendix D)

All *tasks/activities* and *areas* identified as "*High Risk Working at Height*" require a "*Working at Heights Risk Assessment*" to be completed and signed prior to commencing the task.

A *Working at heights permit* will be issued after validation of a *Safe Work Method Statement (SWMS)*.

Entry to roof areas is prohibited unless a Work Permit has been issued for the task/activity

Note¹: *Access to roof areas is to be signed in accordance with Appendix E.*

Note²: *Specific work groups particularly at risk of falls from at height work are BEMS and contract staff undertaking maintenance or installation work in relevant areas. All tasks identified that require a worker to undertake work at heights require a "Working at Heights Risk Assessment and Permit to Work" to be completed prior to commencing the task.*

Note³: *Workers must not perform work at heights above 2 metres unless suitably trained and approved in the appropriate working at height safe work method required to undertake the task. Persons who are not currently trained as competent to work at heights, cannot undertake work in any circumstance in defined working at heights areas.*

Reference – WMH Procedure for Working at Height – Falls Prevention

Falling Objects

WMH must manage risk to health and safety associated with an object falling on a person.

Drop Zones

Barricades should be erected around a potential drop zone before work at height commences.

Workers must take care not to drop tools or equipment while performing work above others. This includes the risk of dropping small items, such as nuts and bolts. There may be a need to reassess the extent of the drop zone if the work extends beyond its original dimensions.

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When the job is complete, make sure that all tools and equipment have been removed from where they can fall onto people, before removing the barricades and signs.

Protection of openings and holes

Holes, penetrations and openings through which a person could fall should be made safe immediately after being formed. If a cover is used as a control measure, it must be strong enough to prevent persons or objects falling through and must be securely fixed to prevent any dislodgement

Permit to Work Systems – Working at Height

A working at heights Permit to Work must be completed and signed by a competent person and then approved by the relevant manager/supervisor before access to areas deemed as working at height are allowed, as it provides a formal check to ensure all elements of a safe system of work are in place prior to people being allowed to access the area.

The local Manager/Supervisor is responsible for ensuring the Permit to Work system is followed for all work at height.

Emergency Procedures

Whenever there are risks from working at height, appropriate emergency procedures and facilities, including first aid, must be provided. A competent Safety Observer must always be included in the controls implemented when workers are engaging in Working at Heights. These procedures must be included in the Safe Work Method Statement (SWMS).

Information, Instruction and Training

Workers and their supervisors who work at heights, must have the skills and knowledge to understand the hazards associated with the tasks, the contents of any working at height access permit, and the control measures implemented for their protection.

Training should be provided to workers who:

- undertake hazard identification or risk assessment in relation to working at heights;
- implement risk control measures;
- access or work at heights;
- issue Working at Heights access permits

Extract: WMH Procedure for Working at Height – Falls Prevention

The conditions under which *High Risk Work at Height* can be carried out are:

- 1) A *Working at Heights Risk Assessment* for the *High-Risk Work at Height* has been completed and authorised by the person in control (manager) of the workplace after consultation with workers who will undertake the work.
- 2) The performance of the work is in accordance with a safe system of work and all known hazards and controls are documented in a Safe Work Method Statement (SWMS).
- 3) A *Working at heights permit* has been approved and issued by the manager or their representative
- 4) The workers have the appropriate competence, experience and training to perform the task/activity safely.
- 5) There is a competent safety observer observing the performance of the high-risk work at height.
- 6) Equipment including PPE appropriate to the performance of the work:
 - a) is available for use by the person performing the work at height,
 - b) has been properly maintained, and
 - c) the person performing the work at height makes proper use of the equipment.
- 7) The area where the work is performed is clear of obstructions to allow easy access.
- 8) A rescue plan has been completed and forms part of the SWMS.
- 9) A pre-start checklist has been completed for the work to be undertaken.

Note: Workers and contractors should be familiar with the content of the Managing the risk of falls at workplaces - Code of Practice 2018

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3. Instruction

3.1 Authorisation

Specify the minimum prerequisites for performing the task or activity

Assessments / Licences / Permits / Training

Assessments

<input checked="" type="checkbox"/> Work Instruction / Safe Operating Procedure	<input checked="" type="checkbox"/> Risk Assessment / Take FIVE / JHA	<input checked="" type="checkbox"/> QHEPS Induction / Site Induction
<input checked="" type="checkbox"/> Safe Work Method Statement	<input checked="" type="checkbox"/> Pre-start checklist	

Permits

<input checked="" type="checkbox"/> Request to Perform Work	<input checked="" type="checkbox"/> Working at heights permit	
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Training

<input checked="" type="checkbox"/> Work at Heights		
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Specific details

- Risk assessment undertaken for all tasks/activities identified as High-risk Work at Height
- Permit required based on the work to be performed
- training and assessment in Work at Heights
- Statements of Attainment in RIWHS202D and RIWHS204D
- Training and assessment in this work instruction

3.2 Personnel Protective Equipment (PPE) and Administrative Controls

The minimum PPE requirements are: Safety Boots, Long Pants, Long Sleeved Shirt

<input checked="" type="checkbox"/> Safety Footwear	<input type="checkbox"/> Safety Glasses/Face shield	<input checked="" type="checkbox"/> Gloves / Apron	<input checked="" type="checkbox"/> Protective Clothing / Sun Protective Clothing (SP30+)	<input checked="" type="checkbox"/> Equipment Inspection checklist
<input checked="" type="checkbox"/> Barricading / Signage	<input checked="" type="checkbox"/> Emergency Response Plan & Rescue Kit			

Specific Details of PPE and/or Administrative Controls

- The person working at height must wear fully enclosed slip-resistant footwear and any other PPE that is deemed necessary by the SWMS, SOP or Permit to Work.
- Portable warning sign and/or barricade (may be required based on the work process)
- Competent safety observer

3.3 Hazards Types

Identify the hazard that may be present while performing the task or activity

Potential Hazards:

Gravitational, Manual Tasks, Thermal and Work Environment, Kinetic / Mechanical, Electrical, Psycho-social and medical.

Could involve:

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- Slips, trips, falls, suspended loads, handling heavy loads, repetitive movement, awkward postures; restricted work space; weather; remote and isolated work, working around vehicles/mobile plant; exposed to overhead electrical services; workplace bullying, harassment, violence; exposure to traumatic incidents;

Specific hazards include

- Personnel falling from heights
- Tools or equipment falling from heights
- No guard rails or edges separating a drop off greater than 2 metres
- People working below work area
- Potential to fall from one level to another
- Sharp or hazardous objects below working area
- Hazardous process occurring below work area
- Heat exhaustion (working near tin roofs or hot plant and equipment)
- Manual handling injury
- Equipment failure

3.4 Work Risk Management

Assess the risks that may be present while performing the task or activity, identify and monitor controls

Work Readiness

Safety Observer must be

- competent to do the work observed;
- competent to rescue the person performing the work
- have the authority to stop the work before the risks become too high
- be able to communicate effectively with the worker
- not carry out any other work or function that compromises their role as a safety observer.
- assessed as competent in rescue and resuscitation within the previous six months

Tools, equipment and PPE –

Fall-arrest systems consist of some or all of the following components:

- anchorages and anchor points
- lifelines
- inertia reel
- lanyard of fixed length
- retractable lifelines
- rope grabs
- wire grabs
- rail system
- shock absorbers, both personal and industrial
- harness
- snap hooks (double or triple action to prevent rollout)
- karabiners (double or triple action to prevent rollout)
- rescue equipment.

Each component of the system and its attachment to an anchorage must be inspected by a competent person:

- after it is installed but before it is used
- at regular intervals
- immediately after it has been used to arrest a fall.

Inspection of all components should be conducted in accordance with the manufacturer's specifications and the relevant standards. If any signs of wear or weakness are found during the inspection, the components or means of attachment should be withdrawn from use until they are replaced with properly functioning components.

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Consider all energy inputs into plant/equipment that is located within the work area. Ensure isolation and de-energising electrical, hydraulic and flammable gas/liquids.

Ladders, scaffolds and similar equipment

Step Ladders - When working off step ladders.

- Use a ladder that has a rated SWL of 150 kgs, and is placed on a solid flat surface and not within two metres of a fall risk
- Stand only below two metres (e.g. where the workers feet are at or below two metres above the ground/floor/surface.)
- Use only for doing light work (e.g. accessing lighting fixtures and fittings) and where three points of contact can be maintained

Scaffold

The worker/contractor erecting the scaffolding must be

- prevented from falling from the scaffolding by a control measure as set out below; or
- is using a fall arrest harness system

For scaffold greater than 2 metres each of the following things should be installed immediately after components of the scaffolding have been erected:

- a platform at least 450mm wide along the full length of the section of scaffolding, designed to support the platform, at the level the scaffolding has reached;
- edge protection across the space between the uprights forming the outer frame of the scaffolding at the level the scaffolding has reached; and
- a means of access to the level the scaffolding has reached;

Work Environment

- Ensure workspace is clear of any obstructions and walkways are free from any slip/trip hazards. Establish a safe work zone around the area by placing barricades and signs to isolate work area and to limit access by patients, public and staff.
- Consider the conditions and stability of surfaces that are in place from the effects of weather i.e. rain, wind, heat or cold
- Consider the design of the work area and ease of access i.e. Surface type, Stability / evenness, Slope, Traction / grip / slipperiness, Load bearing/strength, Work area, Safe movement, Fragile surfaces, Access/egress

Drop Zones

- Barricades should be erected around a potential drop zone before work at height commences.
- Workers must take care not to drop tools or equipment while performing work above others. This includes the risk of dropping small items, such as nuts and bolts. Use tool bags, lanyards, magnetic containers to minimise the potential to drop small objects and tools.
- Reassess the extent of the drop zone if the work extends beyond its original dimensions.
- Ensure all tools and equipment have been removed from the work area before removing the barricades and signs.

Protection of openings and holes

- Holes, penetrations and openings through which a person could fall should be made safe immediately after being formed.
- If a cover is used as a control measure, it must be strong enough to prevent persons or objects falling through and must be securely fixed to prevent it being moved or removed.

Emergency Procedures

- Whenever there are risks from working at height, appropriate emergency procedures and facilities, including first aid, must be provided.

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- A competent Safety Observer must always be included in the controls implemented when workers are engaging in Working at Heights.
- These procedures must be included in the Safe Work Method Statement (SWMS).

Manual Tasks

When undertaking manual tasks that involve sustained or awkward posture;

- take regular rest breaks and stretch
- avoid leaning forward /twisting for extended period

When handling unstable or awkward objects /loads;

- grip the load well and keep close to body
- use mechanical aid or use two-person lift

Security

Accessing high secure patient areas

- undertake training in “Occupational Violence Prevention” before working in high secure locations
- arrange for two workers to attend the task in the location during normal business hours (arrange for security personnel to provide support during callout periods)
- contact nursing/security staff before accessing the secure area.

arrange for the security of tools and equipment before accessing the area

Work Process

Manager:

- Review the risk assessment associated with task.
- Authorise work that has been identified as *High Risk Work at Height*”
- Arrange for the issue of permits and act as OIC of work (where required or delegate to a Supervisor)

Supervisor:

- Review safe work instruction or SOPs
- Ensure work at heights equipment and PPE is serviceable and free of damage
- Ensure work at heights equipment and PPE is within it current test period
- Ensure workers are current in Work at Heights training (12 months)
- Ensure new workers are trained and competent to perform the work and are aware of procedures.

Workers and contractors:

- Undertake a written risk assessment to identify hazards and risks.
- Complete a “Work at Heights” Permit to obtain written authorisation before proceeding
- Complete a Safe Work Method Statement (SWMS) for the work activity.
- Establish and / or implement controls as identified by the SWMS
- Complete a pre-start checklist for the work to be undertaken
- Ensure barricades and warning signs are in place before work commences.
- Use a competent safety observer when work is assessed as high risk
- Document a rescue plan and ensure it is known to workers/contractors performing work at height and the observer
- Wear appropriate Personal Protective Equipment (PPE) to control the identified risks
- Use ladders and work platforms appropriately
- Adopt a safe system of work where there is the potential for objects to fall from heights and when moving objects from one elevated level to another. For example;
 - Erect secure physical barriers to prevent objects from falling.
 - Maintain good housekeeping, keep tools and equipment away from edges.
 - Secure tools and equipment with lanyards
 - Consider using chutes when placing debris into a skip below work area.
 - Establish exclusion zones with barricading and signage

On call work

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- Contact the on-call manager if you are required to undertake *High Risk Work at Height* task during a call out.
- The manager will authorise the work based on a risk assessment of the task and the operational needs of the hospital.
- Discuss and implement the agreed controls and complete the task
- Contact the on-call manager when the task is complete
- Document the risk assessment and SWMS/JHA at the next available opportunity and arrange for the manager to sign off

Housekeeping

- Before leaving the work area a visual inspection must be conducted by the worker completing the work to ensure the area is safe.
- Remove administrative controls e.g. barricades and signs
- Leave the work area in a safe, clean and tidy state

Caution

- Never undertake work at height without a competent safety observer or an emergency rescue plan
- Never work in inclement weather
- Never step on the top rung of a step ladder when performing work
- Never undertake work from a ladder where three points of contact cannot be maintained, or the workers feet are above two metres.

4. Roles and Responsibilities

Role	Responsibility
Chief Engineer	Develop, implement and review safe systems of work for all nominated routine maintenance and inspections tasks at WMH facilities, including this task
Facilities Maintenance Manager	Develop, implement and review work instructions for all routine maintenance and inspections tasks at WMH facilities, including this task.
Maintenance Supervisor Contract Co-ordinator	<ul style="list-style-type: none"> • Ensure training on all routine maintenance and inspections tasks at WMH facilities, including this task, is conducted. • Ensure records associated with routine maintenance and inspections tasks are maintained and available for review including maintenance records, training records, work instructions and operating instructions.
Trade Coordinator – Building Services	<ul style="list-style-type: none"> • Verify the competency for all tradespersons / labourers undertaking the task. • Conduct workshop inductions. • Ensure preventative and corrective maintenance of plant is completed in accordance with WMH procedures.
Tradespersons Trade Assistants	<ul style="list-style-type: none"> • To apply this work instruction when undertaking the task and report any workplace incidents or identified hazards and risks to their supervisor.

5. Non-Compliance

It is the responsibility of all staff to report any non-compliance with this work instruction to the supervisor or senior management. *NB: Any staff not conforming to this work instruction may be subject to disciplinary action in accordance with the West Moreton Policy.*

6. Definition/s

Nil

7. Monitoring and Evaluation

What will be monitored

Workplace incidents and Hazard Reports relating to the use of the plant

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How (method)	Incidents will be recorded in RiskMan, and reviewed and managed by the Line Manager of the affected member/s of staff as per the Work Health and Safety Incident Management Procedure Hazard reports will be reviewed by the identified line manager
Frequency	At the time of each incident or logged Hazard Report
Responsible officer	All staff for ensuring that routine tasks are undertaken safely
Reporting to	Facility Maintenance Manager

8. Related West Moreton Documents

Policy and Procedure Documents	<ul style="list-style-type: none"> • Procedure - Work Health and Safety Risk Management • Procedure - Work Health and Safety - Capability, Instruction and Training • Policy, Procedure and Work Instruction Staff Sign-Off Sheet • Work Health and Safety Consultation and Communication • Procedure – Permit to Work Procedure • Procedure - Lock out – Tag out (LOTO) • Procedure - Working at Height - Falls Prevention • Procedure - Work Health and Safety Incident Management • Vaccine Preventable Diseases (VPD) - Guide
Clinical Guidelines/Pathways	
Other	

9. Compliance Requirements and Obligations

Legislation and other compliance requirements	<ul style="list-style-type: none"> • Work Health and Safety Act 2011. • Work Health and Safety Regulation 2011. • Electrical Safety Act 2002. • Electrical Safety Regulation 2013 • Code of Practice 2018 - Managing the risk of falls at workplaces • Electrical safety Code of Practice 2020 - Working near overhead and underground electric lines • Code of Practice 2013 - Managing risks of plant in the workplace • Code of Practice 2011 - How to manage work health and safety risks • Code of Practice 2013 - Managing risks of hazardous chemicals in the workplace • Safe design of structures - Code of Practice 2013 • Excavation work - Code of Practice 2013 • Hazardous manual tasks – Code of practice 2011 • Managing noise and preventing hearing loss at work - Code of Practice 2011 • Managing the work environment and facilities Code of Practice
National Safety and Quality Health Service (NSQHS) Standards	
Other Standards	<ul style="list-style-type: none"> • AS 1319 - Safety signs for the occupational environment • AS/NZS 1891:4 Industrial fall arrest systems and devices • AS 1657 Fixed platforms, walkways, stairways and ladders – Design, construction and installation.

10. References and Resources

Nil

**Safe Work Instruction- Routine Tasks
Work at Height (Falls Prevention)**

11. Development, Revision and Approval History

ID & Version No.	Approval Date	Effective Date	Review Date	Document Custodian/Author	Approving Authority
	TBA	Date of publication, unless specified by approval authority	10/02/2022	Chief Engineer, Infrastructure and Assets	Director, Service Support: signature:
Summary of changes					
<input checked="" type="checkbox"/> New Work Instruction for routine activity:					

12. Key Words

Nil

13. Appendices

Appendix A – Staff Sign off sheet

Appendix B - CONSTRUCTION WORK -WORK OF A MINOR NATURE

Appendix C – Risk assessment

Appendix D – Prestart check list

Appendix E - SIGNAGE

CONSTRUCTION WORK - WORK OF A MINOR NATURE INFORMATION SHEET

Overview

This Information Sheet provides advice for persons conducting a business or undertaking (PCBUs) on what could be considered 'work of a minor nature' when testing, maintaining or repairing a building or structure.

As 'work of a minor nature' is not classified as 'construction work', Chapter 6 of the WHS Regulations does not apply. For example there would be no requirement to prepare a safe work method statement (SWMS) or for a worker to hold a general construction induction training (white) card. A SWMS is required for any activity that includes high risk construction work.

'Work of a minor nature' is usually but not always low risk. 'Work of a minor nature' may still be hazardous and must be carried out in full compliance with all applicable provisions of the work health and safety legislation. For example, if the work is carried out where there is a risk of a fall then those risks must be managed in accordance with Part 4.4 of the WHS Regulations.

The [Code of Practice: Construction work](#) provides further information on and examples of 'work of a minor nature', as well as information on when SWMS are required and construction worker induction.

What is construction work?

The work health and safety legislation distinguishes between 'construction work' and 'work of a minor nature'.

Construction work is 'any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure'.

However, **construction work** does not include 'testing, maintenance or repair work of a minor nature carried out in connection with a structure'.

What is work of a minor nature?

Testing, maintenance or repair 'work of a minor nature' is work that generally:

- requires minimal control measures to manage risks

- requires little or no pre-start preparation of the work area, and
- is small scale and often of short duration.

If the work can be safely carried out with minimal preparation of the work area then it could be considered 'work of a minor nature'. Factors that may relate to minimal preparation are:

- small scale work that doesn't impact the existing design of the building or structure
- work that can be undertaken by workers with minimal supervision
- work that can be completed using hand tools and/or only requires light-duty material e.g. material that can be used without mechanical aids and does not need a designated storage area, and
- work that has minimal effect on the public e.g. roads and footpaths are not affected.

If more detailed preparation is required, the work is regarded as construction work.

Before starting work, ensure the building will not be affected by the work. If you believe it may be it is not 'work of a minor nature'. If necessary obtain advice about the building or structure's stability from a competent person.

Examples of activities that might be 'work of a minor nature' are listed in Appendix A.

What do I need to do?

A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that risks to health and safety are managed and workers are given the necessary information, training, instruction and supervision.

Further information

More information can be found in the [Code of Practice: Construction work](#) on the [Safe Work Australia](#) website (www.swa.gov.au).



EXAMPLES OF CONSTRUCTION WORK OF A MINOR NATURE

'Work of a minor nature' can be hazardous and the risk should be assessed to determine suitable controls and ensure compliance with work health and safety legislation. Further information on assessing and managing risks can be found in the [Code of Practice: How to manage work health and safety risks](#) and other hazard specific codes of practice, for example the [Code of Practice: Managing the risks of falls at workplaces](#).

Work of a minor nature can include the following:

- inspecting a building's fire equipment
- inspecting a building's lifts but not maintaining or repairing the lifts regardless of how minor
- inspecting and servicing of, or replacing parts or repairing damage to:
 - an air-conditioning system but not installing or replacing the entire system
 - individual solar panels but not installing or replacing the entire solar panel system
 - pressure piping, including mechanical sleeving, repairing insulation and applying protective coating but not welding, cutting or replacing sections of pipe
 - sprinklers but not installing or replacing the entire sprinkler system
 - an irrigation system but not installing or replacing the entire system
 - a water pump
 - a pre-fabricated rainwater tank
 - a smoke detector
 - an alarm once de-energised but not the entire alarm system
 - remote-controlled windows, doors, gates and turntables once de-energised
 - an intercom system
 - a home entertainment system
 - a satellite dish or antenna
 - a computer network
 - a light globe, tube or diffuser
 - non-structural joinery such as kitchen cabinets, wardrobes, plasterboard panels, windows, doors, architraves
 - floor boards, floor joists, floor bearers on the ground floor but not an entire room or deck
 - furnishings, such as carpets, curtains, blinds and non-timber floors
 - floor and wall tiles, and grouting but not an entire room or deck
 - skirting boards, ceilings and cornices but not in an entire room
 - footpaths and steps but not the entire structure
 - individual roof tiles but not an entire section
 - gutters but not the whole guttering system
 - a fence but not replacing an entire fence or gates
 - a toilet, cistern and taps
- removing unleaded paint, patching, sanding or painting walls, and
- landscaping e.g. pruning plants, cutting grass, digging holes but not building a retaining wall, laying bricks or operating a machine like an excavator.

CONSTRUCTION WORK

Construction work means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

The definition of construction work is broad and includes:

- any installation or testing carried out in connection with an activity mentioned above
- the removal from the workplace of any product or waste resulting from demolition
- the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work
- the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure
- the installation, testing or maintenance of an essential service in relation to a structure
- any work connected with an excavation
- any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity mentioned above
- any activity mentioned above that is carried out on, under or near water, including work on buoys and obstructions to navigation

construction work does not include

- the manufacture of plant; the prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work;
- the construction or assembly of a structure that once constructed or assembled is intended to be transported to another place;
- testing, maintenance or repair work of a minor nature carried out in connection with a structure;
- mining or the exploration for or extraction of minerals.

structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes—

- buildings, masts, towers, framework, pipelines,
- transport infrastructure and underground works (shafts or tunnels); and
- any component of a structure; and
- part of a structure.

Risk Assessment – Work at Height (Fall Prevention)

SEE ATTACHED

Working at Heights - Pre-Start Checklist

Complete this checklist before you start your activity. These are administrative processes that often form an important part of the overall safety of your activity. For any items checked "No", provide further information on the controls to be implemented. Add any further items that are relevant to your work

Note: A completed, and signed copy of this form is to be attached to the work at heights permit.

WORK DETAIL		
Title:	Work Description:	Date
Requested by:	Work Order No:	Permit No:
WMH Facility:	Building Name /No.	Facility Address:

Control Options *(Insert control letters against all items below that apply)*

A. Edge Protection	B. Elevating Work Platform (EWP)	C. Scaffold with work platform and internal ladder
D. Ladder	E. Fall protection cover	F. Scaffolding
G. Fall Arrest Platforms	H. Industrial rope access	I. Travel restraint system
J. Safety Observer	K. Permit to work systems	L. Safe work method statement
M. Warning signage	N. Toolbox talks	O. Safety harness with lifeline
P. Non-slip shoes	Q. Work at Height Training (statement of attainment)	R. Falling Objects control system
S. Barricade/fencing around the work zone		

Worker Name:	Contact No.:
Signature	Date: / /
Work supervisor/trade co-ordinator	Contact No.:
Signature	Date: / /

Before the work commences, the person to conduct the task at height:	Yes	No	N/A	Control Options
Has received relevant information, instruction, training to competently perform the task (new workers)				
Has identified equipment to be used or installed				
Is familiar with: <ul style="list-style-type: none"> • This Risk Assessment; and/or • Safe Work Method Statement; and/or • Plant and Equipment SOPs / manufacturer instructions 				
Has verified that the work area is clear of electrical hazards <i>Power lines or electrical cables in close proximity</i> <i>Exposed electrical switchboards/power points</i>				
Has verified the work area <i>Surface condition</i> : <ul style="list-style-type: none"> <li style="width: 33%;"><input type="checkbox"/> Surface type <li style="width: 33%;"><input type="checkbox"/> Stability / evenness <li style="width: 33%;"><input type="checkbox"/> Slope <li style="width: 33%;"><input type="checkbox"/> Traction / grip / slipperiness <li style="width: 33%;"><input type="checkbox"/> Load bearing / strength <li style="width: 33%;"><input type="checkbox"/> Work area <li style="width: 33%;"><input type="checkbox"/> Safe movement <li style="width: 33%;"><input type="checkbox"/> Fragile surfaces <li style="width: 33%;"><input type="checkbox"/> Access/egress 				
Has appropriate ground surface stability for equipment footing being used (wet, slippery, sloping surface, ground penetration)				
Has assessed the surfaces for change in level, crossovers, access to other roofs				
Has verified unprotected edges (e.g. roof tops, shafts, balconies etc.) with edge protection less than 1.2 metres high				
Verified if the structure supporting the roof requires modification to support safeguards? (E.g. edge protection, travel restraint mounting points)				
Has verified others in the workplace are aware the task that is being undertaken. <i>Workers must NOT work alone or in isolation when working at height.</i>				
Notes the weather conditions are appropriate for the task or equipment being used. (no work in inclement weather)				
Notes that First Aid resources suitable for activity are readily available (including trained staff)				
Has suitable clothing, footwear and personal protective equipment for task				
Notes that others will not be impacted by the equipment or task (falling items, noise, fumes etc.) Has verified falling objects protection zones and systems <i>Note: The activity should be conducted to minimize the impact on others e.g. perform after hours when there is no human traffic or obstructions, barricade the area or make a "No Go" zone.</i>				
Confirms an effective communication system is in place and functional: (e.g. how will people working at height communicate during an emergency) <ul style="list-style-type: none"> <input type="checkbox"/> mobile phone <input type="checkbox"/> telephone line at location <input type="checkbox"/> walkie talkies <input type="checkbox"/> physical messenger 				
Has a method to monitor the activity (e.g. safety observer in case of an emergency)				
Has erected appropriate signage around work site.				
Notes any further information:				

