

## Part 10

# WORKING AT HEIGHTS

## **10.0. WORKING AT HEIGHTS**

### **10.1. Working at Heights Policy Overview**

JG King Projects shall demonstrate commitment and compliance to the objectives of this Policy. JG King Projects will comply with the requirements of the Victorian Occupational Health and Safety Act 2004, the Occupational Health and Safety Regulations 2007, Australian Standards and Industry Standards.

### **10.2. Purpose**

The purpose of this Policy is to provide a course of action for all JG King Projects' employees and contractors in relation to 'Working at Heights'.

### **10.3. Scope**

This Policy applies directly to employees of JG King Projects. Any contractor deemed to be under JG King Projects control should also be made aware of the contents of this Policy to ensure that, as a minimum, the same principles are applied to the work they may undertake.

### **10.4. Responsibilities**

This Policy applies equally to all employees of JG King Projects. However, staff in supervisory positions are to be particularly aware of the contents of this Policy and its potential application to other workers (i.e., contractors) in the workplace.

### **10.5. Definition**

'Working at Heights' generally applies to work 2.0 metres above ground level.

Fall prevention strategies generally apply (in addition to the above) when work is to be conducted within 2.0 metres of a surface (e.g., roof, working platform) edge. The pitch of the surface (i.e., roof) should also be considered in any risk assessment conducted.

### **10.6. Details**

Often underestimated, falls at the workplace attribute to a significant amount of injuries within the industry each year.

The Occupational Health and Safety Regulations 2007 is aimed to prevent incidents at workplaces involving falls of more than 2.0 metres and to prevent or reduce injury resulting from those falls.

The Occupational Health and Safety Regulations require that –

- (a) An employer must ensure that risks associated with falls from a height are controlled by use of the following measures: –
  - (i) Provision and maintenance of: –
    - (1) a stable and securely fenced work platform (such as scaffolding or other form of portable work platform); or
    - (2) if compliance with subparagraph (i) is not reasonably practicable secure perimeter screens, fencing, handrails or other forms of physical barriers that are capable of preventing the fall of a person; or
    - (3) if compliance with subparagraph (ii) is not reasonably practicable other forms of physical restraints that are capable of arresting the fall of a person from a height of more than 2.0 metres.
  - (ii) Provision of a safe means of movement between different levels at the place of work.
- (b) If a fall arrest device is provided for use by persons at work, the employer must ensure that: –
  - (i) all anchorage points for the device are inspected by a competent person before their first use and then on a regular basis so they are capable of supporting the design loads; and
  - (ii) if the load-bearing capacity of an anchorage point is impaired the anchorage is immediately made inoperable so as to prevent its use, and
  - (iii) any harness, safety line or other component of the device that shows wear or weakness to the extent it may cause the device to fail is not used, and
  - (iv) all persons using the device have received training in the selection, assembly and use of the system; and
  - (v) adequate provision is made for the rescue of a person whose fall is arrested by a fall arrest device.

### 10.7. Identifying Fall Hazards

The employer must identify any task that involves a fall hazard that is required to be undertaken: –

- (a) On any plant or structure being constructed, demolished, inspected, tested, maintained, repaired or cleaned;
- (b) On a fragile, slippery or potentially unstable surface;
- (c) On any equipment being used to gain access to an elevated level or to carry out the task on an elevated level;
- (d) On a sloping surface on which it is difficult to maintain balance;
- (e) In close proximity to an unprotected edge;
- (f) In close proximity to a hole, shaft or pit, which is of sufficient dimensions to allow a person to fall.

### 10.8. Risk Assessment

Once a fall hazard has been identified the employer must assess the risk of a fall (probability, consequence) having regards to: –

- (a) The nature and duration of the task;
- (b) The physical surroundings in which the task is to be performed; (e.g., weather conditions, lighting, proximity to powerlines etc).

### 10.9. Risk Control

To ensure that a risk of fall at the workplace is controlled, JG King Projects shall use the 'Hierarchy of Control' so far as is reasonably practicable.

The 'Hierarchy of Control' of risk for the prevention of falls is prescribed as follows;

- (i) **'Eliminate'** the risk by arranging for tasks to be undertaken on the ground or on a solid construction.

If this is not practicable –

- (ii) Use a **'Passive Fall Prevention Device'** e.g., temporary work platform, scaffold, elevated work platform.

If above controls (i) and (ii) are not practicable –

- (iii) Use a **'Work Positioning System'** e.g., industrial rope access system, travel restraint system.

If above controls (i), (ii) and (iii) are not practicable –

- (iv) Use of a **'Fall Injury Prevention System'** e.g., safety net, catch platform, safety harness (other than a travel restraint system).

If above controls (i), (ii), (iii) and (iv) are not practicable –

- (v) Use a **'Fixed or Portable Ladder'** or implement an **'Administrative Control'** e.g., safe work method statement and training.

### 10.10. Working at Heights Procedure

The site Supervisor determines whether 'Working at Heights' is to be performed (i.e., working 2.0 metres or greater above the ground or working level).

If 'Working at Heights' is confirmed, a risk assessment is to be conducted. This is particularly important for any work, but particularly for roof-type work conducted 2.0 metres from the edge.

Check the safe work method statement (SWMS) for such activity.

If works are to be performed by a contractor, a safe work method statement (SWMS) must be provided before work commences and be monitored by management.

Consider use of fall prevention strategies (i.e. design-out, railings, parapets, catch platforms, scaffolds, scissor lifts, restraining devices, fall arrest devices).

Ensure persons are competent and trained in 'Working at Heights' (as appropriate). Any equipment used should also be checked and maintained.

Maintain records of risk assessments and SWMS's as part of the Site Management Plan documentation.

### 10.11. Record Keeping

Workplace risk assessments should be conducted for any works that fit within the definition of these guidelines. Records of those risk assessments should be maintained with on-site documentation and a copy should also be held at the respective Administration Office.

Ref Form:

Form No.028: - Working at Heights Permit

**WORKING AT HEIGHTS PERMIT**

Permit Number:

Site/Area:	Permit Issue Date:
	Permit Expiry Date:
Trade:	Job Supervisor:

Description of work to be done:

Persons authorised to undertake working at a height	

Hazard Checklist			
	Yes	No	Comment
Has the fall protection checklist been completed?			
Has the need for any risk control measures been determined?			
Is a required ladder, scaffold or lifting device appropriately used?			
Is any required Personal Protective Equipment correctly used?			
Has the risk of contact with any powerlines been assessed?			

Personal Protective Equipment (PPE) being used							
	Yes	No	Checked		Yes	No	Checked
Noise/hearing protection				Hard Hat			
Eye protection				Gloves			
Respiratory protection				Special protective clothing			
Adequate safety harness				Safety shoes			

Are other special safety requirements needed? <i>(Give details)</i>	Yes <input style="width: 30px; height: 20px;" type="checkbox"/>	No <input style="width: 30px; height: 20px;" type="checkbox"/>
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**Permit approved by:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**Note this permit must be properly signed and displayed at the worksite for the whole duration of the task.**

**Permit ended:**

Signature: \_\_\_\_\_

**Once completed, this permit must be signed off**

# WORKING AT HEIGHTS PERMIT

## FALL PROTECTION INSPECTION CHECKLIST

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AREA/SITE: \_\_\_\_\_

INSPECTION  
DATE: \_\_\_\_\_

INSPECTED  
BY: \_\_\_\_\_

ASSESSED BY: \_\_\_\_\_

Type of task where there is a risk of falling: (tick appropriate items)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Working on a roof | <input type="checkbox"/> Using a fixed or portable ladder | <input type="checkbox"/> Accessing some object or part of a building |
| <input type="checkbox"/> Using a scaffold  | <input type="checkbox"/> Using an aerial lift             | <input type="checkbox"/> Working near an unguarded edge or open pit  |
| <input type="checkbox"/> Accessing stairs  | <input type="checkbox"/> Using a catwalk                  | <input type="checkbox"/> Being near a hole on the floor or ground    |

Task description: \_\_\_\_\_  
\_\_\_\_\_

Approximate height that a person could potentially fall? \_\_\_\_\_ metres

Risk may be: H - High; M - Medium; L - Low

Item that might involve a hazard	Yes	Risk	Control measures required and comments
<b>Working Environment:</b>			
Is there wind or rain present?			
Is the raised surface slippery, uneven or at a slope?			
Is someone working near an unprotected elevated edge?			
Is the surface fragile or unable to support a person or load?			
Is the workplace affected by noise or vibration?			
Is the lighting in the area poor?			
Is the work area particularly hot or cold?			
Does the worker have to wear special PPE or clothing?			
Are there any loose handrails near the edge?			
Is there an opening or hole through which someone could fall?			
Is an industrial machine being used to lift someone?			
Could someone come into contact with nearby powerlines?			
Does the worker have to move around while working?			
Must a worker carry something around the elevated worksite?			
Could the worker fairly easily step off an elevated surface?			
Does someone have to lift, support or push objects?			
Does the worker have to stretch to reach some work areas?			
Could the worker quite easily lose their balance?			

Is the worker in a hurry to complete the job?

# WORKING AT HEIGHTS PERMIT

## FALL PROTECTION INSPECTION CHECKLIST

3 of 3

Item that might involve a hazard	Yes	Risk	Control measures required and comments
<b>Use of particular height access equipment (especially ladders and scaffolding):</b>			
Is the ladder damaged or in a poor condition?			
Does the worker have to stand on the top two ladder steps?			
Does the ladder have at least 900mm overhang at its top?			
Is the ladder placed at a wrong angle? (Should be 1 to 4)			
Is the ladder placed on a loose or unlevelled surface?			
Does the worker faced away from the ladder?			
Could a ladder or scaffold slip or move with person on it?			
Would someone attempt to move the ladder while on it?			
Does a worker stand with only one leg on a ladder?			
Are trestles being used as part of a scaffold?			
Has someone who is unqualified erected the scaffolding?			
Are scaffolding planks unsuitable or unsafely supported?			
Could any fall protection being used possibly fail?			

**NOTE:**

Only a properly qualified person should erect scaffolding. The Australian Standard AS/NZS4576: "Guidelines for Scaffolding" specifies national certification requirements for the erection of a scaffold where a person or object could fall more than 4 metres from a scaffold or from an adjacent open floor.

**Current control measures being used:**

**Additional risk control measures required:**

Action	By Whom	By When