



# STANDARD – WORKING AT HEIGHTS

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## **1.0 GENERAL**

### **1.1 Purpose**

To ensure the health, safety and welfare of workers and other persons by managing the risk of injury associated with working at heights at all Hunter Water workplaces or properties.

This Standard describes the minimum requirements for working at heights and all Safe Work Method Statements, Work Instructions, Procedures and work practices must comply with this Standard.

### **1.2 Scope**

This Standard provides guidance on how to meet the Hunter Water Corporation requirements under the WHS Act, WHS Regulations and related Codes of Practice in relation to work carried out which involves Working at Heights. This Standard applies to any person who is outlined in Responsibilities.

## **2.0 RESPONSIBILITIES**

### **2.1 Executive Management Team**

The Executive Management Team are responsible for:

- Monitoring data from incidents, audit and observation programs
- Participating in the Fatal Risk Standard (FRS) FRO process by conducting scheduled observations

### **2.2 WHS Manager**

The WHS Manager is responsible for:

- Preparing and approving the WHS system including Working at height standards to comply with WHS Legislation and Codes of Practice
- Monitoring data from incidents, audit and observation programs
- Participating in the Fatal Risk Standard (FRS) FRO process by conducting scheduled observations

### **2.3 Group Managers**

The Group Managers responsibility is to:

- Ensure the standards are implemented effectively and ensure leaders and workers are appropriately trained and competent to manage work at height and to ensure the requirements of the PCBU are effectively met.
- Monitor the results of the FRS FRO observation process.
- Completed FRO observations in accordance with the Hunter Water schedule.
- Nominate supervisors to participate in the FRO program and coach and mentor the supervisors by conducting tiered observations.
- Provide the required working at height equipment.

### **2.4 Managers/Project Managers**

Managers are responsible for:

- Ensure the Working at height standards are implemented effectively and ensure leaders and workers are appropriately trained and competent to manage work at height and to ensure the requirements of the PCBU are effectively met
- Monitor the results of the FRS FRO observation process
- Completed FRO observations in accordance with the Hunter Water schedule
- Nominate supervisors to participate in the FRO program and coach and mentor the supervisors by conducting tiered observations
- Provide the required working at height equipment to workers

### **2.5 Field Supervisors/Project Controllers**

The Field Supervisors are responsible for:

- Supporting their teams to comply with Working at Height related standards
- Monitoring compliance and immediately intervening if variance to the required standards is noticed or reported
- Participating in the Fatal Risk Standard (FRS) FRO process by conducting scheduled observations
- Provide the required working at height equipment to workers

## 2.6 WHS Advisors

The WHS Advisors are responsible for:

- Monitoring compliance with working at height standards
- Coaching and building capability with WHS standards, audit and observations programs
- Participating in the High Risk Audit program and Fatal Risk Standard (FRS) FRO process by conducting scheduled observations

## 2.7 Workers

Are responsible for:

- Take reasonable care for their own safety and that of other persons who may be affected by their acts and omissions
- Co-operate in the fulfilment of the obligations placed upon their employer'
- Comply with instructions given for their own safety and health and those of others
- Comply with Hunter Water's rules and standards relating to safe work at height
- Report to their supervisor or work group leader immediately any situation which they have reason to believe could present a risk and which they cannot safely correct themselves

## 3.0 KEY ELEMENTS

All PCBU's must have procedures in place to ensure that the risks involved with working at heights are managed to ensure works can be performed safely.

Fall prevention equipment must be used if there is the potential to fall from one level to another, however harnesses and fall arrest devices should always be the last line of protection. Handrails, barriers scaffolding, elevated work platforms etc. must be used as the primary protection whenever practicable.

Supervisors must ensure that all workers engaged in working at heights are qualified and competent and that all equipment is in working order and has been inspected as required.

All workers who are required to work at height, which includes working above pits and wells, must ensure that a risk assessment has been carried out and appropriate risk control measures are in place prior to the commencement of the work task.

When workers are required to work at height it is critical that they are competent in the selection and use of fall prevention equipment. Fall prevention equipment must be checked prior to use to ensure that the tag is in date and that there are no visible faults to equipment.

A rescue plan must be developed and understood by all workers involved in the work whenever fall arrest systems are in use.

Suitable protection must be in place to ensure workers or others do not access the area below where work is being carried out.

No elevated structure is to be accessed unless appropriate fall prevention measures are in place. Fall prevention measures could include:

- Scaffolding
- Fixed work platform
- Scissor lift
- EWP
- Work boxes

- Handrails
- Platform ladder
- Safety harness, fall arrest device, lanyard

## 4.0 PROCEDURE

Workers shall be protected from falls through the implementation of risk-based controls in accordance with legislative requirements.

Many work activities undertaken at HWC workplaces have the potential to expose workers to falls unless appropriate risk controls are applied. These could include:

- working on reservoirs, roofs and elevated platforms
- working on dam assets and weirs
- working around holes and openings such as pump stations, pits and working on steep embankments
- removing grid mesh flooring panels
- constructing or using scaffolds
- construction of infrastructure
- working on large mobile equipment
- using ladders
- accessing utility and truck trays and trailers.

## 5.0 MANAGING THE RISKS OF FALLS

### 5.1 Risk assessment

A risk assessment must be completed for any work activity that exposes a worker to the risk of falling. All risk assessments must be undertaken in accordance with the WHS Hazard Identification and Risk Management Procedure.

When undertaking the risk assessment, the following must be considered:

- all potential fall hazards (workers, tools, materials, etc.)
- the frequency and duration of exposure to the hazard
- the consequence of a fall
- environmental conditions which may influence the work activity (i.e. wind, rain, temperature, etc.)
- legislative requirements
- controls that can eliminate or mitigate the hazard in accordance with the hierarchy of controls
- recommended or standard practices applied to similar circumstances at other HWC workplaces
- practicability of the available risk controls
- hazard reduction benefits, impacts and costs of available controls.

### 5.2 Selection of fall risk controls

In order to determine the most appropriate risk controls to apply to work activities involving fall risks, the following process must be followed:

**1. Avoid working at height to complete the task.** For example:

- use extendable tools from the ground instead of using a ladder
- lowering a lighting mast to ground level
- ground level assembly or maintenance of plant and equipment.

**2. If working at height cannot be avoided, risk controls must be implemented to prevent a fall from occurring.** For example:

- implementing appropriate access
- using grid mesh, flooring and handrails
- using elevated work platforms
- using scaffolds
- using fall restraint systems
- using davit systems
- using industrial rope systems.

3. If the risk of a fall from height remains, **risk controls must be implemented to minimise the distance and/or consequences of a fall**. For example: - using fall arrest systems, such as harness and shock absorbing lanyard, safety nets, etc.

4. For work activities involving a low level risk of falls or for short duration activities, ladders and step ladders may be used, however a platform ladder should be used where possible.

5. **Administrative controls and PPE must be used** for all work activities where there is a risk of falls. For example:

- signage
- exclusion zones
- hardhat, gloves, head protection, safety footwear, etc.

When choosing the most appropriate risk control method, the practicality of implementing the risk control and using the equipment must be considered.

### 5.3 Eliminating the need to work at height

Where possible, the requirement to undertake work at height should be eliminated. Working at height can be eliminated by either undertaking the work at ground level or undertaking the work from a solid construction.

#### Performing work at ground level

Performing work at ground level is not only the safest option, but is often quicker and easier too, for example:

- using extended spindles to operate valves in deep valve pits
- lowering light poles to perform maintenance on light fittings
- Assembly and maintenance of plant and equipment at ground level before lifting or lowering into normal positions.

Alternate work methods may also be used to eliminate the need to work at height, including:

- using flexible cameras to inspect equipment in deep pits
- using drones to perform inspections of reservoir roofs
- using remote controlled equipment to perform tasks in dangerous locations.

#### Performing work on a solid construction

Working on a solid construction provides an environment where the likelihood of a fall can be eliminated. Solid construction means an area that has:

- a surface that is structurally capable of supporting all persons and things that may be located or placed on it
- barriers around its perimeter and any openings to prevent a fall
- an even and readily negotiable surface and gradient
- a safe means of entry and exit.

Examples of solid construction at HWC workplaces include:

- a fixed platform surrounding an air valve on an elevated water main
- a fixed platform to maintain an elevated conveyor
- a fixed platform to access weir gauging station assets.

#### Safe access to work areas

Safe access arrangements must be implemented where work activities are being undertaken that expose workers to the risk of falls from height.

The preferred method of access in priority order, is:

1. level walkway
2. sloping walkway
3. stairway
4. fixed inclined ladder
5. fixed vertical ladder
6. portable ladder.

The appropriate access method for a specific work area will depend on the configuration of the work area and the work to be undertaken. Wherever practicable, the method of access that provides the highest level of protection must be used.

The following considerations should be addressed when selecting access methods:

- exposure of access systems to the weather (e.g. rain can make surfaces slippery and strong winds can cause loss of hand grip)
- the provision of adequate natural or artificial lighting
- the clearance of obstructions so that workers are able to move easily to and from the workplace.

Where none of the access methods listed above are practicable, an alternate access and egress method may be required, such as an industrial rope system or davit system.

### **Edge protection**

Edge protection is a barrier which prevents a worker accessing an open edge where there is a risk of a fall. Edge protection is a key component of fall prevention and is applied extensively throughout HWC workplaces.

Edge protection may be permanent, such as a permanent handrail around a working platform on a tank, or temporary, such as scaffolding or a portable barrier system.

Edge protection has specific design requirements which must be considered for all new assets or for alterations to existing assets.

### **Handrails**

Handrails usually consist of a toprail, a midrail and a toe board. However, infill panels may also be used in place of the midrail.

A handrail shall be provided on relevant parts of solid construction including the perimeter of buildings and other structures, mezzanine floors, openings in floors and the open edges of stairs, landings, platforms or shaft openings.

Where a fall hazard exists at the entry points to an asset (e.g. reservoir roofs or wet wells), a handrail shall be provided for a minimum distance of two metres on each side of the entry point.

Handrails around hatches and similar openings shall fully surround the opening (except for the access point which is able to be closed – i.e. with a chain or self-closing gate).

At all new installations, assets being upgraded or where a high risk is identified, a self-closing gate shall be installed as part of a Handrail, at the entry point to a work area where there is a fall risk. The gate shall be installed:

- opening inwards at the point of entry to a roof or platform
- opening outwards at the point of entry to a barrier around a wet-well, hatch, pit or similar opening.

Maintenance or modifications to Handrails must not be undertaken unless assessed and approved by a suitably qualified engineer.

### **Portable barriers**

Portable barriers may provide temporary edge protection where installation of a permanent Handrail is not practicable.

Portable barriers must comply with the requirements of the *AS/NZS 4994 Temporary Edge Protection* series of standards and must be installed by appropriately trained workers.

Where portable barriers are being installed to undertake a work activity near an existing unprotected edge, the workers installing the barriers must be protected from falling by a fall restraint system. Where portable barriers are being installed to undertake a work activity in a work area where an unprotected edge will be created as part of the work (i.e. the removal of a pit lid), where practicable the portable barrier must be installed prior to the unprotected edge being created (i.e. before the pit lid is removed).

Where a routine work activity is undertaken that requires workers to use portable barriers, an assessment should be undertaken to determine if permanent Handrails should be installed.

#### **Asset improvements to eliminate work at height**

Where a routine work activity is undertaken that requires workers to work at height an assessment should be undertaken to determine if asset modifications can be made or if work methods can be changed to remove the need to work at height.

Workers should raise any safety improvements that will eliminate the need to work at height with their line supervisor or WHS Advisor.

### **5.4 Passive fall protection (2 metres from unprotected edge)**

Where working at height cannot be avoided, risk controls must be implemented to prevent falls from occurring. Working more than 2 metres from an unprotected edge will only be considered on structures that are completely flat (i.e. ceilings), where gravity will not push you towards the unprotected edge.

### **5.5 Temporary work platforms**

Work platforms are designed to prevent workers from falling. Temporary work platforms include scaffolds, elevated work platforms, workboxes, step platforms or any other temporary platform that provides a working area and is designed to prevent a fall.

Where a temporary work platform does not adequately control the risks of undertaking work at height, a fall restraint system or a fall arrest system shall be used in conjunction with the work platform. Specific types of temporary work platforms and their associated requirements for using them at HWC workplaces are identified in the following sections.

#### **Scaffolding**

The following requirements apply to all scaffold erected and used at HWC workplaces and must conform to the requirements of *AS/NZS 4576 Guidelines for Scaffolding* and the *AS/NZS 1576 Scaffolding* series of standards.

The minimum requirement for scaffolding used at HWC workplaces is a fully decked work platform that is fitted with edge protection. Where a ladder is used to access the work platform, the ladder must be firmly secured and rise at least one metre above the deck of the platform.

- All scaffolding must be erected, altered and dismantled by competent persons.
- Persons erecting scaffolds shall use a fall-arrest / restraint system in situations above 1.8 metres where it is not possible to maintain three points of contact with the scaffold (i.e. using two hands to perform work).
- Prefabricated scaffolds are of the same type and not mixed components, unless the mixing of components has been approved by the manufacturer.
- Safe access to and from the scaffold must be provided.
- All scaffolding must be inspected by a competent person before use, after any incident that could affect its stability (such as a severe storm), after any alteration or repair, and at least every 30 days.

Incomplete scaffolds must have barriers erected on the points and out-of-service tags affixed to each barrier.

The scaffold must be erected, altered and dismantled by a licensed scaffolder. The scaffold must not be used unless a competent person provides written confirmation that the scaffold has been completed, is safe to use, and conforms to relevant legislative requirements (i.e Scaffoldtag).

Workers using scaffolding to perform work must be trained on the use of the scaffold and understand the following:

- The loads that the scaffold can safely support.
- That any unauthorised alterations to the scaffold are prohibited (such as removing guard rails, planks, ties, toe boards and braces).
- That the working platforms need to be kept clear of debris and obstructions along their length.
- That incomplete or defective scaffolds must never be accessed.

Workers performing work from scaffold platforms shall not leave the confines of the platform edge protection without being fitted with a suitably anchored fall-arrest system.

### **Mobile scaffolding**

Mobile scaffolding shall be used:

- where it is not practicable or logical to use fixed scaffolding
- where there is a requirement for regular movement of the working platform
- where the supporting surfaces are hard and level
- as determined by a risk assessment.

Where work is performed using mobile scaffolds, workers must be trained on the use of the mobile scaffold and understand that:

- the scaffold must remain level at all times
- the scaffold must be kept well clear of powerlines, open floor edges and penetrations
- the scaffold must not be accessed until the castors are locked to prevent movement
- the scaffold must never be moved while anyone is on it
- the scaffold must only be accessed using internal ladders.

### **Elevated work platforms**

Elevated Work Platforms (EWPs) include scissor lifts, cherry pickers and boom lifts.. Some are designed for hard flat surfaces only, while others are designed to be operated on rough terrain.

The following are the requirements for selecting and operating an EWP at HWC workplaces:

- The manufacturer's or supplier's instructions are consulted for information on safe operation.
- Workers operating the EWP are trained and instructed in safe operating procedures for the particular model and type of equipment. The training must include the safe use of fall arrest equipment and emergency rescue procedures.
- Workers must be licensed when operating boom-type elevated work platforms with a boom length of 11 metres or more.
- Under no circumstances shall the safe working load (SWL) be exceeded and no EWP is to be used as a crane.
- The EWP is only used as a working platform and not as a means of entering and exiting a work area unless the conditions defined in *AS 2550.10 Cranes, hoists and winches - Safe use - Mobile elevating work platforms* are met.
- The operator is responsible for ensuring that all wheel chocks are in place, the pre-start safety check is done and approved safety and rescue equipment is fitted.
- Persons working in travel towers, boom lifts or cherry pickers wear a properly anchored safety harness.
- Unless designed for rough terrain, the EWP must only be used on a solid level surface.
- The ground surface in the direction of travel must be checked to ensure there are no penetrations or obstructions which could cause uncontrolled movement or overturning of the EWP.



## Workboxes

A workbox is designed to be supported by a crane, hoist, forklift or other mechanical device to provide an elevated work area for persons working from the box.

A workbox consists of a platform surrounded by an edge protection system and shall be designed in accordance with *AS 1418.17 Cranes (including hoists and winches) – Design and construction of workboxes*.

Where reasonably practicable, other working platforms, such as scaffold or an EWP, should be used as an alternative to a workbox.

The following are the requirements for selecting and operating a workbox at a HWC workplace:

- The workbox is designed for the task being performed and is securely attached to the mechanical lifting device. The workbox, lifting attachments and inspection records should be checked by a competent person before use.
- The workbox must be fitted with a suitable anchorage capable of withstanding the fall forces specified in *AS/NZS 1891.4 Industrial fall arrest systems and devices – Selection, use and maintenance*. Workers must be attached to the anchorage by a lanyard and harness unless the workbox is fully enclosed.
- Workers must remain within the workbox while they are being lifted or suspended.
- Workers must never enter or leave the workbox when it is suspended (except in an emergency).
- No other devices (e.g. ladders) are to be used to gain additional height in the workbox.
- The workbox must not be suspended over other workers at any time.
- The mechanical lifting device must be fitted with the means to safely lower the workbox in an emergency or a power supply failure.
- The mechanical lifting device is suitably stabilised at all times while the workbox is used.

## 5.6 Fall restraint systems

A fall restraint system controls a person's movement by physically preventing the person reaching a position where there is a risk of a fall. The fall restraint system must be set up to prevent the wearer from reaching an unprotected edge.

Fall restraint systems should only be used if it is not reasonably practicable to prevent falls by providing a physical barrier (e.g. a guard rail). This is because restraint techniques require a high level of user skill to operate safely and also greater supervision.

A fall restraint system must be installed by a competent person in accordance with the manufacturer's instructions. Restraint anchorage should be designed for fall-arrest loading.

When selecting and using a fall restraint system, the following shall be considered:

- The correct selection, installation and use of the equipment.
- That the system is designed and installed so that the person is not able to reach a position from which they are able to fall.
- That the equipment and anchorages are designed, manufactured and installed to be capable of withstanding the force applied to them as a result of a person's fall.
- That the equipment has been inspected and has a current inspection tag fitted (where required).
- That workers using a fall restraint system wear adequate head protection to protect them in the event of a fall.

Where the work method requires persons to detach and re-attach from a fall restraint device whilst at height, a dual lanyard system shall be utilised to ensure that at least one connection point is maintained at all times.

No person may wear a harness or use any other fall restraint device unless they have been trained in their safe use.

## 5.6.1 Fall arrest system

A fall arrest system is intended to safely stop a worker falling an uncontrolled distance and reduce the impact of the fall. Fall arrest systems **DO NOT** prevent falls, they are designed to arrest a fall.

A fall arrest system must be installed by a competent person in accordance with the manufacturer's instructions.

Situations where fall arrest systems must be used include:

- working outside of a guard railing or in an area where there is no railing (e.g. a roof, on beams, etc.)
- working in an EWP, workbox or similar.

Key safety considerations in using fall arrest systems include:

- the correct selection, installation and use of the equipment
- that the equipment and anchorages are designed, manufactured and installed to be capable of withstanding the force applied to them as a result of a person's fall
- that workers wear adequate head protection to protect them in the event of a fall
- workers should not use a fall-arrest system unless there is at least one other person on the site who can rescue them if they fall.

Where the work method requires persons to detach and re-attach from a fall arrest device while at height, a dual lanyard system shall be utilised to ensure that at least one connection point is maintained at all times.

No person will wear a harness or any other fall arresting device unless they have been trained in their safe use.

ALL WORKS CONDUCTED UNDER FALL ARREST SYSTEMS REQUIRE A [FALL ARREST PERMIT](#) TO BE COMPLETED.

## 5.7 Portable ladders

Portable extension or single ladders should generally only be used as a means of access to or from a work area.

It is recommended that portable ladders are not used as a work platform where it is reasonably practical to use an alternative method (i.e. elevated work platform, scaffold, platform ladder, etc.).

Portable ladders may be used as a working platform where:

- the work activity can be conducted safely using one hand while maintaining three points of contact with the ladder.
- the work can be safely carried out from the ladder (i.e. does not involve heavy equipment or a high degree of leverage force)
- the work activity is of a short duration.

### 5.7.1 Safe Use of Ladders

When a ladder is used at a HWC workplace, the following must be considered:

- The ladder is in good condition – the ladder should be inspected for faults, such as broken rungs, stiles and footing before it is used.
- Damaged ladders must be removed from service and an out of service tag must be attached.
- The ladder is the correct height for the task to avoid reaching or stretching (i.e. must be of a length that ensures a person's feet are not positioned any higher than the third highest tread).
- The ladder is securely positioned so that the weight of the ladder is on the uprights (not the rungs)
- Step ladders must only be used in the fully opened position.
- All the locking devices on the ladder are secure.
- Materials or tools are not carried while climbing the ladder – the worker is to use a tool belt / side pouch or the materials or tools are to be hauled up to the work area only after the worker is secured by a fall restraint or fall arrest system.

## 5.8 Anchorage points

### Permanent anchorage points

Each permanent anchorage point used for fall restraint or fall arrest systems should comply with the requirements in *AS/NZS 1891:4 Industrial fall-arrest systems and devices – selection, use and maintenance*.

Each permanent anchorage point must be:

- installed in accordance with the instructions of the manufacturer or supplier. If no instructions are available, the advice of an engineer or competent person must be sought
- inspected and approved by a competent person before the anchorage point is first used
- inspected and tested in accordance with regulatory and manufacturers requirements.
- located so that a lanyard can be attached to it before a person(s) moves into a position where they could fall.

Damaged anchorages or anchorages overdue for inspection must not be used and an out of service tag must be attached. The anchorage must not be used until it has been repaired and/or inspected and tested by a competent person.

### Temporary anchorage points

Temporary anchorages may be established for infrequent work where it is impractical to provide a permanent anchorage. Alternate methods of undertaking the work activity must be evaluated before a temporary anchorage is established. A specialist contractor and/or suitably qualified engineer must be engaged to identify and establish temporary anchorages.

Temporary anchorages must be established and used by appropriately trained and competent workers and in accordance with manufacturers' instructions (where available).

Temporary anchorages must have a minimum ultimate strength of 15kN (1500kg) for a single person anchorage, or 21kN (2100kg) for a double person anchorage.

Slings, ropes and webbing shall be protected in all situations where abrasions or cutting could lead to failure.

Where there is a doubt regarding the suitability of the temporary anchorage, the anchorage must not be used until it is assessed by a suitably qualified engineer.

## 5.9 Exclusion zones (drop zones)

Where overhead work is to be performed and there is a risk of equipment, materials or tools falling from the elevated position, a drop zone must be established below the elevated position.

The location of the overhead work shall be assessed and the extent of the drop zone must be determined with respect to:

- the height of the work above the lower level
- the possible deflection of falling objects by structures, pipes or equipment in the area.

The drop zone may need to be cleared of all personnel and mobile or portable equipment. In addition, any static equipment may need to be protected in the event of falling objects.

A striped tape barrier (or similar) may need to be erected so as to completely surround the drop zone with a sign on each side displaying "CAUTION – OVERHEAD WORK – KEEP CLEAR" or similar.

## 5.10 Reviewing risk controls

Once implemented, risk controls for managing fall risks must be monitored and reviewed to ensure they remain effective.

Existing risk controls for managing fall risks must be reviewed:

- if an injury or incident is reported
- when the risk control measure does not control the risk so far as is reasonably practicable

- before a change at the workplace that is likely to give rise to a new or different risk to health or safety that the control measure may not effectively manage
- if a new relevant hazard or risk is identified
- if the results of consultation indicate that a review is necessary

## 5.11 Inspection, maintenance and storage of fall protection system equipment

### Equipment user inspections

When working at height, the inspection of safety equipment by workers using the equipment is critical as workers lives depend upon the continued efficiency and durability of the equipment. A proper inspection at each time of use is the first line of defence against hazard associated with faulty equipment.

The following items shall be subjected to inspection by the worker using safety equipment before and after each use to ensure that it is in a serviceable condition:

- personal equipment – harnesses, lanyards, connectors and fall-arrest devices
- common use equipment – ropes, slings, fall-arrest devices and mobile attachment devices.

Inspection shall be by both sight and touch and shall include the checking of the test tag (to ensure that the equipment is in test). This requirement includes the opening or removal of temporary rope or line protectors to enable rope to be properly inspected. Operation of the locking mechanism on fall-arrest devices must also be checked.

Training and assessment of workers performing work at height shall include competency in carrying out the inspections specified in this section.

### Regular scheduled periodic inspections

The inspection and servicing of safety equipment used for working at height shall be carried out by an appropriately trained and qualified inspector in accordance with the requirements of *AS/NZS 1891.4 Industrial fall arrest systems and devices – Selection, use and maintenance*. Note: a worker trained to perform work at height is not necessarily qualified to perform periodic inspections on the safety equipment.

If any signs of wear or weakness are found during the inspection, the equipment must be withdrawn from use until they are repaired. An out of service tag must be affixed to the equipment to identify the condition or defect.

Inspection records for safety equipment used for working at height must be maintained for the life of the item of equipment.

## 5.12 Emergency procedures

Emergencies involving falls must be managed in accordance with the WHS Emergency Preparedness and Response Procedure and the relevant workplace's Emergency Response Plan.

For work activities involving a worker using a harness, the rescue plan must ensure a worker is able to be safely removed from the harness within five minutes of sustaining a fall. This is to ensure the worker does not suffer the effects of suspension trauma as a result of being suspended in the harness. The safety plan must also detail the methods to be used to safely extract a fallen worker from the work location in the event that a fall occurs.

All workers involved in work at height must be provided with appropriate information, instruction and training in relation to emergency procedures. For fall arrest systems, the training in relation to emergency procedures should:

- include training workers to recognise the risks of suspension trauma.
- include training workers to implement rescue procedures including training workers to act quickly in the rescue of a person being suspended in an upright position for longer than five minutes
- take into account workers competence and ability to retain competence through regular exposure to equipment and skills needed to perform a rescue

- include training workers to administer first aid or have access to persons who are trained to use first aid and have access to first aid equipment.

### 5.13 Training requirements

Training will be provided in accordance with the WHS Training and Competency Procedure. Any workers who may be exposed to work at heights must undertake awareness training on the hazards and risks associate with falls. Any workers required to undertake work at heights must complete the Work Safely at Heights Course.

### 5.14 Audit and Review

Working at Heights is audited on a regular basis as per the internal audit program and forms part of the Fatal Risk Observation Program. The Procedure is also reviewed at regular intervals and is reviewed when legislation changes or injuries occur.

**Document Owner:** WHS Manager

**Document Approver:** Head of People and Culture

Version	Authors Name	Details of change	Approval Date	Approved by	Next Scheduled Review
V1	Lauren Markwell	Changed from Business Rule to Standard	9/8/13	G Pegler	12/06/2015
V2	Garry Pegler	Amended content	11/6/2014	Garry Pegler	11/6/2016
V3	Lauren Markwell	Reviewed and formatted	16/09/2016	WHS Manager	September 2018
V4	Emma Davies	Reviewed and formatted	01/10/18	WHS Manager	01/10/21
V5	Elissa Peattie	Reviewed and amended content to reflect legislative requirements	January 2019	WHS Manager – Megan Brewster	January 2022
V6	Emma Davies	Reviewed and amended content	September 2021	WHS Manager – Megan Brewster	September 2023