

Work at Heights Procedure

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## 1 Purpose

This procedure outlines the safe working practices for working at heights, or where there is a risk of falling, by the establishment of rules and guidelines including the use of suitable safety equipment. All work at heights must meet the requirements of the Safe Work Essentials - Work at Heights Standard.

This procedure contains general guidance as to how the risk of falls is to be managed however detailed information must be sought from applicable Standards and / or Codes specific to the work scenario.

##  2 Scope

This procedure is applicable to all Programmed Operations.

In case of any inconsistency between Programmed requirements and customer requirements, always observe the more stringent of the two, ensuring this complies with jurisdiction legislation.

## 3 Definitions

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Competent Person | A person who has acquired through training, qualification or experience (or a combination of these) the knowledge and skills enabling that person to safely perform a specified task. |
| Elevating Work Platform (EWP) | A telescoping, scissor or articulating device, or any combination of these, that is used to position personnel, material or equipment at an elevated work area. |
| Fall Protection | Personal protective equipment which either prevents a fall, reduces the risk or severity of a fall, or in the event of a fall, minimises the risk of injury. |
| Fall-arrest Device  | A self-locking device meeting the requirements of AS/NZS 1891.3 whose function is to arrest a fall. |
| Height Safety Equipment Inspector | A person who is competent in the skills needed to detect faults in height safety equipment and determine remedial action (specific training must be undertaken) |
| Height Safety Operator | A person who is able to perform harness-based work at heights under the direct supervision of a height safety supervisor. |
| Height Safety Supervisor | A person who is competent in the skills needed to perform harness-based work at heights, to supervise other operators including those at entry level and to participate in first response rescue. |
| Height Safety Manager  | A person who is competent in the selection, design, manufacture or installation of height safety systems or equipment, or the development of control measures or work practices. |
| Lanyard | A line used, usually as part of a lanyard assembly, to connect a harness to an anchorage point or static line. |
| Rope Access Supervisor / Manager | A person who ensures safety protocols are adhered to and is ultimately responsible for the entire Rope Access team on any job site. |
| Work Positioning | Using ropes to position workers in various difficult to reach locations while working at heights.  |

## 4 Responsibilities, Accountabilities and Authorities

|  |  |
| --- | --- |
| **Role Banding** | **Responsibility** |
| Executive Committee | * Ensure Programmed has a process implemented for managing fall risks and complying with work at heights requirements.
 |
| Senior Management  | * Ensure there are effective systems for identification, assessment, and control of risks and compliance with legislative requirements.
 |
| Line Managers / Site Supervisors  | * Ensure this procedure is communicated, implemented and risks associated with falls from heights are identified and managed within applicable area of control.
* Ensure that risk assessments are conducted for work at heights.
* Ensure that employees are aware of working at heights requirements.
* Ensure employees are appropriately trained and competent in working at heights.
* Ensure that copies of relevant competencies and licences are obtained for personnel operating work at heights equipment.
 |
| Recruitment Consultants | * Manage licencing of on-site employees in recruitment database.
 |
| HSE Professionals | * Provide guidance and assistance for the identification and control of work at heights and fall hazards.
* Conduct reviews of incidents in accordance with the Incident Reporting and Investigation Procedure.
 |
| Employees / Contractors  | * Participant in the preparation of risk assessments relating to work at height.
* Implement the risk controls from the risk assessment relating to the work at height.
* Ensure all equipment is inspected and used in accordance with the manufacturer’s instructions.
* Ensure that work at height competencies are maintained through the participation in training.
 |

## 5 Process

### 5.1 Programmed Controlled Activities – Hazard Identification and Risk Assessment

### 5.1.1 Hazard Identification

Prior to works commencing, Responsible Managers and Site Supervisors, in consultation with team members and HSE personnel, are required to identify any work activities (for the project, contract or site) that involve work at heights, or where there is a risk of falling. This includes consideration of fall risks while accessing work areas.

Identification of work at heights and fall hazards can be carried out through various activities including;

* Site Inspections
* Risk Assessments (i.e. WRA, BBRA,SWMS/JSEA)
* Safety Conversations
* Pre-start meetings/Toolbox Meetings

Key things to consider when identifying work areas and tasks that could result in falls include:

* Surfaces:
	+ the stability (i.e. areas where there is potential for ground collapse, including poorly backfilled or compacted ground, or unstable areas such as on top of stacks of building materials, timber pallets or bricks)
	+ the fragility or brittleness (i.e. cement sheeting roofs, rusty metal roofs, fibreglass sheeting roofs and skylights).
	+ the potential to slip, for example where surfaces are wet, polished or glazed
	+ the safe movement of workers where surfaces change
	+ the strength or capability to support loads
	+ the slope/pitch of work surfaces where it’s difficult for people to maintain their balance
* Levels - where levels change and workers may be exposed to a fall from one level to another. Also consider equipment being used at elevated levels (i.e. scaffolds, elevating work platforms or portable ladders)
	+ Structures - the stability of temporary or permanent structures. Consider structures and plant being constructed, installed, dismantled, maintained, repaired or cleaned.
	+ The ground - the evenness and stability of the ground for safe support of scaffolding or a work platform
	+ Edges - protection for open edges of floors, working platforms, walkways, stairs, walls or roofs
	+ Holes, openings, shafts or excavations - which will require guarding (i.e. trenches, pile holes, services pits confined space entry points).

### 5.1.2 Risk Assessment

Once fall hazards have been identified, they need to be assessed (through processes such as SWMS/JSEA, BBRA) to determine the level of risk they pose and suitable control measures and safe systems of work.

(Note: For high risk construction work where a person can fall more than 2 metres, it is a legal requirement that a SWMS is prepared).

As a minimum, the following should be considered when assessing risk:

* people falling from height
* the design and layout of work areas, including the distance of a potential fall
* the number and movement of all people in the work area
* the proximity of workers to unsafe areas
* access and egress to the work area
* the adequacy of inspection and maintenance of plant and equipment (for example, scaffolding and anchor points)
* lighting for clear vision
* ground stability
* weather conditions—the presence of rain, wind, extreme heat or cold the suitability of footwear and clothing for the conditions
* the suitability and condition of ladders, including where and how they are being used
* complexity and duration of the task
* competencies of the workers
* the potential to be caught between elevating work platforms and overhead structures
* the adequacy of procedures for potential emergency and rescue situations (i.e. individual fall arrest and suspension trauma).
* The risk of falling objects onto workers below
* the potential collapse of a structure
* the potential for contact with overhead electrical wires
* the risk of being caught between elevating work platforms and overhead structures
* underground hazards such as voids, pits
* PPE requirements for the job

The risk assessment must document rescue plan(s) where separate rescue plan(s) are not provided. Rescue plans should be discussed during works pre-start activities. All rescue equipment is to be in place and checked prior to any works commencement.

### 5.2 Client Activities (Host Employers) – Hazard Identification and Risk Assessment

Where Programmed employees are required to carry out activities at heights, or where there is potential for a fall from one level to another while carrying out work for clients, an assessment must be conducted to determine what processes the client has in place to identify, assess and control fall hazards.

The Workplace Risk Assessment (WRA) and client risk profiling activities will be used to evaluate client processes.

Personnel conducting the WRA should consider the following factors when undertaking the WRA and client risk profiling activities;

* Does the client have a documented procedure or instruction on work at heights?
* Has the client identified fall hazards associated with the works and assessed the risk of these hazards?
* Has the working at heights hierarchy of controls been considered when controlling hazards? Are hazard controls suitable?
* Are rescue plans in place for activities as required?
* Where harnesses are going to be used, do processes ensure that employees are not working alone?
* How will our workers be trained in work at heights, emergency and rescue procedures?
* Are any anchorage points used routinely tested and approved by a competent person to ensure they are secure and can take the required load?
* Are anchorage points for fall arrest devices positioned to ensure that in the event of a fall, the worker will neither swing nor touch the ground?
* Are any work platforms and scaffolds used inspected by a competent person before use, following any damage, repair, alteration or modification, and at least every 30 days or more frequently if prescribed by local legislation?
* Is there a system in place to ensure fall prevention equipment is routinely inspected as required?
* Is there a process for removing damaged or faulty items out of service?
* Where overhead work is being conducted, are tool lanyards used and have barricades and catch nets been erected / employed around and/ or below the work area to segregate and protect other people in the area from falling objects.
* Where ladders are used, are they fit for purpose and set up correctly (i.e. non – metallic for electrical work, good condition, secured correctly)?
* Where there are fragile roof areas/sky lights, are warning signs and temporary/permanent walkways, which includes guard rails, installed to provide safe access and egress?

### 5.3 Risk Controls

Controls are determined following the risk assessment and are to be selected in accordance with the hierarchy of controls for work at heights. The following is the order of preference of controls for fall prevention.

* Level 1 (elimination) is the best control measure. Ideally this is achieved by eliminating the need to work at heights at the design stage.
* If (and only if) elimination of the fall risk is not reasonably practicable, the risk should be minimised through the application of control measures lower down in the hierarchy (Level 2 to Level 5 Controls)

|  |  |  |
| --- | --- | --- |
| **Level** | **Control** | **Details** |
| 1 | Work on the ground or on a solid construction | Eliminate work at height by redesigning the task to be conducted on the ground or work on a solid construction.Solid construction means an area that: * Is structurally capable of supporting workers, material and any other loads applied to it
* Is provided with barriers around its perimeter and around any openings from or through which a person could fall
* Has an even, accessible surface and gradient
* Has a safe means of entry and exit
 |
| 2 | Fall Prevention Devices | Fall prevention- providing a physical barrier that minimises the risk of a fall.Temporary work platforms (i.e. scaffolds, elevating work platforms, mast climbers, work boxes, building maintenance units, portable and mobile fabricated platforms). Perimeter Guard Rails are used to provide effective fall prevention: * At the edges of roofs
* At the edges of mezzanine floors, walkways, stairways, ramps and landings
* On top of plant and structures where access is required
* Around openings in floor and roof structures
* At the edges of shafts, pits and other excavations

Safety mesh - designed to prevent internal falls through a roof |
| 3 | Work Positioning Systems | Industrial Rope Access Systems: Used for gaining access to, and working at, a workface, usually by means of vertically suspended ropes. Although fall arrest components are used in the industrial rope access system, the main purpose of the system is to gain access to a work area rather than to provide backup fall protection. All work using rope access is to have a specific SWMS developed and approved by the Rope Access Supervisor / Manager prior to work commencing. Daily inspections are required of all anchor points, work at heights equipment and where used individual needle and weight systems. Needles and weight systems must be secured from moving forward. Fall Restraint Technique: Controls an individual’s movement by physically preventing the person reaching a position at which there is a risk of a fall. It consists of a harness that is connected by a lanyard to an anchorage or horizontal life line. It must be set up to prevent the wearer from reaching an unprotected edge. Must comply with AS/NZS 1891 Industrial fall-arrest systems and devices series. See diagram below.A restraint system is suitable for use where the user can maintain a secure footing (consider the slope of the surface, surface texture, whether it is wet/slippery etc.) without putting tension on the restraint line and without the aid of any hand hold or lateral support. Restraint techniques should only be used if it is not reasonably practicable to prevent falls by providing a physical barrier (for example, a guard rail). This is because restraint techniques require a high level of user skill to operate safely and also greater supervision. Diagram of a fall restraint technique below:A rescue plan must be in place for all works involving a work positioning system. Refer to the Industrial Rope Access Guideline for more information.  |
| 4 | Fall Arrest Systems | Catch Platforms: A catch platform is a temporary platform located below a work area to catch a worker in the event of a fall.Safety Nets: Can provide a satisfactory means of protection while allowing workers maximum freedom of movement. They should not be used to enter or exit a work area or as a working platform.Individual Fall Arrest Systems: Anchorages, harnesses, Inertia reels, lanyards etc. A rescue plan must be in place for all works involving a fall arrest system.Note: All equipment used for fall arrest should be designed, manufactured, selected and used in compliance with the AS1891 series of standards. All components of a fall-arrest system should be compatible. Under no circumstances is fall arrest equipment to be anchored to scaffolding, handrails or other structures not designed and approved to withstand 15 KN of force. |
| 5 | Ladders/ Administrative Controls | Work from ladders should only be considered after other levels in the hierarchy of controls have been considered.Administrative controls such as ‘no go areas’ and permit systems. |

### 5.3.1 Temporary Work Platforms

A ‘temporary work platform’ is a working platform, other than a permanently installed fixed platform, used to provide a working area for the duration of the job. The design of the platform prevents workers from falling. Temporary work platforms include scaffolds, elevating work platforms, mast climbers, workboxes, building maintenance units, portable or mobile fabricated platforms or any other platform that provides a working area and is designed to prevent a fall.

### 5.3.1.1 Scaffolding

Scaffolding work platforms are generally rated as light, medium or heavy duty.

* Scaffolding must conform to AS/NZS 4576 Guidelines for scaffolding and the AS/NZS 1576 Scaffolding series
* All scaffolding shall be erected, altered and dismantled by persons deemed competent.
* Any scaffold from which a person or object could fall more than four metres must be erected, altered and dismantled by or under the direct supervision of a licensed scaffolder.
* Prefabricated scaffolds shall be of the same type and not mixed components unless the mixing of components has been approved by the manufacturer.
* Safe access to and egress from the scaffold must be provided.
* Edge protection (hand rails, mid-rails and toe boards) shall be provided at every open edge
* Any swing stage scaffold work must be built to Australian Standard AS1576.4 (Scaffolding – Suspended Scaffolding) and installed by an appropriated licensed person. All work utilising a swing stage is to have a specific SWMS developed and approved by the relevant HSEQ Manager prior to work starting.

### 5.3.1.2 Elevating Work Platforms

Mobile elevating work platforms must only be operated by individuals deemed competent and who hold the necessary licences. Cherry pickers and boom lifts with a boom extension of 11 metres or more, may only be operated by someone with a licence for this class of work.

Before using a mobile EWP the following activities must be undertaken:

* Inspection of the path of travel to and from the work area; the work area itself and the travel area during works for any above or below ground hazards
* Review of log book to ensure maintenance and servicing is up to date
* The design of the plant must be such that levers/ controls are be protected from inadvertent operation when in contact with overhead structures
* Complete pre-start inspection of plant and update log book
* Set up on firm ground made stable with outriggers if necessary
* Identify physical hazards of the work environment (i.e. overhead powerlines and pinch points must be assessed also insulated plant and “no go zones” may need to be considered where electrical hazards exist)
* Fall arrest/restraint systems shall be used where EWP is fitted with anchor points and where deemed necessary by risk assessment
* Ensure that the safe working capacity of the plant is not exceeded
* A system of communication shall be established between people working on the platform and nominated support personnel
* Rescue procedures that considers events such as:
	+ Failure of the elevating mechanism
	+ Disabling injury or sickness of the operator
	+ EWP coming into contact with overhead power-lines
	+ Operator being suspended in a safety harness after being ejected from the EWP
* Ground (spotter) personnel are to be trained in the use of emergency procedure applicable for the EWP and have the same training and qualification as the EWP operator. The emergency procedures are to be practiced.

### 5.3.2 Edge Protection

Edge protection used as a control measure must be erected in accordance with the instructions of the manufacturer, supplier, engineer or competent person.

The edge protection must be designed to withstand the downwards or outwards force of the impact of a person falling.

The edge protection must have a rail or another component that prevents the person from falling fitted so that the top of the rail or component is at least 900mm high. It shall also have another rail/s or sturdy mesh, sheeting or other material below the rail or component.

### 5.3.3 Ladders

The use of a ladder and administrative controls is the last level in hierarchy of controls for fall prevention and should only be used where the higher order controls are not practicable.

Where ladders are used, it is important to ensure they are fit for purpose and set up correctly. Industrial ladders shall be used with a minimum rating of at least 150 kg (no domestic rated ladders to be use onsite), which includes extension ladders, step ladders (minimum size 1.5 metres) and platform ladders. Platform ladders can provide a safer means of access than a standard ladder. When climbing a ladder, the person must face forward and maintain 3 points of contact at all times.

Ladders must be:

* Of a commercial variety with the manufacturer safe work load clearly visible (minimum 150kg)
* Visually inspected prior to use to ensure that they are in good condition
* Wooden or fiberglass when used for electrical work
* Secured at the top and bottom and set up at a safe angle of 4:1(conventional or extension ladders)
* Set up on a solid, level footing
* Extended 1 metre beyond the destination platform when used for access
* The correct height for the task to avoid reaching
* Protected from traffic or anything which could cause the ladder to move or fall



Ladders used on a balcony

* Must be platform ladders
* Where they are raised from the ground, this is to be completed using a rope system
* Workers are not to carry a ladder while climbing another ladder

When using a step / platform ladder;

* Ensure it is set up on a firm surface that allows all 4 feet to sit firmly on the ground with braces fully spread
* Ensure it is a suitable direction and distance from the workface to restrict overreaching
* It must be climbed maintaining 3 points of contact on the ladder
* Ensure it is not climbed beyond the 3rd step from the top or where you have a handhold
* Ensure tools are carried on a tool belt or passed up
* Complete the task facing the ladder and without overreaching by keeping hips centred within the stiles
* Ensure no items are left on top of step ladder when it is being moved
* Set up signage and barricading as required to ensure public access is limited however ensuring that emergency exits are not blocked
* Where possible chock doors open when working behind them
* If force is to be applied which may unbalance the ladder, use a Platform Step Ladder at 90 degrees

### 5.3.4 Individual Fall Arrest System

Fall arrest and restraint systems must be designed and managed in accordance with AS 1891 series standards and installed and inspected by a competent person.

As per the hierarchy of controls, fall restraint systems must be considered before fall arrest.

Where a fall arrest system is used, the system must be designed with consideration for the following:

* Installed and tested by a competent person, appropriate for loading, located so the person has safe access to the anchorage point(s) and remains attached at all times.
* Limiting free fall distance ideally to under 600mm, maximum distance of free fall is 2 meters and allowing adequate distance between work surface and the surface below for the system to deploy (see following diagram).
* Eliminating swing down or swing back effect (see following diagrams).
* Objects/impalement hazards in the drop zone.
* Ensuring the person remains attached at all times.
* Capacity of anchor points (1 person limited free fall 12kN unlimited free fall 15kN – 2 persons 21kN), ropes, lines.
* Using compatible components within the system.
* Inertia reels must only be used where the direction of pull will be close to vertical and lanyards should not be used with inertia reels.
1. Total Fall Distance

Free fall distance consider:

* Height of attachment points
* Original lanyard length

Diagram A: Total distance fallen:

* Height of attachment point
* Original lanyard length
* Energy absorber extension
* Height of person
* Clearance distance



1. Swing Down Effect C. Swing Back Effect

 

 **“Working alone in a harness” is not permitted when working for Programmed!**

### 5.3.5 Height Safety Equipment

Height safety equipment must be selected, used and inspected / signed in accordance with relevant standards by a competent person. Standards for personal fall-arrest equipment require that they be permanently marked or labelled to reduce the incidence of misuse.

Information includes:

* Manufacturers name
* Year of manufacture (and potentially disposal date)
* Orientation (if required)
* Which lines are intended for use with the device
* Whether an energy absorber is fitted (if required)
* Statement of compliance to Australian Standard

Height safety equipment (owned and controlled by Programmed) must be logged on a Plant and Equipment Register.

The following are the minimum requirements for height safety equipment:

|  |  |
| --- | --- |
| **Equipment** | **Requirements** |
| Harnesses | * AS 1891.1 compliant
* Must be full body for fall arrest
* Worn correctly and adjusted to suit the size of the person
* Suitable to the task being performed (where workers are working in confined spaces, then rescue from above will need to be assessed when purchasing the harness)
 |
| Lanyards | * AS 1891.1 compliant
* Selected for the specific task (i.e. a double lanyard system may be appropriate where the person has to detach/attach during the task)
* Must have shock absorber when used for fall arrest
* Retractable lanyards to have shock absorber included in the system
* Must be selected with consideration for the clearance height for the lanyard/shock absorber to fully extend.
* Hooks must require a double action to open
 |
| Anchor Points | * AS 1891.3 & AS 1891.4 compliant (evidence of design certification if designated attachment point)
* Where temporary anchor points are used, these must be identified through a risk assessment and approved by a competent person
* Must have appropriate capacity for the system (and number of people using system)
* Must be installed, tested and inspected by a competent person
* Be as close as practical to vertically above place of work
* A maximum of 2 people attached
 |
| HooksCarabineers Attachment Hardware | * AS 1891.1 compliant
* Must not be dropped, engraved or damaged in anyway as this interferes with their function
* Dropped or damaged items must be removed from use
* Requires 2 consecutive deliberate actions to open
* Typically, should be self-closing
 |

### 5.3.5.1 Height Safety Equipment Inspections

An inspection and maintenance program must be implemented to ensure equipment remains fit for use. The requirements for the inspection of equipment are summarised from AS/NZS1891.4 in the table below.

|  |  |
| --- | --- |
| Personal equipment including harnesses, lanyards, connectors, fall-arrest devices including common use devices | Inspection by a competent height safety operator before and after each use.Inspection shall be by sight and touch and shall include the opening of any equipment where access for daily inspection is provided, to ensure that internal components are in satisfactory condition. |
| Harnesses, lanyards, associated personal equipment Clause 9.3.2Fall-arrest devices (external inspection only) Clause 9.3.4(a)Ropes and slings | 6-monthly inspection by a height safety equipment inspector |
| Anchorages - drilled-in type or attached to timber framesAnchorages - other types | 12-monthly inspection by a height safety equipment inspector or frequency as specified by regional legislationFrequency of inspection by a height safety equipment inspector as recommended by the manufacturer to a maximum of 5-yearly. 12-monthly inspection in the absence of such recommendations |
| Fall-arrest devices - full service | Frequency of service by a height safety equipment inspector as recommended by the manufacturer to a maximum of 5-yearly. 12-monthly service in the absence of such recommendations |
| Horizontal and vertical lifelines - steel rope or rail | Frequency of inspection by a height safety equipment inspector as recommended by the manufacturer to a maximum of 5-yearly. 12-monthly inspection in the absence of such recommendation |
| Horizontal or vertical lifelines - fibre rope - webbing | 6-monthly inspection by a height safety equipment inspector |
| All items of personal and common use equipment | Inspection by a height safety equipment inspector on entry or re-entry into service |
| All items which have been stressed as a result of a fall. | Inspection by a height safety equipment inspector before further use |

All inspections, except those undertaken by height safety operators are to be documented and records kept. The Height Safety Equipment Inspection Checklist may be used for this process.

All inspected equipment should be tagged with the due date for the next inspection.

Before using a safety harness and other fall prevention equipment, a thorough inspection by the wearer must be carried out to ensure it is in correct working condition and suitable for the task at hand.

Inspections should include as a minimum:

Harnesses:

* Buckles - look for cracks, bent buckles & smooth operation
* Webbing - look for frayed, cracked, burnt, contaminated or otherwise damaged webbing (loose stitching for example)
* D-rings - look for cracks, bent D-rings

Lanyards:

* Snap hooks - look for cracks, bent buckles, double action
* Rope or Webbing - look for frayed, burnt, or otherwise damaged rope / webbing or evidence of partial deployment.

Inertia reels:

* Snap hooks – look for cracks, bent buckles, double action
* Fully extract the webbing or wire and check for damage,
* Check for anchorage of the webbing or wire to the drum when it is fully extended
* Secure locking and holding of locking mechanism when the rope is given a sharp tug.
* Free running through the anchorage with no tendency to stick or bind

Any defective harnesses, lanyards or other fall prevention equipment is to be tagged out to prevent it being used until it is either repaired or destroyed.

Harnesses should be removed from service 10 years from the manufacture date in accordance with the manufacturer’s instructions. Subcontractors undertaking work at heights on behalf of Programmed are to have an inspection program in place which can be verified. This may include evidence of inspection documents or registers and ensuring reference to inspection in JSEA/SWMS.

### 5.3.5.2 Storage and Care

All heights safety equipment shall be stored so that it is accessible, protected from damage, entanglement and readily identifiable. During use, equipment shall also be protected from damaged including sharp edges, heat, welding spatter and chemicals. Height safety equipment is only to be used for its designed purpose.

### 5.4 Permit to Work

Where reasonably practicable, a Working at Height permit should be completed for any works above 2m where fall arrest or fall restraint controls are applied.  In addition, a Working at Height Permit must be completed in circumstances where:

* It is a project or client requirement. Note: only one permit is required eg. a client permit or Programmed permit process is accepted (unless otherwise advised by the client);
* The SWMS or risk assessment determines the need to complete a permit;
* The nature of the risks associated with the work exposes the employee to additional hazards such as live powerlines, exposure to live plant / machinery, congested and restricted spaces, challenging or non-routine fall restraint / arrest set ups;
* As otherwise recommended by an Operations Supervisor / Project Manager / HSE Manager or above.

**Exclusions** - Abseil work, work from EWP’s / Scissor Lifts and Scaffolding.

### 5.5 Emergency and Rescue Procedures

Whenever there are risks from working at height, appropriate emergency procedures and facilities must be established and provided prior to work commencing.

For all work at heights where a harness is worn, a rescue plan shall be developed.

Rescue should not be reliant on emergency services, endanger rescuers or other persons or depend on any action by the person being rescued. Any fall prevention safety equipment that has been used in a fall arrest situation shall be immediately removed from service and inspected by a height safety equipment inspector prior to further use.

### 5.6 Training and Competency

Workers must be trained and have the appropriate skills to carry out work at heights safely. The amount and type of information, training and instruction required will depend on the nature of the work and the risk involved, as well as the type of fall protection measures used.

Training must be provided by a competent person and cover the following as a minimum;

* Hazards and risks of working at height
* Selection of controls
* Selection, use and fitting of equipment
* Inspection of equipment
* Safe work procedures
* Emergency and rescue procedures

Workers performing harness-based work are required to complete a nationally accredited height safety course.

Other types of training related to work at heights that will be determined as per job requirements include:

* Height Safety Equipment Inspector - Training in the skills needed to detect faults in equipment and to determine remedial action.
* Height Supervisor - Training in the skills necessary to perform harness-based work at heights, to supervise other operators, including those at entry level and to participate in first response rescue.
* Height Safety Manager - Training for people involved in the selection, design, manufacture or installation of height safety systems or equipment, or the development of control measures or work practices, in the technical skills appropriate to their tasks

Working at height competencies must be reassessed and refreshed through training every two years. Records shall be kept for each person who has been trained and assessed as competent.

## 6 Document Management

### 6.1 Associated Documents

|  |  |
| --- | --- |
| **Document Number** | **Name** |
| PRG-HSE-ST-0561 | Safe Work Essentials - Work at Heights Standard |
| PRG-HSE-FO-0563 | Safe Work Essentials - Work at Heights Risk Review |
| PRG-HSE-FO-0048 | Work at Heights Permit |
| PRG-HSE-FO-0564 | Work at Heights Rescue Plan |
| PRG-HSE-FO-0565 | Harness Pre-start Checklist |
| PRG-HSE-FO-0566 | Height Safety Equipment Inspection Checklist |
| PRG-HSE-FO-0567 | Ladder Inspection (ProSafe) Checklist |
| PRG-HSE-PR-0966 | Industrial Rope Access Guideline |

### 6.2 Competency Requirements

|  |  |
| --- | --- |
| **Task** | **Competency** |
| Completing Workplace Risk Assessments | Competent is the use of Programmed’s Workplace Risk Assessment methodology |

### 6.3 Version Control / Revision History

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| **Version Control** |
| Version | 1.2 |
| Issue Date | 17/07/2023 |
| Review Date | 17/07/2026 |
| Reference | PRG-HSE-PR-0562 |
| Authorisation | Group General Manager Risk & Compliance ANZ |
| **Revision** | **Date** | **Significant Changes** |
| 1.0 | 11/03/2021 | Creation of Group Work at Heights Procedure |
| 1.1 | 19/01/2023 | Updated requirements for Work at Heights Permits and moved onto new template |
| 1.2 | 17/07/2023 | Added reference to Industrial Rope Access Guideline |
| 1.3 | 13/10/2023 | Update to EWP section |