	MANAGEMENT SYSTEM	Manual	WHS
		Title	WHS Policy Working at Heights Procedures
		Procedure No:	ADVWHS:100918
		Authorised by:	Director
		Issue Date	25/6/13
		Review Date	1/9/13

WORKING AT HEIGHTS PROCEDURES

1   Purpose

The purpose of this procedure is to ensure that all risks associated with working at height within the workplace are identified and managed.

2   Definitions

Contractor:

Includes a person or business who are not direct employees of Advanced Roof Systems and are providing services/works in relation to construction or maintenance or repair work. This includes contractor's employees, and sub contactor's employees and work can be of a long or short nature.

Corrective action or Control:

An action taken to control the risk and reduce the likelihood of injury following an incident occurring or a hazard present.

Fall arrest Device:

A device, which when worn and used correctly would either safely restrain or arrest a person from falling while working at height.

First Aid:

Initial treatment for an injury which is normally given by a first aid officer.

Hazard:

Anything with the potential to cause harm, injury harm a person, the environment or cause damage to property.

Incident:

Any unplanned event resulting in, or having potential for injury, ill health, damage or other loss.

Injury:

Any physical or mental damage to the body caused by exposure to a hazard.

Near Miss:

An incident that could have resulted in an injury or illness to person.

Notifiable Incident:

An incident for which you are legally required to notify Safework SA. An incident is notifiable if it arises out of the conduct of a business or undertaking and results in death, serious injury or serious illness of a person or involves a dangerous incident.

Risk:

Is the likelihood and consequence of the occurrence of injury, illness and harm.

Safe Work Procedure:

Are documented procedures that outline -

- The hazards associated with performing a particular task (which may include equipment use, or working in hazardous environments.

Safe Work Method Statement:

(SWMS)A document which describes:

- The high risk work being performed,
- The health and safety risks associated with the work
- The risk control measures that will be applied to ensure the work is carried out in a safe manner.

Safe Work Procedure

(SWP) Are documented procedures that outline:

- The hazards associated with performing a particular task (which may include equipment use, or working in hazardous environments).
- Safety instructions in performing that task including any checks and precautions to be exercised;
- Any required PPE to protect employees and / or contractors.

- Name of the person authorised to supervise and train persons in how to undertake the task safely.

Treatment:

Medical treatment by a registered medical practitioner, paramedic or registered nurse practitioner.

Working at height:

Working at a height of over 2 metres (measured from the sole of your feet to the ground)

Work Positioning System:

Equipment that enables a person to be positioned and safely supported at a work location for the duration of the task being undertaken at height.

3. **SCOPE**

This guideline applies to all tasks that require working at height which are performed in the workplace or on work site.

4. **Responsibility:**

The **workplace supervisor / manager** is responsible for

- Identifying working at height hazards within the workplace.
- Consulting with Management and employees in relation to identifying and managing working at height hazards.
- Ensuring risk assessments are conducted for identified working at height tasks.
- Reviewing controls for working at height risks for effectiveness and the WHS Risk Register.
- Ensuring all employees and contractors have relevant licences and permits.
- Complying with legislation relating to working at heights.

Employees are responsible for:

- Reporting working at height hazards to the supervisor / manager
- Assisting supervisor with risk assessment and
- Complying with SWP

Contractors are responsible for:

- Reporting working at height hazards to the supervisor / manager
- Assisting with risk management
- Complying; with SWMS or SWP

5. **Procedures**

   a. **Identify Hazards Associated with Working at Heights.**

   Management in consultation with **employees** and **contractors**, is to identify all tasks which involve working at height at 2 metres or above within the workplace.

   Examples of working at height tasks where falls could occur

   - Working on roofs
   - Ladder work
   - Working on fragile, slippery or sloping surfaces.

   Consideration also needs to be given to the hazard posed to persons below those working at heights by falling objects.

   b. **Risk Assessment when employees are undertaking Working at Height Tasks**

   Management /work place supervisors are to conduct a risk assessment for each task which involves working at height in the workplace. All risk assessments are to be conducted in consultation with Employees / contractors

   Relevant standards, codes of practice, compliance code or legislation

   The risk assessment is to be conducted using the risk matrix outlined in the Safe Work Method Statement or similar.

   c. **Controlling Risks Posed by Working at Height**

   Management /work place supervisors in consultation with employees needs to control risks associated with working at heights. I an employee is required to work at a height of 2 metres or above a Safe Work Procedure (SWP) must be developed and the employee trained in the procedure and deemed competent before the work can be performed.

   If a contractor is required to work at or above a height of 2 metres a Safe Work Method Statement (SWIMS) or equivalent must be supplies by the contractor.

Management /work place supervisors should make sure that all control measures are included on the SWP or SWMS. Contractors and employees must make sure that they only perform work in a way as to comply with all the control measures indicated in the SWP or SWMS.

When determining controls to reduce risks, management /work place supervisors

Must follow the hierarchy of control outlined in the Risk Management Procedures