

**Working at Heights Procedure**

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# Working at Heights Procedure

## Purpose:

To ensure that all working at height is managed so that risks are effectively controlled to prevent falls and other injuries to employees

## Scope:

This procedure applies to all work tasks that involve working at heights greater than 2 metres.

## Procedure:

| Process | Methodology | Documentation |
| --- | --- | --- |
| Risk Identification. | Identify all work tasks and location that present a risk of falling from any height, one level to another. | * Hazard Report form. |
| Assessment and Control. | If there is a risk of a fall from height, or if the work is to be conducted at a height of more than two metres, then precautions need to be put in place to stop someone falling. | * Hazard Report form. |
| If it’s not ‘reasonably practicable’ to take measures to eliminate the risk of a fall from height, then precautions are needed to reduce the likelihood of a fall and/or the person being injured. | * Hazard Report form. |
| Training and Information. | To assist workers, control the risks associated with working at heights, provide them with Working at Heights information. | * Working at Heights information (see below). |
| Implementation. | The most appropriate fall prevention control(s) should be put in place before the working at heights task commences and ensure all workers are aware of and understand the control measures to be used. | * Health and Safety Meeting Record. |
| Emergencies. | Emergency procedures and resources should be in place where there is a risk of fall e.g., first aid is provided to an employee that has fallen as soon as possible after the emergency situation arises. The resources should include appropriately trained personnel and first aid equipment. | * Employee Training and Induction Record. * Emergency Contact Information. |
| Rescue equipment and processes should be in place when using fall arrest systems e.g., harness, or when using equipment to access heights. Rescue equipment can include ladders. | * Working at Heights information (see below). |

# Risk Control Measures in Order of Priority

Risk control measures can include:

* Undertaking the work on the ground or on a solid construction,
* Undertaking the work using a passive fall prevention device. E.g., Elevated Work Platform,
* Undertaking the work using a work positioning system. E.g., Travel restraint system,
* Undertaking the work using a fall injury prevention system. E.g., Fall arrest harness.

If none of the above measures are reasonably practicable or do not minimise the risk of a fall, then you must control the risk using the following forms of control:

* Undertaking the work from ladders and/or implement administrative controls such as training staff or engaging contractors who are trained and equipped.

## Examples of Risk Controls for Working at or Accessing Heights

The following risk controls are examples of ways to control risks associated with working at heights. These controls may be used individually or in combination to control risks. The actual risks should be identified for each task and then the most appropriate and effective controls put in place.

* hiring a scissor lift,
* fitting railing to regularly accessed heights,
* fitting a travel restraint system to prevent workers on rooves working near edges or other fall hazards,
* fitting anchor points and using a safety harness,
* use a ladder anchor to secure the tops of ladders against gutter,
* engaging experienced, skilled and properly equipped contractors to perform tasks.