

Procedure

Work Safety and Wellbeing Working at Height – Falls Prevention

1. Purpose

This procedure describes the processes to comply with regulatory obligations and standards, minimising risk to falls of staff undertaking work in areas within the West Moreton Hospital and Health Service (WMH) that are deemed to be working at heights locations.

Falls are a major cause of death and serious injury in Australian workplaces. Fall hazards are found in many workplaces where work is carried out at height, for example stacking shelves, working on a roof, unloading a large truck etc. Falls can also occur at ground level into holes, for example trenches or service pits.

2. Scope

This document relates 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.

WMH has identified all roof areas as high-risk areas. These areas are accessed controlled with entry approved only by Permit to Work. Permits can only be approved by Infrastructure and Assets (I&A) authorised personnel after validation of a safe work method statement (SWMS).

3. Statement / Commitment

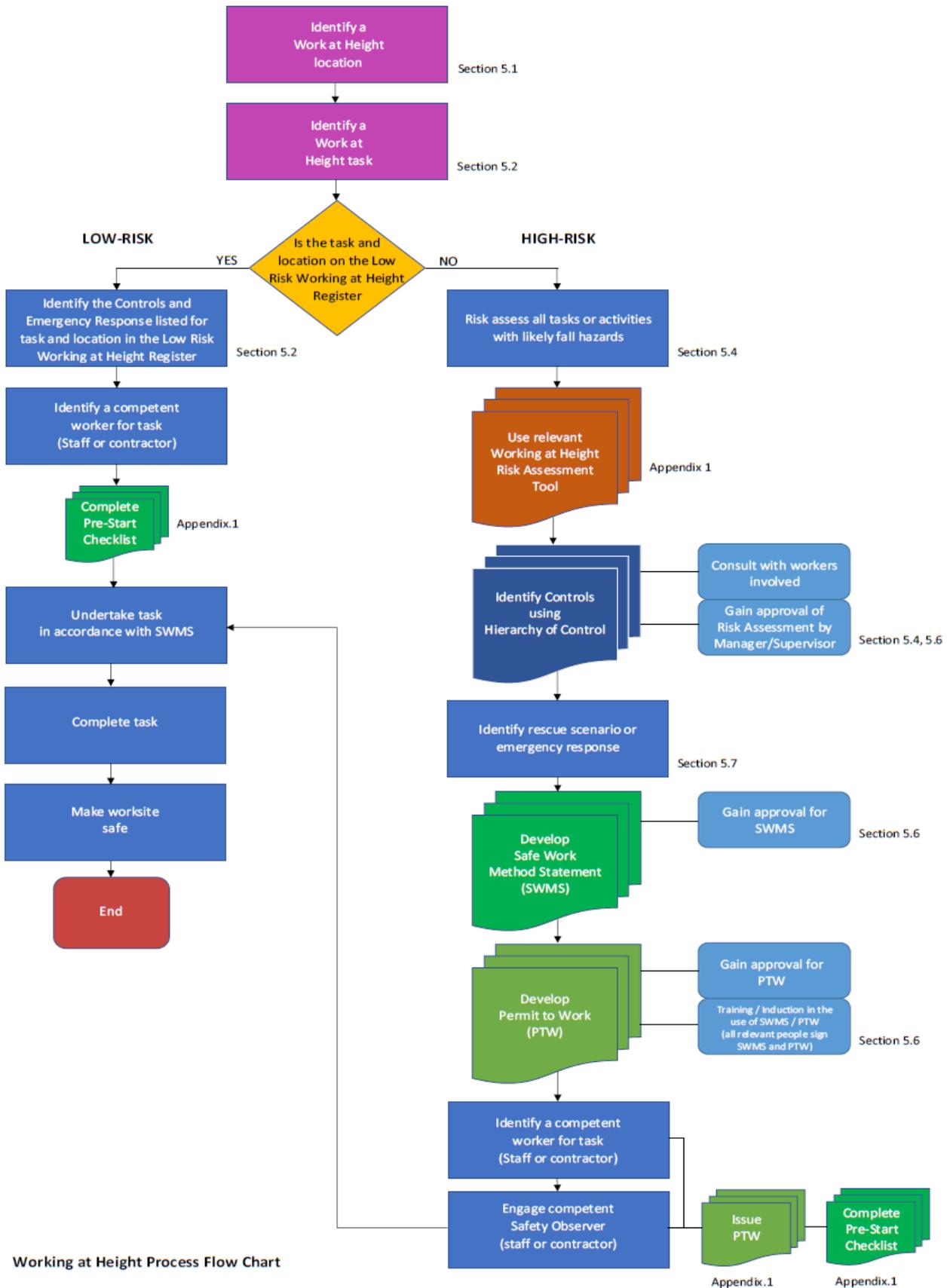
WMH is committed to the health and wellbeing of all workers (including staff and contractors) through the appropriate management of working at heights, aimed at preventing and minimising hazards and incidents where possible. WMH will ensure all workplace hazards and risks are managed by elimination or control, using a risk management approach, in accordance with this procedure.

4. Principles

The principles of this procedure are based on statutory requirements and standard industry practice. WMH is committed to the highest standards of staff and patient safety and uses best practice methodologies to create a safe work environment for our staff and others. The safety of our people is our highest priority. We strive to and are committed to continuous and sustainable improvement of health and safety management.

Working at Height – Falls Prevention Procedure
WMHHS2016091v2

5. Process



Working at Height – Falls Prevention Procedure WMHHS2016091v2

All Working at height (e.g. working on ladders, etc) involves a degree of risk regardless of the height and, as a general rule, ladders are designed to be a means of access rather than a work platform.

Follow the above Flow Chart to determine if your task/activity is Low-Risk or High-Risk.

- If Low-Risk, follow the pre-determined (Low-Risk Working at Heights Register) SWMS + Pre-Start checklist.
- If High Risk follow the more extensive full Risk Assessment process, develop a SWMS and a Permit to Work, gain approval for the High-Risk works and appoint a competent worker to complete task.

Required PPE

- 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.

Prohibited tasks

- Use of any ladder that is **NOT** rated to AS/NZS 1892, at least Industrial and a minimum of 120kg. The ladder user and any equipment they are carrying must not exceed the maximum load rating of the ladder.
- Use of any ladder that is damaged in any manner.
- Where the worker cannot maintain 3 points of contact *
* (e.g. where two hands need to be free for a brief period for light work. Keep two feet on the same step and the body (knees, hips or chest) supported by the stepladder to maintain three points of contact)

Low Risk Working at Height tasks or locations Register

(Must have pre-determined SWMS for task at location, must also include pre-start checklist)

- Working on a veranda or similar location, whilst standing or using a ladder on the floor.
- Use of a portable ladder on a solid flat surface, where the workers feet are at or below 2 metres above the ground/floor/surface and not within 2 metres of a fall risk such as a trench, edge, loading dock etc.
- Changing a light bulb or similar task (using a ladder), where the workers feet are at or below 2 metres above the ground/floor/surface.
- Using a platform ladder on a flat surface.

High Risk Working at Height includes

(Can include pre-determined SWMS for task at location, must include PTW and pre-start checklist)

- Where ANY other Permit to Work is required as well as Working at Height.
- Where ANY hazardous chemical is being used, whilst Working at Height.
- Where ANY licenced High-Risk Work is to be conducted whilst Working at Height.
- Where a ladder is to be used on a surface that is slippery, has loose material, sloping, 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.

5.1 Work Areas at Risk

This procedure provides information to assist the management of fall hazards in the workplace which includes activities where people are working:

Working at Height – Falls Prevention Procedure WMHHS2016091v2

- off the ground (e.g. up ladders, on work platforms);
- on the ground close to holes (e.g. excavations) edges or ledges (e.g. retaining walls);
- openings through which people could fall (e.g. skylight); or
- in areas where objects may fall from above.

Staff 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.

Specific work groups particularly at risk of falls from at height work are BEMS 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 & Permit to Work”](#) to be completed prior to commencing the task.

5.2 How to determine if you are working at heights

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.

Staff must not perform work at heights above 2m 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.

5.3 Inspect the Workplace - Fall Hazard Identification

Consult with workers or technical specialists, such as an engineer, in the workplace to find out where work is carried out that could result in falls.

Key things to look for include:

- surfaces:
 - the stability, fragility or brittleness;
 - the potential to slip;
 - the slope of work surfaces.
- levels—where levels change and workers may be exposed to a fall from one level to another;
- structures—the stability of temporary or permanent structures:
 - on any structure or plant being constructed or installed, demolished or dismantled, inspected, tested, repaired or cleaned;
 - the ground—the evenness and stability of the ground with potentially unstable surface;
 - the working area—whether it is crowded or cluttered;
 - entry and exit from the working area;
 - holes, openings, excavations or edges.
- equipment - to work at the elevated level;

Working at Height – Falls Prevention Procedure WMHHS2016091v2

5.4 Fall - Risk Assessment

When assessing the risks arising of a fall hazard, the following matters should be considered:

- the design and layout of elevated work areas, including the drop distance;
- the proximity of workers to unsafe areas (e.g. loading docks);
- the adequacy of maintenance of plant and equipment (for example, scaffolding);
- the suitability and condition of ladders;
- the adequacy of lighting;
- weather conditions;
- the suitability of clothing and PPE;
- the adequacy of staff training;
- the adequacy of emergency procedures.

The Working at Height - Risk Assessment Template Form (Appendix 1) should be used by WMH managers and supervisors in the first instance to assess the risks of a fall hazard.

The hierarchy of control (Table 1) stipulates the options to manage fall hazards and begins with the level 1 control, elimination - the most effective hazard control strategy. A lower order control can only be used when it is not reasonably practicable to use a higher one.

The fall from heights, hierarchy of control is:

Level 1:	Eliminate the hazard by performing the work on the ground or on a solid surface.
Level 2:	Use a passive fall prevention device ; e.g. edge protection which prevents falls.
Level 3:	Use a work positioning system ; e.g. which limits movement and therefore minimises access to areas where a fall can occur.
Level 4:	Use a fall arrest system e.g. a harness, which does not eliminate a fall, but prevents the person falling to the ground.
Level 5:	Use a ladder or implement administrative controls. It is important to note; administrative controls are the least effective means of controlling falls and have no effect on the identified hazard.

Ensure through review, that the chosen control measure does not introduce new risk to the situation.

Table1: The hierarchy of control

Generic risk assessment

If you are responsible for a number of different work areas or workplaces and the fall hazards are the same, you may perform generic risk assessment. However, you should carry out a risk assessment on each fall hazards if there is a likelihood of additional or different risks.

5.5 When is a Risk Assessment not required

A risk assessment is unnecessary if the risk is low, already well known and a process or method is in place for how to control or minimise the risk of the hazard causing harm.

5.6 Controlling the risk when working at heights

The most effective control measure is to eliminate the risk, for example, by eliminating the need to access a working at height location.

Appendix 2 provides examples of the selection of equipment linked to the 5-level hierarchy of control.

Working at Height – Falls Prevention Procedure WMHHS2016091v2

Control measures are needed where there is a risk of injury irrespective of fall height.

- Control the risk of falls so far as is reasonably practicable:
 - Provide those who are working at height with adequate information, training and instruction;
 - Ensure control measures are fit for purpose.
- Review and monitor the working at height practices.
- Control measures should not create new hazards.
- Maintain records of fall hazards, risk assessments, safe work procedures and training.

The basic process for managing working at heights is summarised in Appendix 2.

Appendix 2 also provides guidance on the selection of suitable equipment linked to the 5-level hierarchy of fall control.

5.6.1 Falling Objects

PCBU's 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.

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.

5.6.2 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.

5.6.3 Administrative Controls

Administrative controls may be used to support other control measures. These may include procedures, permit systems and the sequencing of work etc. Using administrative controls to minimise the risk of falls is not generally considered appropriate without the use of a higher order control as well.

The Working at Heights - Pre-Start Checklist (Appendix 1) should be used by the individual worker prior to working at height to ensure that all relevant control measures are in place and working.

5.6.4 Safe work procedures

An administrative control may be as simple as a safe work procedure, it may also include targeted training or instruction, and also quantify the level of supervision required. If relying on administrative controls, it may be necessary to provide a high level of supervision to ensure that the safe work procedure is being adhered to.

Working at Height – Falls Prevention Procedure WMHHS2016091v2

5.6.5 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 Working at Heights - Permit to Work form in Appendix 1 is to be utilised.

The local Manager/Supervisor is responsible for ensuring the Permit to Work system is followed for all work at height. The original Permit to Work - Working at Heights form, is to be maintained by the contractor/staff member completing the work and a copy maintained by the Manager/Supervisor for records.

5.7 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 \(SWMS\)](#).

5.8 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.

Records of all training provided to workers in relation to working at heights must be kept for 2 years.

6. Roles and Responsibilities

Role	Responsibilities
Authorised Infrastructure and Assets person (Permit Issuer)	<ul style="list-style-type: none"> • Ensure compliance with this procedure. • Consult with staff and contractors and sub-contractors about permits and required documentation. • Confirm all required documentation has been provided. • Approve permits. • Ensure storage of permits is performed in accordance with Infrastructure and Assets requirements through the Permit to Work database.

7. Non-Compliance

Failure to adhere to this procedure, may result in penalties being applied under the *Work Health and Safety Act 2011*.

Working at Height – Falls Prevention Procedure WMHHS2016091v2

8. Definition/s

Term	Definition
A fall hazard	A situation where a person is exposed to a risk of a fall from one level to another.
Work at height	Work in any place where, if there were no precautions in place, a person could fall a distance that is liable to cause injury.
Competent person	A person who has acquired the knowledge and skills to carry out the task through training, qualification or experience. Competency is a combination of these attributes that enables a worker to identify both the risks arising from a situation and the measures needed to deal with them.
Safe Work Method Statement (SWMS)	<p>The main purpose of a SWMS is to enable supervisors, workers and any other persons at the workplace to understand the requirements that have been established to carry out the high-risk work in a safe and healthy manner.</p> <p>It sets out the work activities in logical sequences and identifies hazards relating to the work and risks to health and safety associated with those hazards. It also describes control measures and how the control measures are to be implemented, monitored and reviewed.</p> <p>A SWMS is to be kept until work is completed or for 2 years if a notifiable incident occurs in relation to the work</p>

9. Monitoring and Evaluation

What will be monitored	Compliance with this procedure by WMH staff, contractors and consultants engaged by WMH. Desk top review of forms, and random visual observations working at height of activities at WMH
How (method)	<ul style="list-style-type: none"> Ensure that all staff/contractors likely to come into contact with a working at height are fully trained and inducted into how to identify that they are working at height and empowered to manage the use of these spaces as per this procedure, including the use of “Permits to Work” and “SWMS” Ensure working at height locations are reviewed as per How to Manage Work Health and Safety Risks - Code of Practice 2011 and Part 4.4 of the Work Health and Safety Regulation 2011.
Frequency	Annually and adhoc.
Responsible officer	An authorised Infrastructure and Assets person who has been deemed competent in the management of working at height.
Reporting to	The Infrastructure and Assets Chief Engineer as well as the I&A Facility Maintenance Manager

10. Compliance Requirements and Obligations

Legislation and other compliance requirements	<ul style="list-style-type: none"> Work Health and Safety Act 2011 Work Health & Safety Regulation 2011 Work Health & Safety consultation, co-operation and co-ordination Code of Practice 2011 How to Manage Work Health and Safety Risks - Code of Practice 2011 Managing the Risk of Falls in the Workplace Code of Practice 2011
Australian and NSQHS Standards	<ul style="list-style-type: none"> AS/NZS 4801:2001 - Occupational Health & Safety management systems. AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use.

Working at Height – Falls Prevention Procedure WMHHS2016091v2

	 1. Clinical Governance
Dept. of Health Implementation Standards	<ul style="list-style-type: none"> QH-IMP-401-2 - Work health and safety governance, consultation and capability standard 2018 QH-IMP-401-3 - Work health and safety risk management standard 2018 QH-IMP-401-4 - Work health and safety monitoring, evaluation and performance review standard 2018 QH-IMP-401-5 - Workplace rehabilitation standard 2017 QH-IMP-401-6 – Work health and safety accountabilities standard 2018

11. Development, Revision and Approval History

ID & Version No.	Approval Date	Effective Date	Review Date	Document Custodian/Author	Endorsing Committee	Approval Authority
WMHHS2016091v1	02/11/2016		02/11/2019	Chief Engineer Infrastructure and Assets		CFO
WMHHS2016091v2	17/06/2019		17/06/2022	Manager WSW / Sen. WHS Advisor		Position: ED People and Culture Signature:
Summary of changes						
<input checked="" type="checkbox"/> Scheduled review, substantial changes; additionally, developed following external WHS audit non-conformances						

12. Key Words

Height, safety, infrastructure, assets, permit, work, ladders, walkways, falls, falling objects, hazard, Permit to Work, SWMS.

13. Appendices

Appendix 1 - Work at Height - Risk Assessment Template
 Work at Height - Pre-start checklist
 Work at Height - Permit to Work

Appendix 2 - Selection of Equipment linked to the Hierarchy of Control

Working at Height – Falls Prevention Procedure WMHHS2016091v2

Appendix 1 - Working at Height - Risk Assessment

This risk assessment is designed to assist workplaces in managing fall hazards in the workplace. This includes activities where people are working:

- off the ground (e.g. up ladders, on work platforms, or on roofs);
- on the ground near to excavations or holes, edges or ledges (e.g. retaining walls);
- openings through which people could fall (e.g. skylight); or
- in areas where objects may fall from higher levels and cause injury.

Will work be undertaken over two (2) metres above the ground? Yes No

If yes: [complete a safe work method statement \(SWMS\) instead of this risk assessment](#)

Will work be undertaken 1.5 metres or more below a surface or underground? Yes No

If yes: [complete a safe work method statement \(SWMS\) instead of this risk assessment](#)

For all other work at heights activities, continue using this risk assessment.

Use this template to:

- identify the potential working at height hazards and their associated risks
- identify appropriate control measures in line with the five-level hierarchy of control
- document and approve the activity prior to starting work
- provide a summary of control measures to be implemented to reduce risks associated with the activity.

Activity description:			
Person(s) undertaking the activity: Please Print			
Start Date:	Time:	Finish Date:	Time:
Submitted by: Please Print			Date:
Indicate the names of those who were involved in the preparation of this risk assessment: Please Print			
Training or qualifications required:			
Supporting documentation attached (e.g. Safe work method statement – SWMS, Approval for contractors, SOP,). Details:			

Working at Height – Falls Prevention Procedure WMHHS2016091v2

Step 1: Identify the hazards associated with your task

The risk of an injury occurring will vary according to the specific hazards associated with the different elements of your task. In order to identify foreseeable hazards and their associated risk, consider these questions prior to applying any additional control measures, in relation to the factors below:

- *What is the distance of a potential fall?*
- *What is the severity of a possible injury?*
- *What task is to be done at height?*
- *How likely is it that a fall could occur?*
- *The environment, low light or slippery surfaces (wind, rain, exposure)*
- *What is the expertise of the workers involved (competency, qualifications, etc.)?*
- *What will be the duration of the activity?*
- *Where will the activity take place (proximity to doors, overhead electrical cables etc.)?*
- *What equipment will be used (ladders, EWP's or scaffolding etc)?*
- *Are there any other hazards associated with the task? e.g. manual handling, pedestrians, falling objects*

Surface			
<input type="checkbox"/> Surface type	<input type="checkbox"/> Stability / evenness	<input type="checkbox"/> Slope	
<input type="checkbox"/> Traction / grip / slipperiness	<input type="checkbox"/> Load bearing/strength	<input type="checkbox"/> Work area	
<input type="checkbox"/> Safe movement	<input type="checkbox"/> Fragile surfaces	<input type="checkbox"/> Access/egress	
Other/detail:			
Hazard controls:			
Facilities / built environment			
<input type="checkbox"/> Location	<input type="checkbox"/> Proximity	<input type="checkbox"/> Driveways / pathways	<input type="checkbox"/> Indoors
<input type="checkbox"/> Buildings and fixtures	<input type="checkbox"/> Roofs / guttering	<input type="checkbox"/> Gardens/landscaping	<input type="checkbox"/> Retaining walls
Other/detail:			
Hazard controls:			
Machinery / plant / equipment (refer to a completed safe work method statement)			
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Safe operation	<input type="checkbox"/> Machinery (fixed / mobile / portable)	<input type="checkbox"/> Ladders
<input type="checkbox"/> Suitability	<input type="checkbox"/> Hand tools	<input type="checkbox"/> Trestles/Scaffold	<input type="checkbox"/> Vehicles/trailers
Other/detail:			
Hazard controls:			
Manual tasks			
<input type="checkbox"/> Heights	<input type="checkbox"/> Balance	<input type="checkbox"/> Restricted space	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Over reach	<input type="checkbox"/> Repetition	<input type="checkbox"/> Heavy objects	<input type="checkbox"/> Vibration
Other/detail:			
Hazard controls:			
Environment			
<input type="checkbox"/> Sun exposure / glare	<input type="checkbox"/> Wind	<input type="checkbox"/> Water (rain / dew / frost / fog)	
<input type="checkbox"/> Temperature (hot / cold)	<input type="checkbox"/> Electrical storm	<input type="checkbox"/> Work alone or in isolation	
Other / detail:			
Hazard controls:			

**Working at Height – Falls Prevention Procedure
WMHHS2016091v2**

Energy systems
<input type="checkbox"/> Electricity (mains <i>and</i> solar) <input type="checkbox"/> LPG gas <input type="checkbox"/> Gas/pressurised containers
Other/detail:
Hazard controls:
People
<input type="checkbox"/> Falling objects <input type="checkbox"/> Competency/training <input type="checkbox"/> Noise <input type="checkbox"/> Contractors
<input type="checkbox"/> Injury <input type="checkbox"/> Vehicle traffic <input type="checkbox"/> Pedestrian traffic <input type="checkbox"/> Physically capable
Other/detail:
Hazard controls:
Critical incident
<input type="checkbox"/> Rescue from fall <input type="checkbox"/> Falling object <input type="checkbox"/> Disruption to daily operations
Other/detail:
Hazard controls:
Other hazards (e.g. chemical, biological)
Details:
Hazard controls:

Step 2: Assessing the inherent risk for fall from heights

Consider the nature of the activity against the indicators below to assess the inherent risk level. Risk levels may be considered medium, high or extreme – **any activity where there is potential for fall from heights cannot ever be considered low risk.** Once the risk level has been determined, follow the actions and approval required for that risk level.

Overall inherent risk level and indicators		Action required/approval
<input type="checkbox"/>	<p>Medium</p> <p>If a fall were to occur, there would likely be minor injury requiring no more than first aid e.g.</p> <ul style="list-style-type: none"> Working at a level where a fall would likely cause a minor injury. Doing a relatively easy task for a short period of time from a stable base and secure position. A landing surface that is free from dangerous objects. Performing task from ground using long handled device. Use of a ladder for a short duration for access purposes that is secured from moving and on stable ground. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Document controls recommended and/or complete a risk assessment. <input checked="" type="checkbox"/> No formal approval required to undertake the activity. <input checked="" type="checkbox"/> Use equipment designed for the task.

**Working at Height – Falls Prevention Procedure
WMHHS2016091v2**

<input type="checkbox"/>	High	<p>If a fall were to occur, it is likely a serious injury requiring medical attention would result e.g.</p> <ul style="list-style-type: none"> • Working at a height or accessing an area where a fall would likely cause a serious injury. • Use of a ladder for light duties that is secured from moving and on stable ground and following SOP for ladders. • Use of elevating work platforms (e.g. cherry picker), mobile scaffolds, step platforms, etc. • Using an elevated electronic signboard. • Areas with difficult access. • Poor housekeeping, wastes, debris (e.g. leaves), garden beds or stored or stacked materials where they interfere with access to work 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> A documented risk assessment is required. <input checked="" type="checkbox"/> Principal or delegated supervisor approval is required prior to conducting this activity. <input checked="" type="checkbox"/> Use equipment designed for the task.
<input type="checkbox"/>	Extreme	<p>If a fall were to occur, it is likely be a serious injury requiring hospitalisation, or even death would result e.g.</p> <ul style="list-style-type: none"> • Activities where there is a risk of falling 2 meters or more (measured from the person's feet to the ground below). • Working near an unprotected open edge (e.g. close proximity to retaining walls; lift wells, loading docks). • Activities where a fall would likely result in permanent impairment or death. • Using equipment on uneven/unstable ground or working on a sloping or slippery surface where it is difficult to maintain balance (e.g. on glazed tiles). • Performing work from a ladder e.g. clean gutters, minor repairs, painting, cleaning. • Doing awkward or difficult work at height. • Working at height frequently or for extended periods of time. • Others in the vicinity that may be impacted by the activity (e.g. hit by falling objects). • Poor weather conditions. • Using equipment for purpose for which it is not designed (e.g. standing on a desk or chair to access a high shelf). • Working on an elevated fragile surface (e.g. asbestos roofing, near skylights). • 	<p>Seriously consider alternatives to undertaking the activity:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Does the task need to be done? <input checked="" type="checkbox"/> Is there another way to do the task that removes the extreme level of risk? <input checked="" type="checkbox"/> A documented risk assessment is required <input checked="" type="checkbox"/> Principal approval is required prior to conducting this activity. <input checked="" type="checkbox"/> Use equipment designed for the task.

Step 3: Suggested control measures for managing fall hazards

At all times, regardless of the level of risk, we are required to do what is reasonably practicable to eliminate or minimise the risk of any hazard with the potential to cause harm. Control measures are the things we do to eliminate or lower the level of risk. Listed below are recommended control measures that follow the five-level hierarchy of controls for managing fall hazards.

Controls are to be considered and used in this order, starting at level 1. Add details of the controls you intend to implement. You may use more than one level of control. Remember to include control measures for all the hazards you have identified

**Working at Height – Falls Prevention Procedure
WMHHS2016091v2**

Recommended control measures Consider options in the following order:		Detail how the controls will be implemented.
Level 1 Eliminate the risk of a fall	<p>Can control measures be put in place to eliminate the risk of falling?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does not have to be performed at all? <input type="checkbox"/> Can be performed less frequently in the future? <input type="checkbox"/> Can be performed at ground level or on a solid platform free from the risk of a fall? <input type="checkbox"/> Prefabricating/installing parts at ground level. <input type="checkbox"/> Lowering lighting to replace fittings 	
<i>If level 1 controls are not reasonably practicable or do not fully manage the risk, then consider level 2 controls.</i>		
Level 2 Use a passive fall prevention device	<p>Can measures be put in place to isolate the risk of falling?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employ specialized contractor to install guard rails or edge protection that provides permanent passive fall protection. <input type="checkbox"/> Use an elevated work platform or similar if ground conditions permit. Person in work platform must wear an anchored harness. <input type="checkbox"/> Person is provided with appropriate training, instruction and supervision to use EWP (or similar). 	
<i>If level 1 – 2 controls are not reasonably practicable or do not fully manage the risk, then consider level 3 controls. It is required that WMH should use contractors for roof work if level 3 controls are required.</i>		
Level 3 Use a work positioning system	<p>Can measures be put in place to minimise the consequence of a fall?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use rails or a catch platform. <input type="checkbox"/> Employ a specialized contractor to access roofs and complete work using a travel restraint system*. <p>* This control option demands high levels of competency and supervision and carefully selected, maintained and tested equipment. Users require ongoing training and administrative procedures need to be developed and regularly reviewed.</p>	
<i>If level 1 – 3 controls are not reasonably practicable or do not fully manage the risk, then consider level 4 controls. It is required that WMH should use contractors for roof work if level 4 controls are required.</i>		
Level 4 Use a fall arrest system	<p>Can measures be put in place to minimise the working at height hazard?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employ a specialized contractor to access roofs using an individual fall arrest system^. <p>^ This option must also include at least one other person that is qualified to perform a rescue in case of a fall. Self-rescue is not an option as serious or fatal injuries from suspension trauma are a possible outcome.</p>	
<i>If level 1 - 4 controls are not reasonably practicable or do not fully manage the risk, then consider level 5 controls.</i>		

**Working at Height – Falls Prevention Procedure
WMHHS2016091v2**

Recommended control measures Consider options in the following order:		Detail how the controls will be implemented.
Level 5 Use an administrative control	<p>Can measures be put in place to minimise the consequence of a fall through administrative controls?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use a platform ladder or trestle. <input type="checkbox"/> Use a step platform ladder which provides a stable work surface that is appropriate for the area. <input type="checkbox"/> Ladders must only be used if higher level controls are not reasonably practicable. <input type="checkbox"/> Use ladders in accordance with the Ladder safety safe operating procedure. <input type="checkbox"/> Extension ladders, single ladders or step ladders are not recommended to perform work at height that is difficult or awkward, or for performing work at height for extended periods of time. <input type="checkbox"/> Provide training and instruction to those working on ladders <input type="checkbox"/> Secure ladder <input type="checkbox"/> In addition to higher level controls, create a 'no go' zone around the area or perform task out of core hours. 	

Step 4: Approval of Risk Assessment

Approval	
<p>Fall control selection: A level 1 <input type="checkbox"/>; 2 <input type="checkbox"/>; 3 <input type="checkbox"/>; 4 <input type="checkbox"/>; or 5 <input type="checkbox"/> control measure has been selected for this activity.</p>	
<p>Reason why this control measure was selected (details):</p>	
<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	<p>Any relevant documents attached are approved. Note: a SWMS is mandatory for work over two metres above the ground or 1.5 metres or more below a surface.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A safe work method statement is not required for this task <input type="checkbox"/> An approved safe work method statement has been submitted as part of this assessment.
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
<p>Approved by: Please Print</p>	Designation:
Signed:	Date:
<p>APPROVAL NOTE: Managers / Supervisors approving this document accept responsibility for the appropriateness of controls and for the validity of the Risk Assessment.</p>	

**Working at Height – Falls Prevention Procedure
WMHHS2016091v2**

Step 5: Implementing, monitoring and reviewing controls

Once you have completed your risk assessment:

- A record of the controls (e.g. risk assessment) is to be kept on file.
- A [Safe Work Method Statement \(SWMS\)](#) is mandatory for work over two (2) metres above the ground or 1.5 metres or more below a surface.
- Induct each team member on this risk assessment before work begins (this includes line managers, co-workers and or contractors).
- The controls identified in the risk assessment must be implemented and adhered to. Ensure each person knows that work is to stop immediately if there is a problem with any controls or they are found to be inadequate.
- Observe the work underway. If controls are not adequate, stop the work, review the risk assessment, adjust as required and re-brief the team before recommencing work.

Monitor and review (Complete during and/or after the activity)	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes from original scope of work?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		
Reviewed by: Please Print	Review Date:	
Designation:	Signature:	

**Working at Height – Falls Prevention Procedure
WMHHS2016091v2**

Working at Heights - Permit to Work

A Permit to Work system (PTW) is an administrative tool to record and authorise planned works being conducted at West Moreton Health where there is potential to impact on business continuity. It provides formal authorisation to ensure all elements of a safe work system have been considered and applies to works including infrastructure projects, installations, maintenance, alterations or repairs to assets.

Permit number:		Work order number:	
Requested by name:		Phone number:	
Company:		Vendor OIC name:	
Start date:		Finish date:	
Start time:		Finish time:	
Location:			
Work description:			
Special conditions:			
Security considerations:			
Clinical considerations:			

EQUIPMENT, ISOLATIONS AND CONTROL MEASURES

The following equipment will be used during the works (all equipment to be used is in good working order and is fit for use i.e. current test certificate, licenced operator):		
<input type="checkbox"/> Elevated work platform	<input type="checkbox"/> Roof and/or ladder anchor points	<input type="checkbox"/> Ropes and harness
<input type="checkbox"/> Step ladder	<input type="checkbox"/> Extension ladder	<input type="checkbox"/> Edge protection
<input type="checkbox"/> Mobile scaffold	<input type="checkbox"/> Appropriate footwear	<input type="checkbox"/> Safety net
<input type="checkbox"/> Other	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
The following services have been isolated for the duration of the works		
<input type="checkbox"/> Smoke/thermal detectors	<input type="checkbox"/> Pipes, tanks and valves	<input type="checkbox"/> Electrical outlets/appliances/switchboard
<input type="checkbox"/> Other:		
The following control measures have been implemented for the duration of the works		
<input type="checkbox"/> Barricades	<input type="checkbox"/> Barricades	<input type="checkbox"/> Safety Observer
<input type="checkbox"/> Weather / wind	<input type="checkbox"/> Stored material / vegetation	<input type="checkbox"/> Other:

See page.2 of Permit to Work, for approvals and close out.

**Working at Height – Falls Prevention Procedure
WMHHS2016091v2**

Working at Heights - Permit to Work cont.

APPROVAL

I understand the conditions of this permit and will abide by all safe work procedures.	Officer in charge on site:		
	Name:	Signature:	
	Date:		
I am satisfied that persons impacted have been consulted. I approve the works specified in this permit.	Infrastructure and Assets authorised person:		
	Name:	Signature:	
	Date:		
Permit number:		Date issued:	

COMPLETION OF WORKS

I hereby certify that work is complete and area is inspected and made safe. All services have been restored. Impacted staff have been notified.	Officer in charge on site:		
	Name:	Signature:	
	Date:		

CLOSE OUT OF PERMIT

I hereby certify that work is complete and area is inspected and made safe. All services have been restored. Impacted staff have been notified.	Infrastructure and Assets authorised person:		
	Name:	Signature:	
	Date:		

Working at Height – Falls Prevention Procedure
WMHHS2016091v2

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.

Permit number:		Date:	
Location/Address:			
Work description:			

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

- | | | |
|-----------------------------------|-------------------------------|---------------------------------|
| A. Edge Protection | F. Industrial rope access | K. Warning Signage |
| B. Elevated Work Platform (EWP) | G. Travel Restraint Device | L. Toolbox Talks |
| C. Scaffolding with work platform | H. Fall Arrest system | M. Safety harness with lifeline |
| D. Ladder | I. Safe Work Method Statement | N. Non-Slip Shoes |
| E. Guard Rails | J. Permit to Work System | |

Before 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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Worksite has been verified clear of electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Worksite has been verified clear of Asbestos or ACM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has appropriate ground surface stability for equipment footing being used (wet, slippery, sloping surface, ground penetration)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes that plant and/or equipment is fully functional and meets relevant standards - prestart and post activity logbook checks are completed where required. All equipment is inspected, maintained and tested according to relevant safety standards Adequate space for the type of equipment being used: <ul style="list-style-type: none"> • Ensure that public access to equipment is restricted. • Ensure that there is a sufficient quantity of equipment available to meet the needs of the workplace. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others in the workplace are aware the task is being undertaken. Workers must NOT work alone or in isolation when working at height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes the weather conditions are appropriate for the task or equipment being used. (no work in inclement weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes that First Aid resources suitable for activity are readily available (including trained staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has suitable clothing, footwear and personal protective equipment for task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

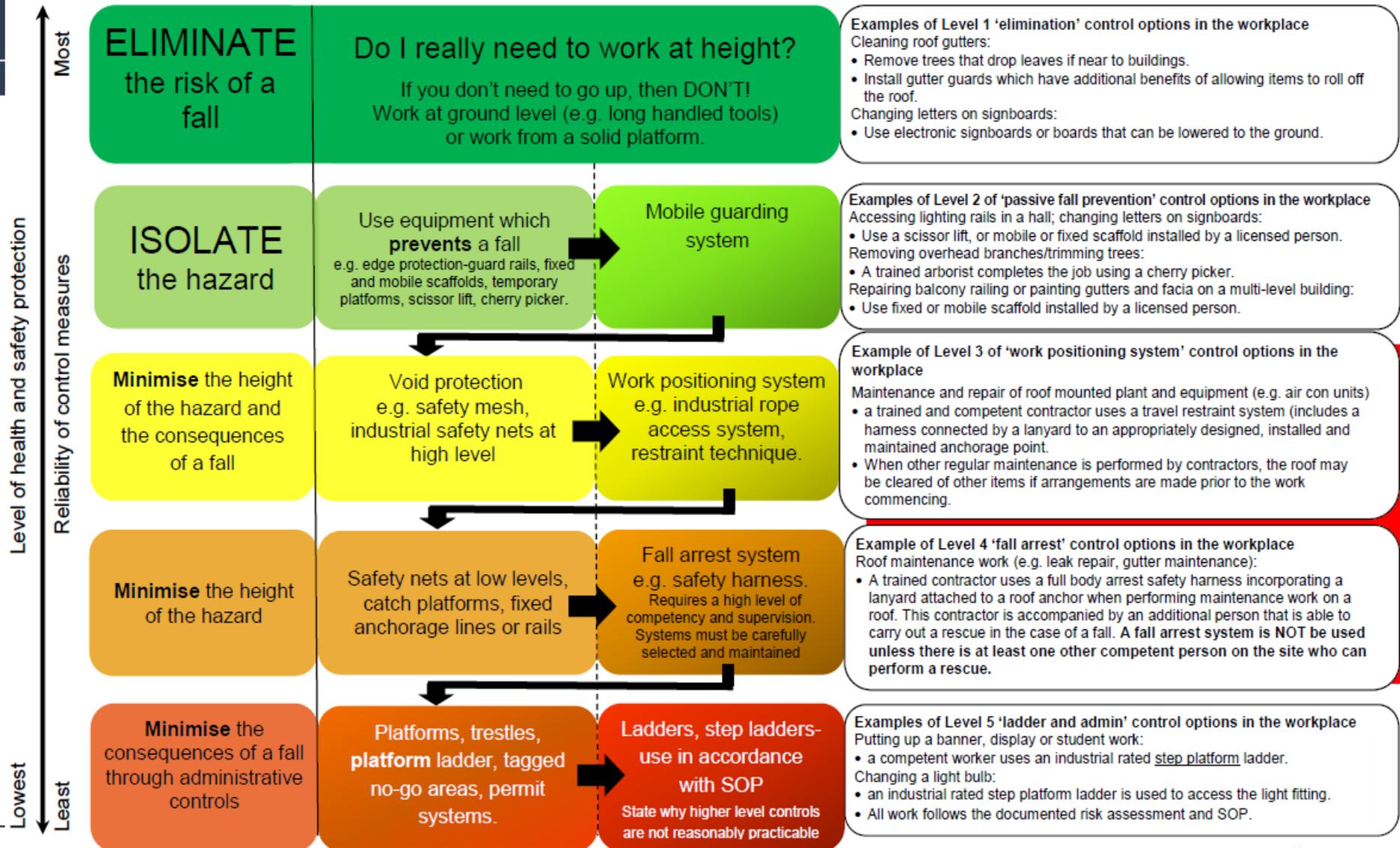
Working at Height – Falls Prevention Procedure
WMHHS2016091v2

Before work commences, the person to conduct the task at height:	Yes	No	N/A	Control Options
Notes that others will not be impacted by the equipment or task (falling items, noise, fumes etc.) 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 made a "No Go" zone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirms an effective communication system is in place and functional: (e.g. how will people working at height communicate during an emergency) <input type="checkbox"/> mobile phone <input type="checkbox"/> telephone line at location <input type="checkbox"/> walkie talkies <input type="checkbox"/> physical messenger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a method to monitor the activity (e.g. safety observer in case of an emergency)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Erected appropriate signage around work site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes any further information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Site Supervisor Name:		Phone number:	
Signature:			

Appendix 2: Selection of equipment linked to the 5 level hierarchy of fall control.

Equipment should be selected appropriate to the nature of the work being undertaken, taking account of such factors as working conditions; duration and frequency of use; complexity of work and distance and consequences of a fall. (Adapted from: <https://worksafe.govt.nz/dmsdocument/509-selecting-the-right-equipment.pdf>)



Use trained contractors. Staff being on, or working on roofs in schools is prohibited.