



# PREVENTION OF FALLS PROCEDURE

<b>Version No</b>	3.0
<b>Issued</b>	30 <sup>th</sup> April 2018
<b>Next Review</b>	April 2021
<b>GDS</b>	12.16.2

## 1. OVERVIEW

The District Council of Orroroo Carrieton (**the organisation**) recognises its obligation to manage risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person working at the organisation's workplaces.

This Procedure aims to:

- Outline the process for identifying hazards, assessing the risks and, where elimination is not possible, implement control measures to minimise fall risks to workers or other persons' safety during:
  - General work duties, and
  - High risk construction work;
- Provide guidance to workers who are involved in or undertake activities that present a risk to health and safety associated with a fall by a person from one level to another about the precautions and controls that must be put in place prior to work commencing.

SIGNED

.....  
Chief Executive Officer

.....  
Chairperson, WHS Committee

Date: 30 / 4 / 2018

Date: 30 / 4 / 2018

## 2. CORE COMPONENTS

The core components of the organisation's prevention of falls procedure aim to:

- (a) Implement a system for the identification and recording of reasonably foreseeable hazards associated with falls and the assessment and recording of risks once identified;
- (b) Identify and implement appropriate controls that provide adequate protection against the risk of a fall;
- (c) Require, so far as is reasonably practicable, work that involves the risk of a fall to be carried out on the ground or on a solid construction;
- (d) Require Safe Work Method Statements (SWMS) to be prepared for all high risk construction work;
- (e) Implement a system to identify, provide and record training for workers performing tasks that expose them to the risk of a fall ;
- (f) Develop and implement emergency and rescue procedures in relation to the use of a fall arrest system [where required]; and
- (g) Require that appropriate maintenance and inspection of equipment and personal protective equipment (PPE) is undertaken and records are maintained.

## 3. DEFINITIONS

Competent person:	A person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task. [as defined by the Work Health and Safety Regulations 2012, Regulation 5].
Construction work	Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. [as defined by the Work Health and Safety Regulations 2012, Regulation 289(1)] But does not include the following: (a) The manufacture of plant; (b) The prefabrication of elements, other than at a place specifically

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	<p>established for the construction work, for use in construction work;</p> <p>(c) The construction or assembly of a structure that once constructed or assembled is intended to be transported to another place;</p> <p>(d) Testing, maintenance or repair work of a minor nature carried out in connection with a structure; or</p> <p>(e) Mining or the exploration for or extraction of minerals.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 289(3)]</p>
Fall	<p>A fall by a person from one level to another.</p> <p>[as defined by the Approved Code of Practice: Managing the Risk of Falls at Workplaces, Section 1.2]</p>
Hierarchy of Control	<p>If it is not reasonably practicable for risks to health and safety to be eliminated, risks must be minimised, so far as is reasonably practicable, by doing one or more of the following:</p> <p>(a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;</p> <p>(b) Isolating the hazard from any person exposed to it; and/or</p> <p>(c) Implementing engineering controls.</p> <p>If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 36]</p>
High risk construction work	<p>Construction work that:</p> <p>(a) Involves a risk of a person falling more than 3 metres; or</p> <p>(b) Is carried out on a telecommunication tower; or</p> <p>(c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or</p> <p>(d) Involves, or is likely to involve, the disturbance of asbestos; or</p> <p>(e) Involves structural alterations or repairs that require temporary support to prevent collapse; or</p> <p>(f) Is carried out in or near a confined space; or</p> <p>(g) Is carried out in or near:</p> <ol style="list-style-type: none"> <li>i. A shaft or trench with an excavated depth greater than 1.5 metres; or</li> <li>ii. A tunnel; or</li> </ol> <p>(h) Involves the use of explosives; or</p> <p>(i) Is carried out on or near pressurised gas distribution mains or piping; or</p> <p>(j) Is carried out on or near chemical, fuel or refrigerant lines; or</p> <p>(k) Is carried out on or near energised electrical installations or services; or</p> <p>(l) Is carried out in an area that may have a contaminated or flammable atmosphere; or</p> <p>(m) Involves tilt-up or precast concrete; or</p> <p>(n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or</p> <p>(o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or</p> <p>(p) Is carried out in an area in which there are artificial extremes of temperature; or</p>

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	<p>(q) Is carried out in or near water or other liquid that involves a risk of drowning; or</p> <p>(r) Involves diving work.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 291]</p>
HSR	Health and safety representative
PCBU	Person Conducting a Business or Undertaking
PPE (Personal Protective Equipment)	<p>Anything used or worn by a person to minimise risk to the person's health and safety</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 44]</p>
Risk of falls	<p>A circumstance that exposes a worker while at work, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the worker or other person. This includes circumstances in which the worker or other person is:</p> <p>(a) In or on an elevated workplace from which a person could fall; or</p> <p>(b) In the vicinity of an opening through which a person could fall; or</p> <p>(c) In the vicinity of an edge over which a person could fall; or</p> <p>(d) On a surface through which a person could fall; or</p> <p>(e) In any other place from which a person could fall.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 78(2) ]</p>
Safe Work Method Statement (SWMS)	<p>A document required for high risk construction work that must:</p> <p>(a) Identify the work that is high risk construction work;</p> <p>(b) Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards;</p> <p>(c) Describe the measures to be implemented to control the risks; and</p> <p>(d) Describe how the control measures are to be implemented, monitored and reviewed</p> <p>[As defined by the Work Health and Safety Regulations 2012, Regulation 299]</p>
Solid construction	<p>An area that has:</p> <p>(a) A surface that is structurally capable of supporting all persons and things that may be located or placed on it; and</p> <p>(b) Barriers around its perimeter and any openings to prevent a fall; and</p> <p>(c) An even and readily negotiable surface and gradient; and</p> <p>(d) A safe means of entry and exit.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 78(5)]</p>
Suspension intolerance	<p>A condition that may occur with a fall-arrest system when a person has an arrested fall and is suspended in an upright, vertical position with the harness straps causing pressure on the leg veins. The lower legs' capacity to store large amounts of blood reduces the return of blood to the heart, slowing the heart rate, which can cause the person to faint. This may lead to renal failure and eventually death, depending on a person's susceptibility.</p> <p>[As defined by the Approved Code of Practice Managing the risk of falls at workplaces, Section 9.2]</p>

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Structure	<p>Anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:</p> <ul style="list-style-type: none"> <li>(a) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and</li> <li>(b) Any component of a structure; and</li> <li>(c) Part of a structure</li> </ul> <p>[as defined in the Work Health and Safety Act 2012, Section 4.] Examples of structures as documented in the Work Health and Safety Regulations 2012, Regulation 290 include:</p> <ul style="list-style-type: none"> <li>i. A roadway or pathway;</li> <li>ii. A ship or submarine;</li> <li>iii. Foundations, earth retention works and other earthworks, including river works and sea defence works;</li> <li>iv. Formwork, falsework or any other structure designed or used to provide support, access or containment during construction work;</li> <li>v. An airfield.;</li> <li>vi. A dock, harbour, channel, bridge, viaduct, lagoon or dam; and</li> <li>vii. A sewer or sewerage or drainage works.</li> </ul>
Work at height permit	A formal, written, safe system of work to control potentially hazardous activities when undertaken at height. The permit details the work to be done and the precautions to be taken.

#### 4. PROCEDURE

##### 4.1. Identification of fall hazards

4.1.1. The department manager will make sure that work activities that involve a risk of fall are identified in consultation with workers and or their representatives. Key things to look for in identifying activities where there is a risk of falls include:

- (a) Surfaces, for example:
  - i. The stability, fragility or brittleness;
  - ii. The potential to slip, for example where surfaces are wet, polished or glazed;
  - iii. The safe movement of workers where surfaces change;
  - iv. The strength or capability to support loads; and
  - v. The slope of work surfaces, for example, where they exceed 7 degrees;
- (b) Levels - where levels change and workers may be exposed to a fall from one level to another;
- (c) Structures - the stability of temporary or permanent structures;
- (d) The ground - the evenness and stability of the ground for safe support of scaffolding or a work platform;
- (e) The working area - whether it is crowded or cluttered;
- (f) Entry and exit from the working area;
- (g) Edges - protection for open edges of floors, working platforms, walkways, walls or roofs;
- (h) Holes, openings or excavations - which will require guarding;
- (i) Hand grip - places where hand grip may be lost; and
- (j) Records of previous injuries and 'near miss' incidents related to falls.

4.1.2. The categories of work where there may be a risk of fall are:

- (a) Routinely recurring work. (eg maintenance activities such as replacing light globes and operational work eg operating a vehicle mounted crane); and
- (b) High risk construction work.

4.1.3. The department manager will make sure that all work activities where a risk of fall has been identified, are recorded on the Hazard Register.

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### 4.2. Risk assessment

4.2.1. Each task where a risk of a fall exists will be risk assessed in accordance with the Hazard Management Procedure.

4.2.2. The department manager will form a team to undertake the risk assessment. The team should consist of a competent person to lead the risk assessment process, workers who are involved in the activity to be assessed, a HSR (where one exists), the relevant manager or supervisor and other stakeholders or experts, where relevant.

4.2.3. The risk assessment should consider, but not be limited to, an assessment of the following factors, as relevant to the task:

- (a) The design and layout of elevated work areas, including the distance of a potential fall;
- (b) The number and movement of all people at the workplace;
- (c) The proximity of workers to unsafe areas where loads are placed on elevated working areas (for example, loading docks) and where work is to be carried out above people and there is a risk of falling objects;
- (d) The adequacy of inspection and maintenance of plant and equipment (for example, scaffolding);
- (e) The adequacy of lighting for clear vision;
- (f) Weather conditions (the presence of rain, wind, extreme heat or cold can cause slippery or unstable conditions);
- (g) The suitability of footwear and clothing for the conditions;
- (h) The suitability and condition of ladders, including where and how they are being used;
- (i) The adequacy of current knowledge and training to perform the task safely (including young, new or inexperienced workers who may be unfamiliar with the task); and
- (j) The adequacy of procedures for all potential emergency situations.

4.2.4. A risk assessment may be used repeatedly for generic tasks, providing that:

- (a) No changes have been made to the work or working environment;
- (b) The fall hazards are the same;
- (c) The risk assessment is entirely relevant to the activity being undertaken; and
- (d) It has been reviewed and signed off by all parties prior to the work commencing.

4.2.5. Any work that is not regularly undertaken or has been changed from a generic task will require a new risk assessment to be completed before the activity commences. A risk assessment will also need to be conducted on individual fall hazards if there is any likelihood that a person may be exposed to greater, additional or different risks.

### 4.3. Risk control

4.3.1. In managing the risks of falls, the following specific control measures (which are listed in hierarchy of control order) are to be implemented, where it is reasonably practicable to do so:

- (a) Carry out any work that involves the risk of a fall on the ground (if the need to work at height can be avoided) so as to eliminate the risk of a fall,
- (b) If the need to work at height cannot be avoided but the fall can be prevented by working on a solid construction then this method should be used. This includes a building or structure that is used as an existing place of work and has safe access and egress from which there is no risk of a fall from one level to another (for example: properly constructed stairs with fixed handrails, flat roofs with a parapet or permanently installed guard rails around the edges). Matters that should be considered in electing to perform work on a solid construction include:
  - i. Structural strength;
  - ii. Barriers;
  - iii. Protection of openings and holes;
  - iv. Surface and gradient; and
  - v. Safe means of entry and exit.

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- (c) If the risk of fall cannot be eliminated and it is not possible to work on a solid construction then the risk of a fall should be minimised by implementing a safe system of work. This includes providing a:
- i. Fall prevention device (for example, installing guard rails) if it is reasonably practicable to do so; or
  - ii. Work positioning system (for example, an industrial rope access system if it is not reasonably practicable to provide a fall prevention device); or
  - iii. Fall-arrest system, so far as is reasonably practicable (if it is not reasonably practicable to provide a fall prevention device or a work positioning system).

Workers using a harness as fall protection will never work alone, (Refer 4.5.1(b)).

- (d) Administrative controls may be used to support other control measures and may include:
- i. Safe Work Instructions;
  - ii. Safe operating procedures;
  - iii. Pre-operational checks;
  - iv. Training, including emergency procedures and how to manage suspension intolerance, where relevant;
  - v. Work at Height permit, where applicable (refer example at APPENDIX 1 );
  - vi. Contractor selection, engagement and monitoring documentation;
  - vii. Consultative processes;
  - viii. Inspection and maintenance procedures;
  - ix. Signage to warn and protect persons exposed to falls; and
  - x. Limiting the amount of time a person is exposed to a particular fall hazard.
- These controls should be used in conjunction with higher order controls and appropriate supervision.
- (e) PPE should be used in conjunction with higher order controls and appropriate supervision. Examples include:
- i. Providing harnesses and lanyards when work positioning or fall-arrest systems are to be used; and
  - ii. Choosing the right protection for the task (eg non slip footwear, hard hats, hand protection, eye protection, sunscreen, appropriate clothing that cannot catch or snag).

4.3.2. Portable ladders should generally only be used as a means of access or egress and must only be used as a working platform for light work of short duration that can be carried out safely on the ladder. If a portable ladder is to be used:

- (a) It will have a load rating of at least 120kg and be manufactured for industrial use with slip resistant base, rungs or steps provided;
- (b) The following precautions will be taken:
  - i. The ladder is inspected for faults (such as broken rungs, stiles and footing) and, if found to be damaged, removed from service;
  - ii. The ladder is set up on firm, stable and level ground and is:
    - The correct height for the task to avoid reaching or stretching;
    - Not too close or too far from the support structure (the distance between the ladder based and the supporting structure should be about one metre for every four metres of working ladder height);
    - Secured against slipping or sliding by using ties, wedges or another person holding the base of the ladder;
    - Not placed so that the weight of the ladder and any person using it is supported by the rungs;
- (c) All locking devices on the ladder are secure;
- (d) Materials or tools are not to be carried while using the ladder (use a tool belt or side pouch);

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- (e) Only light duty work is undertaken while on the ladder where three points of contact can be maintained and tools can be operated safely with one hand; and
  - (f) Slip resistant shoes are worn.
- In some situations (for example, when working in access ways or doorways, next to power lines, in wet or windy conditions or next to traffic areas) additional controls may be necessary.
- 4.3.3. In some cases a combination of control measures may be necessary.
- 4.3.4. The risk assessment or SWMS (where applicable) will clearly indicate what control measures are to be used, for example:
- (a) The correct selection, fitting, use, care, inspection, maintenance and storage of fall-arrest and restraint equipment, including the actions to be taken to manage suspension intolerance;
  - (b) The correct use of tools and equipment used in the work (for example, using a tool belt instead of carrying tools);
  - (c) Control measures for other potential hazards (for example, electrical hazards);
  - (d) The emergency response for the activity, including addressing the following factors:
    - i. The rescue process should start immediately (when safe to do so); and
    - ii. Workers should not put themselves at risk during a rescue.
- 4.3.5. The controls identified by the risk assessment will be implemented before work commences.
- (a) Any hazards that are unable to be immediately controlled within the risk assessment process will be transferred to the Corrective Action Register for further action and management; work will not commence until selected controls are in place; and
  - (b) When identified as a requirement in the risk assessment process, a Work at Height permit will be issued by a person competent to issue such permits, prior to work commencing.
- 4.3.6. Each person involved in the job will sign their acknowledgement of the risk assessment and agreement to comply with required risk controls, including those of any Work at Height permit, prior to work commencing.
- 4.3.7. The department manager or relevant supervisor will inform workers about:
- (a) The type of control measures selected or corrective actions that have been implemented as a result of the hazard identification and risk assessment process;
  - (b) Procedures for reporting fall hazards and incidents;
  - (c) The correct selection, fitting, use, care, inspection, maintenance and storage of fall-arrest and restraint equipment (when relevant);
  - (d) The correct use of tools and equipment used in the work (for example, using a tool belt instead of carrying tools); and
  - (e) Control measures for other potential hazards (when relevant).
- Department meeting minutes and sign off on the risk assessment or SWMS (where relevant) should demonstrate that this has occurred.
- 4.3.8. The department manager or relevant supervisor will check that any new hazards that may have been introduced by the selected controls methods are identified by:
- (a) Monitoring and evaluating controls for effectiveness;
  - (b) Recommencing the risk assessment process (outlined at section 4.2 above) if new hazards are identified;
  - (c) Communicating the outcomes of the risk assessment process within the department or work group and to the Health and Safety Committee, as required; and
  - (d) Retaining completed risk assessments.

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4.3.9. Fall control measures will be revised in the following circumstances:

- (a) When the control measure does not control the risk so far as is reasonably practicable;
- (b) Before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control;
- (c) If a new hazard or risk is identified;
- (d) If the results of consultation indicate that a review is necessary; or
- (e) If a health and safety representative requests a review.

4.3.10. The department manager will consult and coordinate activities with other PCBUs who are undertaking work where a risk of fall exists, so far as is reasonably practicable, if their duty of care overlaps.

4.4. Construction work, including high risk construction work

4.4.1. When the organisation undertakes construction work, the contract manager or project manager will make sure workers are not directed or allowed to carry out construction work unless workers have successfully completed general construction induction training (eg white card).

4.4.2. In addition, when high risk construction work which involves the risk of a person falling more than 3 metres is undertaken, the contract manager or project manager will make sure:

- (a) A SWMS is prepared before the proposed work commences;
- (b) The high risk construction work is carried out in accordance with the SWMS;
- (c) A copy of the SWMS is given to the principal contractor before the work commences and is made readily accessible to any worker involved in the work;
- (d) The SWMS is reviewed and revised as necessary; and
- (e) A copy of the SWMS is retained locally until the high risk construction work is completed and then in the organisation's records management system in line with the current requirements of GDS 20.

4.4.3. When the organisation engages contractors to undertake construction work, including high risk construction involving work which involves the risk of a person falling more than 3 metres, the contract manager or project manager will consult with the relevant PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

4.5. Emergency and rescue procedures

4.5.1. The department manager will make sure that:

- (a) The different types of emergency and rescue scenarios that might arise from work activities where there is a risk of fall have been identified, in consultation with workers and their representatives (if any).

When establishing emergency procedures, the following should be taken into account:

- i. Location of the work area (ie remote, isolated, accessibility, distance from medical facilities);
- ii. Communications (ie how will workers communicate in an emergency?);
- iii. Rescue equipment (ie relevant to the nature of the task, proximity of such equipment);
- iv. Capabilities of rescuers (ie are they trained in specific rescue requirements, have emergency procedures been tested?);
- v. First aid (ie appropriate first aid kits and trained first aiders); and
- vi. Local emergency services (ie how will they be contacted and time for response if they are to be relied on for rescue?)

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- (b) If a fall arrest system is used as a control measure in any work activity where there is a risk of fall, emergency procedures will include suspension intolerance as a potential hazard and the appropriate controls developed to manage the hazard. This includes making sure:
- i. Workers using fall-arrest systems never work alone;
  - ii. Workers using fall-arrest systems use a harness, which allows legs to be kept horizontal;
  - iii. The time a worker spends in suspension after a fall is limited to less than five minutes;
  - iv. Workers are trained to do the following when they are hanging in their harness after a fall:
    - Move their legs in the harness and push against any footholds, where these movements are possible; and
    - Move their legs as high as possible and the head as horizontal as possible, where these movements are possible;
  - v. Access is available to first aid equipment, facilities for the administration of first aid, and workers trained to administer first aid;
  - vi. Emergency procedures are tested regularly with workers who undertake the work; and
  - vii. Workers have been trained in procedures for reporting fall hazards and incidents.

4.5.2. The Manager of Corporate & Community Services in consultation with department managers, should make sure that:

- (a) The emergency procedures and first aid response for falls have been incorporated into the organisation's emergency plan;
- (b) Relevant workers are provided with suitable and adequate information, training and instruction in relation to the relevant emergency procedures, including making sure:
  - i. Any emergency rescue process starts immediately (when safe to do so); and
  - ii. Workers do not put themselves at risk during a rescue;
- (c) Training frequency takes into account the worker's competence and their ability to retain competence through regular exposure to the equipment and skills needed to perform a rescue.

### 4.6. Safe use of plant and equipment

4.6.1. Plant and equipment required for any work activity where there is a risk of fall will:

- (a) Only be used by competent persons;
- (b) Be used, inspected and maintained in accordance with legislative requirements, relevant codes of practice and Australian Standards; and
- (c) Be subject to the controls identified in the risk assessment and safe operating procedure or SWMS for the task.

4.6.2. Registers will be developed and maintained by the Manager of Corporate & Community Services that specify the inspection and maintenance requirements of plant and equipment used for work activities where there is a risk of fall.

4.6.3. Inspections and maintenance activities will be undertaken by competent persons and records will be retained.

4.6.4. Any person that works at height will secure their tools on their person or determine a safe work method for bringing tools to and from the task prior to the commencement of the work.

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### 4.7. Incidents involving a fall

- 4.7.1. A rescuer or first aid officer should follow the control measures documented in the organisation's emergency plan for the work activity involving the risk of fall.
- 4.7.2. The incident reporting and investigation procedure will be complied with, including the requirement that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

4.7.3. If a notifiable incident occurs, namely:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident

a report will be made by the Manager of Corporate & Community Services as follows:

- (a) A notifiable incident is reported to [SafeWork SA](#) by the fastest possible means (telephone 1800 777 209 - 24 hours a day) immediately after becoming aware that a notifiable incident has occurred.
- (b) Any incident occurring that involves electricity or an electric shock, gas or plumbing will be reported to the [Office of the Technical Regulator](#) (telephone: 8226 5518; Business Hours or 1800 558 811 After Hours):
- i. In the case of a death resulting from the incident - immediately by telephone
  - ii. In the case of a person requiring medical assistance resulting from the incident - within one working day of the incident
  - iii. In any other case that involves electricity - within ten working days of the incident
  - iv. Gas incidents resulting in damage to property of \$5,000 or more – within ten working days of the incident
  - v. Gas incidents involving a gas infrastructure pipeline (operating above 1050 kPa) resulting in any injury or damage to property, or incidents requiring the attendance of a fire brigade – within one month from the date of the incident.
  - vi. In the case of Water or Sewerage system incidents;
    - For Priority type 1 incidents – Verbal notification immediately and written notification within 24 hours
    - For Type 1 incidents - Verbal notification within 3 hours and written notification within 24 hours
    - For Type 2 incidents - Verbal notification not required and written notification within 10 working days.

Further guidance can be found [here](#)

- 4.7.4. Whenever any statutory reports have been made, the Manager of Corporate & Community Services will ensure that the LGAWCS has been notified.
- 4.7.5. Any claim for worker's compensation should be reported in accordance with the Workplace Return to Work Procedure.

### 4.8. Monitoring and evaluation

- 4.8.1. The department manager will check that workers exposed to a risk of a fall are provided with adequate supervision by a competent person.
- 4.8.2. The contract manager or project manager will monitor high risk construction work to check that it is carried out in accordance with the SWMS.
- 4.8.3. The [department manager] will check that the control measures implemented for work activities remain effective. The department managers or the Manager of Corporate & Community Services will establish a schedule for:
- (a) Periodic inspections of the work to make sure the control measures are fit for purpose; suitable for the nature and duration of the work; are installed and used correctly, and
  - (b) Checking that training and competency requirements are maintained, and
  - (c) Checking that plant and equipment testing and maintenance has occurred.
- 4.8.4. Department managers will review and revise existing risk control measures, using the same methods as the initial hazard identification process (see section 4.3.8)

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- 4.8.5. The Health and Safety Committee will monitor the Hazard Register and Corrective Action Register during its meetings. A report will be presented to the management team listing outstanding items requiring direction or enforcement.
- 4.8.6. The management team will review hazard and incident statistics related to falls, audit results, legislative changes and other information relating to prevention of falls and direct action when required. Outcomes of discussion and actions undertaken will be recorded.
- 4.8.7. The Prevention of Falls Procedure will be subject to audit and the audit findings will be reported as part of the ongoing management review process.
- 4.8.8. The management team will set, monitor and review objectives, targets and performance indicators for the prevention of falls, as relevant.

### 5. TRAINING

- 5.1. The organisation's training needs analysis will identify the training needs for persons working in locations and undertaking tasks that could cause injury due to a fall.
- 5.2. Workers undertaking activities where a risk of fall exists will be trained and/or assessed as competent. This includes, but is not limited to, workers required to:
  - 5.2.1. Successfully complete mandated general construction induction training (white card) when carrying out construction work;
  - 5.2.2. Manage construction work, including high risk construction work;
  - 5.2.3. Lead the risk assessment/SWMS process;
  - 5.2.4. Raise and authorise permit systems, if relevant;
  - 5.2.5. Use, inspect and maintain prevention of falls equipment, for example:
    - (a) Scaffolding (if carrying out work that is over four metres in height);
    - (b) Dogging and rigging work; or
    - (c) Crane and hoist work;
  - 5.2.6. Provide first aid medical treatment; and
  - 5.2.7. Initiate and conduct emergency rescue (including emergency drills).
- 5.3. Workers exposed to the risk of a fall will be trained in:
  - 5.3.1. The requirements of this procedure;
  - 5.3.2. Developing a risk assessment/ SWMS, if it is part of their job function;
  - 5.3.3. The risk assessment/ SWMS for the particular task; and
  - 5.3.4. Procedures for reporting fall hazards and incidents.
- 5.4. The department manager shall ensure that the risk assessment/ SWMS is explained to workers involved in the activity and is signed by each worker before any work commences.

### 6. RECORDS

Fall prevention process records will be maintained, including:

- 6.1. Risk assessments and SWMS;
- 6.2. Training and competency records;
- 6.3. Plant and equipment registers;
- 6.4. Plant and equipment maintenance records;
- 6.5. Registration certification for relevant plant and equipment;
- 6.6. Permit processes;
- 6.7. Job inspection records;
- 6.8. Statutory notifications; and
- 6.9. Records of consultation with other PCBUs.

All records will be managed line with the current version of General Disposal Schedule 20 for Local Government Records.

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### 7. RESPONSIBILITIES

7.1. The *management team* is accountable for:

- 7.1.1. Checking that the organisation manages prevention of falls in accordance with legislative requirements;
- 7.1.2. Approving reasonably practicable expenditure necessary for fall protection control measures upon receipt of such requests;
- 7.1.3. Setting objectives, targets and performance indicators for the prevention of falls program, as relevant;
- 7.1.4. Checking that consultation, cooperation and coordination of the management of WHS risks occurs with all other PCBUs who have a WHS duty in relation to work involving a risk of falls;
- 7.1.5. Checking that managers and supervisors have been provided with training to ensure, so far as is reasonably practicable, they understand and can:
  - (a) Apply the requirements of this procedure to manage fall prevention activity; and
  - (b) Provide adequate training and supervision to persons under their management
- 7.1.6. Identifying, assessing and controlling (when elimination if not practicable) reasonably foreseeable hazards associated with falls;
- 7.1.7. Making sure an emergency plan is in place, which includes the first aid and rescue procedures to be followed in a fall emergency and that regular testing of those procedures occurs;
- 7.1.8. Monitoring the Hazard Register and Corrective Action Register and enforcing close out of items;
- 7.1.9. Reviewing the effectiveness of the Prevention of Falls Procedure; and
- 7.1.10. Including prevention of falls within the management review process.

7.2. The *Manager of Corporate & Community Services* is accountable for:

- 7.2.1. Making sure training for workers working in locations and undertaking tasks that could cause injury due to a fall is identified and delivered and the training register in relation to this training is kept up to date;
- 7.2.2. Initiating the development and testing of the organisation's emergency plan for fall emergencies;
- 7.2.3. Maintaining legislative currency of procedures and systems in relation to the prevention of falls; and
- 7.2.4. Initiating audit and review activities as required.

7.3. The *department managers* are accountable for:

- 7.3.1. Checking that work activities occurring in areas under their management or control are identified where there is a risk of fall;
- 7.3.2. Checking that a record is made in the Hazard Register of work activities likely to expose the organisation's workers and others to the risk of a fall;
- 7.3.3. Checking that a risk assessment/SWMS that includes emergency response is developed and documented before any work that is likely to expose workers and others to the risk of a fall is commenced;
- 7.3.4. Reviewing and revising risk assessments, when required;
- 7.3.5. Implementing control measures for the safety of workers who may be exposed to the risk of a fall;
- 7.3.6. Checking that workers undertaking work activities where there is a risk of a fall have been trained and, where relevant, assessed as competent in accordance with legislative requirements;
- 7.3.7. Checking that workers who are exposed to the risk of a fall are given information about identified hazards present in the work prior to the work being undertaken;
- 7.3.8. Monitoring that plant and PPE required for the work is fit for purpose, inspected prior to use and maintained by competent persons;
- 7.3.9. Undertaking inspections of work being conducted and taking appropriate action where non-compliance is identified;
- 7.3.10. Making sure that there is a system in place for checking that persons at risk of a fall have returned from their tasks at the end of the day;

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- 7.3.11. Checking that hazards identified or incidents that occur when undertaking activities that involve a risk of fall or a fall are reported, investigated and control measures are implemented in accordance with the Hazard Management Procedure;
- 7.3.12. Implementing corrective or preventative actions required for the prevention of falls; and
- 7.3.13. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

7.4. The *contract manager or project manager* is accountable for:

- 7.4.1. Managing the risks associated with construction work;
- 7.4.2. Checking that a record is made in the Hazard Register of construction activities, including high risk construction work;
- 7.4.3. Checking that a SWMS that includes emergency response is developed and documented before high risk construction work is commenced;
- 7.4.4. Making sure a copy of the SWMS is given to the principal contractor before the work commences, the SWMS is available for inspection and is made readily accessible to workers involved in the work;
- 7.4.5. Making sure arrangements are in place to check that work is conducted in accordance with the SWMS and, if this is not the case, making sure that the work:
  - (a) Is immediately stopped or stopped as soon as it is safe to do so; and
  - (b) Resumed only in accordance with the SWMS;
- 7.4.6. Reviewing and revising SWMS' when required;
- 7.4.7. Checking that workers carrying out construction work can demonstrate completion of general construction induction training (eg white card); and
- 7.4.8. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

7.5. Any *worker or others* that are exposed to the risk of a fall are accountable for:

- 7.5.1. Maintaining training and competence in relation to fall hazards, control measures, PPE and permits to work, in accordance with legislative requirements;
- 7.5.2. Complying with the requirements of risk assessment/SWMS, work at height permit (if relevant), relevant WHS policies and procedures and information and instruction provided to them whilst undertaking their tasks;
- 7.5.3. Only undertaking tasks they are competent to undertake (or are in training to undertake, with appropriate supervision);
- 7.5.4. Keeping their general construction induction training card available for inspection;
- 7.5.5. Using PPE and safety equipment provided;
- 7.5.6. Assisting in assessing risk, implementing control measures and evaluating them for effectiveness, as required; and
- 7.5.7. Seeking assistance to manage identified hazards, when required.

7.6. The *Health and Safety Committee* is accountable for:

- 7.6.1. Facilitating co-operation between management and workers in matters relating to fall prevention; and
- 7.6.2. Monitoring the Hazard Register and Corrective Action Register and referring issues to the management team that require management direction or enforcement.

7.7. *Health and safety representatives* may:

- 7.7.1. Facilitate consultation between department managers and workers in relation to any activity where risk of fall may exist that affects the workgroup they represent; and
- 7.7.2. Request and assist in the review and revision, where necessary, of risk control measures related to fall prevention activities.

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## 8. REVIEW

- 8.1. The Prevention of Falls Procedure will be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or organisational needs change. The review may include a review of:
- 8.1.1. Feedback from managers, worker, HSRs, HSC, contractors and others; and
  - 8.1.2. Legislative compliance;
  - 8.1.3. Performance Standards for Self Insurers;
  - 8.1.4. LGAWCS guidance;
  - 8.1.5. Internal or external audit findings;
  - 8.1.6. Fall numbers, incident and hazard reports, claims costs and trends; and
  - 8.1.7. Any other relevant information.
- 8.2. Results of reviews may result in preventative and/or corrective actions being implemented or revision of this document.

## 9. REFERENCES

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- [General Disposal Schedule 20 for Local Government](#)
- [ReturnToWorkSA's Performance Standards for Self-Insurers](#)
- [Code of Practice: Managing the Risk of Falls at Workplaces](#)
- [Code of Practice: Construction Work](#)

Reference documents and other information sources

AS 1418.13:1996 Cranes (including Hoists and Winches) – Building Maintenance Units

AS/NZS 1576.1:2010 Scaffolding series – General Requirements

AS/NZS 1657:2013 Fixed Platforms, Walkways, Stairways and Ladders—Design, Construction and Installation

AS/NZS 1891.:2007 Industrial Fall-Arrest Systems and Devices—Harnesses and Ancillary Equipment

AS/NZS 1891.2 supp:1-2001 Industrial Fall-Arrest Systems and Devices—Horizontal Lifeline and Rail Systems—Prescribed Configurations for Horizontal Lifelines (Supplement to AS/NZS 1891.2:2001)

AS/NZS 1891.3:1997 Industrial Fall-Arrest Systems and Devices —Fall-Arrest Devices

AS/NZS 1891.4:2000 Industrial Fall-Arrest Systems and Devices —Selection, Use and Maintenance

AS/NZS 1892.1:1006 Portable Ladders Series – Metal

AS/NZS 1892.2:1996 Portable Ladders Series – Timber

AS/NZS 1892.5:2000 Portable Ladders – selection, safe use and care

AS/NZS 4142.3:1993 Fibre ropes—Man-Made Fibre Rope for Static Life Rescue Lines

AS/NZS 4389:1996 Safety Mesh

AS/NZS 4488.1:1997 Industrial Rope Access Systems Series

AS/NZS 4488.2:1997 Industrial Rope Access Systems—Selection, Use and Maintenance

AS/NZS 4576:1995 Guidelines for Scaffolding

AS 2550.16:1997 Cranes—Safe Use—Mast Climbing Work Platforms

AS/NZS 4994.1:2010 Temporary Edge Protection - - General Requirements

British Standards Institution

BSEN 1263-1:2002 Safety Nets: Safety Requirements, Test Methods

BSEN 1263-2:2002 Safety Nets: Safety Requirements for the Positioning Limits

Internet address: [www.bsi-global.com](http://www.bsi-global.com)

NOTE: this is not an exhaustive list of approved codes of practice and other documents may need to be referenced depending on the nature and hazards of the work being undertaken and the respective work environment.



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### 10. RELATED DOCUMENTS

Hazard Management Procedure  
Contractor Management Procedure  
Emergency Management Procedure  
Incident Reporting and Investigation Procedure  
Electrical Safety Procedure  
Plant Procedure  
Hazard Register  
Corrective Action Register

### 11. Document History:

<b>Version No:</b>	<b>Issue Date:</b>	<b>Description of Change:</b>
1.0	Dec 2009	New Document
2.0	18/3/2014	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate. Inclusion of sections on Construction work including high risk construction work and emergency and rescue procedures. Inclusion of template SWMS and guidance
3.0	30/4/2018	Addition of section on portable ladders; Replaced section on incident reporting to match Incident Reporting & Investigation procedure; Deleted Appendix 1 (SWMS template) as this is attached to Contractor Management procedure; Added model Work at Height permit at Appendix 1; formatting and language



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## APPENDIX 1 – WORK AT HEIGHT PERMIT

Work Details			
Project:			
Location of work:			
Names of persons conducting work:			
Description of work:			
Hazards and Risk Controls <i>(All "no" answers require additional controls)</i>			
Solid construction			
Has the structural strength been assessed for the proposed work? (If in doubt, engage structural engineer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are barriers in place around perimeters, mezzanine floors and floor, stair, landing or platform openings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are openings and holes (eg manholes, voids) covered and securely fixed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are surfaces non-slip and free from trip hazards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is slope equal to or less than 7 degrees (1 in 8 gradient)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is there a safe means for workers to get to, from and move around the work area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Scaffolding			
Has gradient, height, access and load been considered for the type of scaffolding to be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does scaffolding comply with AS/NZS 1576 and AS/NZS 4576?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is erection, alteration and dismantling of scaffold to be performed by competent persons? (Licenced scaffolder required if over 4 metres)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is safe access to and egress from the scaffold provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are all open edges protected by edge protection, (eg hand-rails, mid-rails, toe boards)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Mobile scaffolding fitted with wheel locks to prevent movement during use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Elevating work platforms			
Has gradient, height, access and load been considered for the type of EWP to be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are workers trained & instructed in safe operating procedures, use of fall-arrest equipment & rescue procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are log-books/maintenance records (for EWP & fall arrest equipment) current & available for inspection prior to use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has surface area been checked for penetrations or obstructions that could cause uncontrolled movement or overturning of EWP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are traffic control measures in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will occupants be able to perform work whilst wearing fall arrest equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has other PPE been identified & provided to workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will EWP be kept clear of power lines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will chainsaws or other equipment be secured inside the platform to avoid dropping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A



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<b>Anchorage points</b>			
Does each anchorage point comply with AS/NZS 1891:4?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have all anchorage points been tested by a competent person before use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is maximum distance a person would free-fall before fall arrest system takes effect 2 metres or less (taking into account worker's height, position of anchorage point, length of lanyard, slack, etc)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Portable ladders (extension or step)</b>			
Is the ladder rated for industrial use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is the ladder manufactured to Australian Standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is the ladder in good working condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is the ladder to be used on firm, stable & level ground?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If working in close proximity to persons or vehicles, are additional controls in place? (Detail on RA/SWMS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will the ladder be secured during use? (Detail on RA/SWMS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Material or tools to be carried using tool belt or side pouch or hoisted up separately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will the ladder extend at least one metre above the stepping off point?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will the worker be wearing slip-resistant shoes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Personal protective equipment</b>			
Safety harness and/or safety line	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Detail: _____
Eye protection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Detail: _____
Hand protection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Detail: _____
Protective clothing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Detail: _____
Safety helmet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Detail: _____
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Detail: _____
<b>Worker/operator training</b>			
Worker name	Certification/training	Currency checked?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Additional risk controls</b>			
<b>Verification</b>			
Contractor/workers have been informed of, at will at all times comply with all safety requirements & conditions of this permit		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Control measures have been implemented to minimise the risk of a fall that would be reasonably likely to cause injury to workers or other persons		<input type="checkbox"/> Yes <input type="checkbox"/> No	
An emergency plan has been prepared, sighted by permit issuer and communicated to all workers		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Authority</b>			
Permit valid from: _____ am/pm / / to _____ am/pm / /			
Issued by: _____ <small>..... (name &amp; signature)</small>		Issued to: _____ <small>..... (name &amp; signature)</small>	
<b>Completion</b>			
I confirm that all persons and equipment have been withdrawn from the work area.			
Name & signature:			
Time & date:	_____ am/pm / /		