1. OVERVIEW

The Flinders Ranges Council as part of its commitment under its Hazardous Work Policy, 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 Council workplaces.

This Procedure:

- Outlines the process for identifying hazards, assessing the risks and where elimination is not possible, implementing control measures to minimise fall risks to workers or other persons' safety during:
  - General work duties, or
  - High risk construction work.
- Applies to Council 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 that is reasonably likely to cause injury to the person or any other person.

SIGNED	……	……
	Chief Executive Officer	Acting Chairperson, WHS Committee
	Date: 18 / 12 / 2014	Date: 18 / 12 / 2014

2. CORE COMPONENTS

The core components of our Prevention of Falls Procedure are;

- Reasonably foreseeable hazards associated with falls are identified and recorded on the Master Hazard Register.
- Risk assessment for fall hazards are conducted and recorded.
- Appropriate controls that provide adequate protection against the risk of a fall have been identified and implemented.
- So far as is reasonably practicable, work that involves the risk of a fall is carried out on the ground or on a solid construction.
- Safe work method statements are prepared for all high risk construction work.
- Workers performing tasks which expose them to the risk of fall have been trained for the task being undertaken. Possess evidence of general construction induction training when necessary and a record of training is maintained.
- Emergency and rescue procedures are developed and implemented in relation to the use of a fall arrest system.
- Appropriate maintenance and inspection of equipment and PPE is undertaken and a record maintained.

3. DEFINITIONS

Competent person:	In addition to competencies specified in the WHS Regulation 2012, for any other case, a person who has acquired through training, qualification or experience and the knowledge and skills to carry out the task. [as defined by the WHS Regulations 2012, p. 31-32].

Construction work	Means 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 WHS Regulations 2012 (289)(1)] But does not include the following: (a) The manufacture of plant. (b) The prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work. (c) The construction or assembly of a structure that once constructed or assembled is intended to be transported to another place. (d) Testing, maintenance or repair work of a minor nature carried out in connection with a structure. (e) Mining or the exploration for or extraction of minerals. [as defined by the WHS Regulations 2012 (289(3)]
Fall	Fall, in this procedure, means a fall by a person from one level to another. [as defined COP: Managing the Risk of Falls at Workplaces, Dec 2011 p. 4]
Hierarchy of Control	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 1 or more of the following: (a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk. (b) Isolating the hazard from any person exposed to it. (c) Implementing engineering controls. If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. 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. [as defined by the Work Health and Safety Regulations 2012, Regulation 36]
High risk construction work	Means construction work that: (a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near: (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (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 (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work. [as defined by the Work Health and Safety Regulations 2012(291]

HSR	Health and safety representative.
PCBU	Person Conduction a Business or Undertaking. [as defined in the WHS Act 2012(5)]
PPE	Personal Protective Equipment means anything used or worn by a person to minimize risk to the person's health and safety, including air supplied respiratory equipment. [as defined in the WHS Regulations, 2012 p. 44]
Risk of falls	Means 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: (a) In or on an elevated workplace from which a person could fall; or (b) In the vicinity of an opening through which a person could fall; or (c) In the vicinity of an edge over which a person could fall; or (d) On a surface through which a person could fall; or (e) In any other place from which a person could fall. [as defined in the WHS Regulations, 2012(78)(2) and the COP: Managing the Risk of Falls at Workplaces, Dec 2011 p. 4]:]
Safe Work Method Statement (SWMS)	Means, in relation to high risk construction work—a safe work method statement referred to in Regulation 299. (as revised under Regulation 302) [as defined in the WHS Regulations, 2012 p. 48]
Solid construction	Means: (a) A surface that is structurally capable of supporting all persons and things that may be located or placed on it; and (b) Barriers around its perimeter and any openings to prevent a fall; and (c) An even and readily negotiable surface and gradient; and (d) A safe means of entry and exit. [as defined in the WHS Regulations, 2012(78)(5)]
Suspension intolerance	Suspension intolerance can 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.
Structure	Means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes: (a) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and (b) Any component of a structure; and (c) Part of a structure. [as defined in the WHS Act, 2012 –s4.] Examples of structures as documented in the WHS Regulations 2012 (290) include: • A roadway or pathway. • A ship or submarine. • Foundations, earth retention works and other earthworks, including river works and sea defence works. • Formwork, falsework or any other structure designed or used to provide support, access or containment during construction work. • An airfield. • A dock, harbour, channel, bridge, viaduct, lagoon or dam. • A sewer or sewerage or drainage works.
Work at height permit	Means 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 activities where there is a risk of fall

4.1.1. The department manager should make sure that work activities where there is 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:
- The stability, fragility or brittleness.
- 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 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.
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 (operating a vehicle mounted crane).
b. High risk construction work.

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

4.2. Risk assessment

4.2.1. Each task where a risk of a fall exists should be risk assessed in accordance with the Hazard Management Procedure (Appendix 5).

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

4.2.3. The risk assessment / JSA shall 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, competency and training required to perform the task safely (including, young, new or inexperienced workers who may be unfamiliar with the task).
j. The adequacy of procedures for all potential emergency situations.

4.2.4. A risk assessment / JSA 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.
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 may need a new risk assessment / JSA completed before the activity commences. A risk assessment should also 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 are to be implemented, where it is reasonably practicable to do so:

a. If the need to work at height can be avoided to eliminate the risk of a fall, carry out any work that involves the risk of a fall on the ground.
b. If the fall can be prevented by working on a solid construction then this method should be used. This would include 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:
   - Structural strength.
   - Barriers.
   - Protection of openings and holes.
   - Surface and gradient.
   - Safe means of entry and exit.
c. If the risk of fall cannot be eliminated and it is not possible to work on a solid construction, the risk of a fall should be minimised by providing and maintaining a safe system of work. This includes providing a:
   - Fall prevention device (for example, installing guard rails) if it is reasonably practicable to do so, or
   - Work positioning system (for example, an industrial rope access system) if it is not reasonably practicable to provide a fall prevention device, or
   - 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 should not work alone.
d. Administrative controls may be used to support other controls that reduce the risk, such as:
   - Safe operating procedures.
   - Pre-operational checks.
   - Training, including how to manage suspension intolerance, where relevant.
   - Issuing of a Work at Heights permit where applicable.
   - Having adequate contractor documentation in place.
   - Incident and near miss reporting.
   - Consultative processes.
   - Inspection procedures and maintenance procedures.

- Relevant signage in place to warn and protect persons exposed to falls.
- Limiting the amount of time a person is exposed to a particular hazard.

These controls should be used in conjunction with higher order controls and appropriate supervision.

e. PPE is the last form of protection in a total system caring for an individual's health and safety. PPE should be used in conjunction with higher order controls and appropriate supervision and examples include:
   - Providing harnesses and lanyards when work positioning or fall-arrest systems are to be used.
   - 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. In some cases a combination of control measures may be necessary.

4.3.3. The risk assessment / JSA should clearly indicate what control measures are to be used ie:
   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:
      - The rescue process should start immediately (when safe to do so).
      - Workers should not put themselves at risk during a rescue.

4.3.4. Implement, in accordance with applicable work procedures, the controls identified by the risk assessment / JSA before work commences.
   a. Any hazards that are unable to be immediately controlled within the risk assessment process should be transferred to the CAPA Register for further action and management. Work should not commence until selected controls are in place.
   b. When identified as a requirement in the risk assessment process, a permit for Work at Heights must be issued by a person competent to issue such permits, prior to work commencing.

4.3.5. Each person involved in the job should sign their acknowledgement of the risk assessment / JSA prior to work commencing and comply with required risk controls, including those of any Work at Height permit.

4.3.6. The department manager or delegate should inform relevant 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 in situations where a risk of fall exists.
   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).
   e. Control measures for other potential hazards (when relevant).

Department meeting minutes and risk assessment / JSAs (where relevant) should demonstrate that this has occurred.

4.3.7. The department manager or delegate should 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 WHS committee, as required.
d. Retaining completed risk assessments/ JSAs.

4.3.8. Where necessary fall control measures should 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.
e. If a health and safety representative requests a review.

4.3.9. The department manager should 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
a. When Council undertakes construction work, the contract or project manager must 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).
b. When Council undertakes high risk construction work which involves the risk of a person falling more than 3 metres, the contract or project manager must make sure:
- A SWMS is prepared before the proposed work commences.
- The high risk construction work is carried out in accordance with the SWMS.
- 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.
- The SWMS is reviewed and revised as necessary.
- A copy of the SWMS is retained until the high risk construction work is completed, unless a notifiable incident occurs, in which case it should be kept for at least 2 years after the incident occurs.
- Workers on site can demonstrate completion of general construction induction training (eg white card).

c. When Council contracts construction work, including high risk construction involving work which involves the risk of a person falling more than 3 metres, the contract or project manager should consult with the relevant PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

4.4. Emergency and rescue procedures

4.4.1. The department manager should 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.
- When establishing emergency procedures, the following should be taken into account:
  - Location of the work area ie remote, isolated, accessibility, distance from medical facilities etc.
  - Communications ie how will workers communicate in an emergency?
  - Rescue equipment ie relevant to the nature of the task, proximity of such equipment.

- Capabilities of rescuers ie are they trained in specific rescue requirements, have emergency procedures been tested?
- First aid ie appropriate first aid kits and trained first aiders?
- Local emergency services ie how will they be contacted and time for response if they are to be relied on for rescue?

- If a fall arrest system is used as a control measure in any work activity where there is a risk of fall, emergency procedures should include suspension intolerance as a potential hazard and the appropriate controls developed to manage the hazard. This includes making sure:
  - Workers using fall-arrest systems never work alone.
  - Workers using fall-arrest systems use a harness, which allows legs to be kept horizontal.
  - The time a worker spends in suspension after a fall is limited to less than five minutes.
  - 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.
    - Move their legs as high as possible and the head as horizontal as possible, where these movements are possible.

b. Access is available to first aid equipment, facilities for the administration of first aid, and workers trained to administer first aid.
c. Emergency procedures are tested regularly with workers who undertake the work.
d. Workers have been trained in procedures for reporting fall hazards and incidents.

4.4.2. The *WHS Coordinator*, in consultation with department managers should make sure that:
a. The emergency procedures and first aid response for falls have been incorporated into the Council 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 any emergency rescue process starts immediately (when safe to do so).
   - Making sure 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.

4.5. Safe use of plant and equipment
4.5.1. Plant and equipment required for any work activity where there is a risk of fall should:
a. Only be used by competent persons.
b. Be used, inspected and maintained in accordance with legislative requirements and any relevant codes of practice and Australian Standards.
c. Be subject to the controls identified in the risk assessment / JSA and safe Work Instruction (SWI) / SWMS for the task.
4.5.2. Registers shall be developed and maintained by *WHS Coordinator* that specify the inspection and maintenance requirements of plant and equipment used for work activities where there is a risk of fall.
4.5.3. Inspections and maintenance activities shall be undertaken by competent persons and records shall be retained.
4.5.4. Any person that works at height shall 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.

4.6. Incidents involving a fall

4.6.1. A rescuer or first aid officer should follow the control measures documented in the Council emergency plan for the work activity involving the risk of fall.

4.6.2. The Incident Reporting and Investigation Procedure should 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.

4.6.3. If a notifiable incident occurs, namely

a. The death of a person; or
b. A serious injury or illness of a person; or
c. A dangerous incident.

a report must be made by the *WHS Coordinator* to SafeWork SA:

a. Report by the fastest available means. The report can be made by phone or in writing (such as by fax, email or other electronic means).
b. If the notification is by phone this must be followed up in writing within 48 hours if SafeWork SA requests it.
c. The 24 hour Emergency Telephone number is 1800 777 209.

4.7. Monitoring and evaluation

4.7.1. The department manager should check that workers exposed to a risk of a fall are provided with adequate supervision by a competent person.

4.7.2. The contract or project manager should monitor the work to check that any high risk construction work is carried out in accordance with the SWMS.

4.7.3. The department manager should check that the control measures implemented for work activities remain effective. This may require department managers or the nominated person to 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.

4.7.4. Department managers should review and revise existing risk control measures, using the same methods as the initial hazard identification process (see section 4.3.8)

4.7.5. The WHS Committee shall monitor the CAPA Register during its meetings. A report shall be presented to the Senior Leadership Team listing outstanding items requiring their direction or enforcement.

4.7.6. The Senior Leadership Team should review hazard and incident statistics related to falls, audit results, legislative changes and other relevant information and direct action when required. Outcomes of discussion and actions undertaken shall be recorded.

4.7.7. The Prevention of Falls Procedure should be subject to audit and the audit findings should be reported as part of the ongoing management review process.

4.7.8. The Senior Leadership Team may set, monitor and review objectives, targets and performance indicators for the prevention of falls, as relevant.

5. TRAINING

5.1. The Flinders Ranges Council training needs analysis shall 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 shall 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 JSA/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.
c. Crane and hoist work.
5.2.6. Provide first aid medical treatment.
5.2.7. Initiate and conduct emergency rescue (including emergency drills).

5.3. Workers exposed to the risk of a fall shall be trained in:
5.3.1. The requirements of this procedure.
5.3.2. Developing a risk assessment / JSA, when that is part of their job function.
5.3.3. The JSA / SWMS for the particular task.
5.3.4. Procedures for reporting fall hazards and incidents.

5.4. The *Works Coordinator* shall ensure that the JSA/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 shall be maintained including:

6.1. Risk assessments.
6.2. SWMS must be kept until the high risk construction work to which it relates is completed or if a notifiable incident occurs, the SWMS must be kept for at least 2 years after the notifiable incident occurred.
6.3. Training and competency records.
6.4. Plant and equipment registers.
6.5. Plant and equipment maintenance records.
6.6. Registration certification for relevant plant and equipment.
6.7. Permit processes.
6.8. Job inspection records.
6.9. Statutory notifications.
6.10. Records of consultation with other PCBU's.

All records should be retained in line with the current version of GDS20.

7. RESPONSIBILITIES

7.1. The *Senior Leadership Team* is accountable for:
7.1.1. Capital expenditure related to fall protection control measures.
7.1.2. Making sure department managers are aware of their responsibility to manage fall prevention activity.
7.1.3. Verifying that legislative compliance is maintained by making sure the identification, assessment and control of fall hazards is in place.
7.1.4. Setting objectives, targets and performance indicators for the prevention of falls program, as relevant.
7.1.5. Checking that a Council emergency plan is in place which includes the first aid and rescue procedures to be followed in a fall emergency
7.1.6. Checking that regular testing and practise of first aid, emergency and rescue procedures occurs.
7.1.7. Monitoring the Master Hazard Register, CAPA Register, incident and accident reports; enforcing close out of items when required and directing action as required.
7.1.8. Reviewing the effectiveness of the Prevention of Falls Procedure within the management review process.

7.2. The *WHS Coordinator* 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 the testing of the Council emergency plan for fall emergencies.
- 7.2.3. Maintaining legislative currency of procedures and systems in relation to the prevention of falls.
- 7.2.4. Initiating audit and review activities as required.

7.3. The *department manager* is accountable for:
- 7.3.1. Checking that work activities occurring in areas under their management or control where there is a risk of fall, are identified.
- 7.3.2. Checking that a record is made in the Master Hazard Register of work activities likely to expose Council workers and others to the risk of a fall.
- 7.3.3. Checking that a JSA/SWMS that includes emergency response is developed and documented before any work that is likely to expose Council 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 actions 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.
- 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 Flinders Ranges Council Hazard Management Procedure.
- 7.3.12. Implementing corrective or preventative actions required for the prevention of falls.
- 7.3.13. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

7.4. The *contract 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 Master 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. Making sure a copy of the SWMS is retained until the high risk construction work is completed, unless a notifiable incident occurs, in which case it should be kept for at least 2 years after the incident occurs.
7.4.8. Checking that workers carrying out Council construction work can demonstrate completion of general construction induction training (e.g. white card).
7.4.9. 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. Complying with the requirements of JSA/SWMS, work at height permit (if relevant) and relevant WHS policies and procedures whilst undertaking their tasks.
7.5.2. Attending training when required.
7.5.3. Following reasonable instruction related to the prevention of falls.
7.5.4. Using personal protective equipment and safety equipment provided.
7.5.5. Assisting in assessing risk, implementing control measures and evaluating them for effectiveness as required.
7.5.6. Seeking assistance to manage identified hazards when required.

7.6. The *WHS Committee* is accountable for:
7.6.1. Facilitating co-operation between management and workers in matters relating to fall prevention activities.
7.6.2. Monitoring the hazard/risk/corrective action Register and referring issues to The Flinders Ranges Council Senior Leadership 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.
7.7.2. Request and assist in the review and revision, where necessary, of risk control measures related to fall prevention activities.

8. REVIEW

8.1. The Prevention of Falls Procedure shall be reviewed by the WHS Committee, in consultation with workers and other or their representatives, every three (3) years or more frequently if legislation or Council needs change. The review may include a review of:
8.1.1. Legislative compliance issues
8.1.2. Audit findings relating to the prevention of falls
8.1.3. Fall numbers, incident and hazard reports, claims costs and trends
8.1.4. Feedback from managers, workers and others
8.1.5. Other relevant information.
8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

9. REFERENCES

Work Health and Safety Act 2012.
Work Health and Safety Regulations 2012.
General Disposal Schedule for Local Government.
WorkCover*SA* Performance Standards for Self-Insurers.

Code of Practice: Managing the Risk of Falls at Workplaces, December 2011
Code of Practice: Construction Work, July 2012

Reference documents and other information sources:
AS 1418.13 Cranes (including Hoists and Winches) – Building Maintenance Units
AS/NZS 1576 Scaffolding series
AS/NZS 1657 Fixed Platforms, Walkways, Stairways and Ladders—Design, Construction and Installation
AS/NZS 1891.1 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 Industrial Fall-Arrest Systems and Devices —Fall-Arrest Devices
AS/NZS 1891.4 Industrial Fall-Arrest Systems and Devices —Selection, Use and Maintenance
AS/NZS 1892 Portable Ladders Series
AS/NZS 4142.3 Fibre ropes—Man-Made Fibre Rope for Static Life Rescue Lines
AS/NZS 4389 Safety Mesh
AS/NZS 4488 Industrial Rope Access Systems Series
AS/NZS 4488.2 Industrial Rope Access Systems—Selection, Use and Maintenance
AS/NZS 4576 Guidelines for Scaffolding
AS 2550.16 Cranes—Safe Use—Mast Climbing Work Platforms
AS/NZS 4994 Temporary Edge Protection Series

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
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.

10. RELATED DOCUMENTS

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

11. DOCUMENT HISTORY:

Version No:	Issue Date:	Description of Change:
1.0	June 2010	New Document
2.0	XX 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

12. APPENDICES

Appendix 1: Safe Work Method Statement For High Risk Construction Work Template
Appendix 2: Work at Heights Permit

APPENDIX 1 – SAFE WORK METHOD STATEMENT FOR HIGH RISK CONSTRUCTION WORK
TEMPLATE: Code of Practice: Construction Work, July 2012

Recommended steps for filling out the SWMS template

1. Consult with relevant workers, contractors and health and safety representatives involved with the high risk construction work, the activities involved, and associated hazards, risks and controls.
2. In the 'What is the high risk construction work?' column, identify the high risk construction work for the construction work activity that will be undertaken.
3. In the 'What are the hazards and risks?' column, list the hazards and risks for each high risk construction work activity.
4. Identify the workplace circumstances that may affect the way in which the high risk construction work will be done.
   Examples of workplace circumstances that may impact on the hazards and risks include:
   - information relating to the design of the structure, the workplace (e.g. location, access, transport), and information contained in the WHS Management Plan
   - information on any 'essential services' located on or near the workplace
   - confirmation that the regulator has been advised of any 'notifiable work' (e.g. demolition work involving explosives)
   - safe work methods and plant to be used.
5. In the 'How will the hazards and risks be controlled?' column, select an appropriate control or combination of controls by working through the hierarchy of controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

Selecting control measures

1. Eliminate the risks so far as is reasonably practicable
2. If this is not reasonably practicable, minimise them so far as reasonably practicable by applying the following hierarchy of control measures:
   - minimise the risk by doing one or more of the following:
     - substituting the hazard
     - isolating the hazard
     - implementing engineering controls
   - if the risk still remains, minimise the remaining risk by implementing administrative controls
   - if the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

SWMS compliance (information, monitoring and review)

1. Brief each team member on the SWMS before commencing work. Ensure each team member knows work is to stop if the SWMS is not followed.
2. Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:
   - before a change occurs to the work itself, the system of work or the work location
   - if a new hazard associated with the work is identified
   - when new or additional information about the hazard becomes available
   - when a notifiable incident occurs in relation to the work
   - when risk controls are inadequate or the SWMS is not being followed.

   In all of the above situations stop the work, review the SWMS, adjust as required and re-brief the team.

Keep the SWMS in a readily available location for the duration of the high risk construction work and for at least 2 years after a notifiable incident occurs.

[PCBU name, ABN, Office Address and Phone]		**Principal Contractor (PC)**	[Name, ABN, Office Address]
Work Activity:	[Job description]	**Work Location:**	
High Risk Construction Work:	• [list work from WHS Regulations]		
	•		
	•	**Works Manager:**	
	•	**Contact Phone:**	
	•		
	•		
Have workers been consulted about the SWMS?			

Person Responsible for ensuring compliance with SWMS		**Date SWMS Provided to PC:**	
Person(s) Responsible for reviewing the SWMS		**Last SWMS Review Date:**	
Date received:		**Signature:**	

Workers name		**Date received:**	
Workers signature			

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)
Think about the workplace and each stage of the work, including preparation and clean-up.		
	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?

Appendix 2: Work at Heights Permit

TO BE COMPLETED BY THE FUNCTIONAL MANAGER WHERE A RISK ASSESSMENT HAS IDENTIFIED THE NEED FOR A PERMIT AS A CONTROL MEASURE		
Site Name:	**Activity Location:**	**Risk Score** (From Risk Assessment)**:**
Maximum height workers may / will be exposed to:		
Description of activity or task:		
Employees assigned to task:		
Contractors:		

The whole of the remaining detail of this permit must be signed by the Work at Heights Coordinator (Functional Manager) before work proceeds and only work listed may be done.

	Yes	No	N/A	COMMENTS
1. **Ladders / Steps / Step Ladders** The precautions listed below must be observed:				
a. In good working order and comply with AS 1892.5	☐	☐	☐	
b. Secured against movement at their head and base	☐	☐	☐	
c. Metal ladders not to be used in or near electrical cabling or circuitry	☐	☐	☐	
d. Any tools / equipment to be carried to the task is secured to a belt or hoisted up separately	☐	☐	☐	
e. Any ladder work to be conducted in a pedestrian or vehicular thoroughfare is cordoned off by a barrier and signed	☐	☐	☐	
f. Step ladder spreaders locked into position	☐	☐	☐	
g. Ladder extends 1 metre above top rest position and secured	☐	☐	☐	
2. **Bucket Trucks / Elevated Work Platform** The precautions listed below must be observed:				
a. Power elevated work platform Log books available and sited	☐	☐	☐	
b. Traffic control in place	☐	☐	☐	
c. Fall-arrest device in use	☐	☐	☐	
d. All safety harness gear certified and inspected at commencement of work	☐	☐	☐	
e. Necessary Personal Protective Equipment	☐	☐	☐	
f. Area clear of power lines	☐	☐	☐	
g. Area of 5 metres clear of personnel below work location	☐	☐	☐	
h. Chainsaws / Equipment secured in bucket to prevent being dropped	☐	☐	☐	
i. Other:_____	☐	☐	☐	

	Yes	No	N/A	COMMENTS
3. Scaffolding The precautions listed below must be observed: a. Scaffolding complies with AS/NZS 1576:1995 and AS/NZS 1577 b. Erection, alteration or dismantling of scaffolding is carried out by competent Certified person c. Scaffolding equipped with kick boards and guardrails d. Mobile scaffolding level and wheels locked when in use. Mobile scaffolds must not be moved when occupied e. Outriggers are in place for stability	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
4. Personal Protective Equipment The following personal protective equipment (ticked) shall be worn: a. Safety harness and / or safety line or lifeline b. Eye protection c. Hand protection d. Protective clothing e. Safety helmet f. Other (please specify) _____	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	
5. Worker / Operator training The following training has been evidenced: a. Work at height certification b. Personnel are trained c. Power elevated work platform licence	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
6. Working Near Excavations The precautions listed below must be observed: a. Control zone is identified b. Dependent on depth of dig, and soil composition, are travel restriction systems required to be in place when work is required in control zone	☐ ☐	☐ ☐	☐ ☐	
7. Precautions The following precautions have been implemented: a. Warning Notice / barricades are in position b. Special Precautions are: _____ _____	☐	☐	☐	
8. Hot Work Hot Work is permitted	☐	☐	☐	
9. Confined Space Permit is required	☐	☐	☐	

AUTHORITY TO WORK AT HEIGHT

The risk control measures and precautions appropriate for safe execution of the tasks for work at heights have been implemented and the persons required to work at heights have been advised of and understand the requirements of this written authority.

Employee ..... **Signature:** .....

Name

Functional Manager: ..... **Signature:**.....

Name

Date:..... **Time:**.....

This written authority is valid until: **Date:** ..... **Time:** .....