

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR
WORKING AT HEIGHT**

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the hazards and risks it describes. A record of contextual additions or omissions goes as follows.					
Amendment Record					
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1.0	Insert Date	To manage risks to health and safety associated with working at height	Original		
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.					
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2. PURPOSE

The purpose of this procedure is to provide guidance so that workers are not placed at risk when working at heights where there is a risk of a fall by a worker from one level to another that is reasonably likely to cause injury. This includes working with plant, ladders, scaffolding and other activities that include a risk of falling.

3. SCOPE

This procedure applies to all work conducted at height, to enable workers to perform the work to carry out the work at height safely and not endanger themselves or personnel on the ground who may be exposed to falling objects.

4. TERMS AND DEFINITIONS

Term	Definition
Acceptable Level of Risk	<p>For a risk to be properly managed at an 'acceptable level' the activities must be controlled so that the level of risk for the activities is:</p> <ul style="list-style-type: none"> Is within acceptable limits, having regard for each relevant circumstance; and Is as low as is reasonably practicable. <p>To ensure when the level of risk is within acceptable safety limits and as low as reasonably practicable, regard must be given to:</p> <ul style="list-style-type: none"> The likelihood of injury or illness to a person, or of property damage, from the risk; and The probable severity of the injury, illness or damage; and Whether or not the risk is avoidable by reasonable means.
Competent	<p>Means the performance of a function or exercise of a power, includes having the qualifications, experience and competence to perform the function or exercise the power.</p>
Appropriate Ladder	<p>Means a ladder that meets Australian Standards as per the following list:</p> <ul style="list-style-type: none"> AS 1892.1 Portable Ladders - Metal AS 1892.2 Portable Ladders - Timber AS 1892.3 Portable Ladders - Reinforced Plastic AS 1892.5 Portable Ladders - Selection, Safe Use and Care
Competent	<p>Is a combination of attributes, including skills, training and experience, relevant to a work task or function that enables</p>

Term	Definition
	a person to undertake that work task safely or discharge that function in accordance with company expectations.
Permitted Work	<p>In relation to work involving a ladder, means work in which:</p> <ul style="list-style-type: none"> • The weight, size or shape of any equipment or material the person using the ladder is carrying is not likely to restrict the person's movement while the person is climbing or descending the ladder or cause the person to lose balance on the ladder while carrying out work. • The person's trunk is approximately centred in the centre of the space between the sides of the ladder when the person is fully on the ladder to which they are leaving the ladder. • Any equipment being used by the person can be operated using one hand unless a control device (such as a pole strap) designed to support the person's body is being worn or used.
Risk	The likelihood of a negative effect.
Risk Assessment	The overall work identification, risk analysis and risk evaluation.
Suspension Trauma	Is a condition where a person in a harness in a substantially upright position may experience blood pooling in the legs.
Working at Height	<p>Means work where there is a risk to a worker's health and safety associated with falling from one level to another that is reasonably likely to cause injury to the person or any other person. It includes:</p> <ul style="list-style-type: none"> • Work on a raised workplace from which a person could fall. • In the vicinity of an opening through which a person could fall. • In the vicinity of an edge over which a person could fall. • On a surface through which a person could fall. • In any other place from which a person could fall. <p>Notwithstanding the above, any task that involves the risk of a fall equal to, or greater than two (2) metres should be treated as working at height irrespective of circumstances.</p>
Working at Height Hierarchy of Control	Is a process to help people choose a control that provides the highest level of safety possible in the circumstances.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring that this procedure is implemented and monitored.