



Working at Height (High Risk) Procedure

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Authority

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History

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0.0	06/01/2015	Codie Davies	Document renumbered supersedes WI-OHS-024
0.1	21/06/2016	Anthony Gollan	Document reviewed to incorporate 5 Star Commitment requirements
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3.0	07/10/2020	Anthony Gollan	Document review for compliance
4.0	27/07/2023	Vanessa Placheta	SCEE Electrical Branding and Review
5.0	25/03/2024	Anthony Gollan	Dropped Objects standard added – Section 6.7

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1 Purpose

This procedure has been developed by SCEE to cover all aspects associated with Working at Height activities and to ensure that SCEE workers are aware of the need to follow approved procedures. It provides SCEE workers with the necessary guidance and information to ensure that while working at height activities are being undertaken, they will be done in a safe and efficient manner.

2 Scope

This procedure is to apply to all SCEE workers, subcontractors, visitors, or members of the public working on or visiting sites under the control of SCEE.

3 Definitions

Term	Definition
JHA	Job Hazard Analysis
High Risk Work Activity	Any activity that requires a High Risk Work Licence
EWP	Elevated Work Platform
SCEE	SCEE Electrical Pty Ltd
Worker	A person is a worker if the person carries out work in any capacity including work as — a) an employee; or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an outworker; or f) an apprentice or trainee; or g) a student gaining work experience; or h) a volunteer; or i) a person of a prescribed class.

4 Responsibilities

Role	Responsibility
Project Manager	The Project Manager shall be responsible for ensuring resources are available to enable the implementation of this procedure and for the accountability of person's responsibilities as defined.
Site Manager	Ensure full compliance with the requirements of this procedure Ensure the effective implementation of this procedure.
Worker	Workers shall comply at all times with the procedure
HSE Advisor	Audit and monitor compliance with this procedure. Assist in undertaking inspections in accordance with this procedure
Supervisor	Ensure the application of this procedure. Execute the requirements of this procedure.

5 Flowchart

N/A

6 Procedure

Working at Heights has been identified as a **High Risk Work Activity** by SCEE.

The statutory requirements regarding duty of care to both SCEE and its workers remain the first priority at all times.

6.1 Procedure Dissemination

All SCEE workers involved in work that may necessitate the use of this procedure should be made aware of it at SCEE inductions, or at least prior to the work commencing. It shall be the supervisor's responsibility to ensure that personnel asked to carry out the tasks are familiar with this procedure and the requirements of SCEE's 5 Star Commitment Procedure.

Refer: [SCEE-BS-HS-PRO-0027 5 Star Commitment Procedure](#)

6.2 Application

This procedure applies wherever there is a risk of falling from one level to another, with the potential for causing harm, or to gain access to within 2 meters of an open edged elevated surface, where there is potential to fall, including working from various forms of portable and moveable elevated work platforms and where objects could fall and cause injuries.

6.3 Worker Responsibility

Each worker directed to complete a Working at Heights task has responsibilities to incorporate this procedure into their scope of work and JHA to ensure variables relevant to each task are recorded via risk assessment and controls are approved by their supervisor.

At all times this procedure and associated JHA aims to make all workers aware of the need to provide safe interactions and clear communications with other workgroups involved or working near the task.

6.4 Definition

Working with Heights is defined as access or egress to/from, ascending, descending or working in any position where a person can fall and injure him or herself and/or cause injury to those below. Examples would be working on truck trays, crane decks, form work and minor plant access.

6.5 Procedural Requirements

The requirements of this procedure do not apply where the risk of a fall does not exist:

- When working in protected areas where Fall Prevention is in place;

- When working from properly constructed scaffolds; or
- With rope rescue situation and abseiling that are regarded as specialist functions. Only authorised, trained and competent persons shall only carry out rope rescue and abseiling tasks.

6.6 Fall Prevention

Fall prevention (elimination) shall as far as practicable always be considered first when putting in place control measures for any identified fall hazards.

This should include, for example:

- Use of physical barriers;
- Covering and securing floor openings;
- Use of scaffolding;
- Use of elevating work platforms and scissor lifts;
- Use of man cages; and
- Not conducting any task at height, i.e. work from ground level where possible.

Ropes, flagging, plastic mesh, or any combination of these, are not regarded as fall prevention and should not be used as edge protection at heights.

6.7 Dropped Objects

The risk of falling objects shall be controlled through elimination wherever possible. Where this is not possible, controls from at least one of the following principles shall be applied for all work above ground level. Where work is conducted within 2 metres of an edge or void, controls from a minimum of two of these principles shall be applied, to ensure a secondary level of defence:

- Secure – all tools, equipment and material during use, transport and storage;
- Encapsulate – barriers around work areas to prevent uncontrolled items falling from one level to another;
- Exclude – prevent people from accessing below the work, in case the above controls fail.

Effectiveness of controls shall be monitored through the use of SCEE's 5 Star Inspection Form – Prevention Dropped Objects. This inspection shall be completed prior to any working at heights commencing.

All sites shall implement a Working at Heights Drop Prevention Standard on site which shall as a minimum encompass tool tethering and drop prevention best practices. Safe tool tethering system can be referred to CATT.

C	Connect	Attach a Connection point to your tool that has the correct load rating, is suited to the task at hand and your work environment.
A	Anchor	Identify the Anchor point that you will be securing back to that is suited to the weight of your tool. This will be to the height workers person i.e. a load rated, work belt, wrist attachment or tool bag, or the structure / equipment that is in use, if a suitable anchorage point is available.
T	Tether	Select a tether that has a suitable load rating, length and is suited to the task at hand.
T	Transport	Identify how your tools and equipment will be transported around your project. Remember, almost a third of tool drops occur while tools are being carried between work areas! Certified tool bags and pouches are essential for eliminating dropped tool incidents on site.

Dropped object prevention strategies are critical for ensuring safety, particularly in workplaces where tools, equipment, or materials are used at height. Strategies and best practices for preventing dropped objects include:

1. **Risk Assessment and Awareness:** Conduct thorough risk assessments to identify potential hazards related to dropped objects. Increase awareness among workers about the risks associated with dropped objects and the importance of prevention measures.
2. **Tool and Equipment Tethering:** Implement tethering systems for tools and equipment used at height. Secure tools and equipment with lanyards, tethers, or tool lanyard systems to prevent them from falling if accidentally dropped.
3. **Secure Storage:** Ensure that materials and equipment are stored securely when not in use. Use designated storage areas equipped with appropriate restraints, such as racks, containers, or tool belts.
4. **Personal Protective Equipment (PPE):** Provide workers with suitable PPE, including hard hats, safety glasses, and gloves, to protect against potential hazards from falling objects.
5. **Guardrails and Barriers:** Install guardrails, toe boards, and safety nets around elevated work areas to prevent objects from falling to lower levels.
6. **Safe Work Practices:** Promote safe work practices, such as maintaining a clean and clutter-free work area, avoiding overloading of equipment, and ensuring proper inspection and maintenance of tools and equipment.
7. **Training and Education:** Provide training to workers on the risks of dropped objects and the proper use of tethering systems and other prevention measures. Regularly reinforce safety protocols through toolbox talks and safety meetings.

8. **Supervision and Enforcement:** Supervisors and HSE Advisors are to monitor work activities and ensure compliance with prevention measures. Enforce safety policies and procedures consistently to create a culture of safety.
9. **Regular Inspections and Maintenance:** Conduct regular inspections of tools, equipment, and tethering systems to identify any signs of wear, damage, or malfunction. Replace or repair defective equipment promptly to prevent accidents.
10. **Continuous Improvement:** Encourage feedback from workers and stakeholders to identify areas for improvement in dropped object prevention strategies. Continuously evaluate and update safety protocols based on lessons learned and emerging best practices.

Where working at heights has been identified on projects, they shall ensure they have adequate dropped object prevention equipment on site to cover the number of workers undertaking these tasks. Refer to Appendix A for suggested items.

6.8 Risk Assessments

A risk assessment shall be conducted as part of the JHA prior to any work at height commencing. The assessment needs to be reviewed and updated where the scope of work changes or surrounding conditions change and which have the potential to increase the risk of a fall. The assessment should include such things as:

- Consideration for the potential of objects and/or personnel to fall;
- Consideration of other work occurring simultaneously in adjacent areas to the work at height;
- Selection of appropriate control measures using the hierarchy of control;
- The potential for weather or other external conditions to impact on working at height (wind, rain, dust, poor lighting, temperature etc.);
- Selection of appropriate equipment;
- Condition of supporting structures such as roofs and the potential for loading on these structures;
- Selection of anchor and tie off points;
- Fall clearances, i.e. length of lanyard + tear-out distance + height of user + safety margin; and
- Rescue in the event of a fall and the preparation of a recovery plan.

6.8.1 Flooring Conditions

Assess the flooring conditions and if there is a need for further fall prevention requirements i.e. extra handrails installed, additional access points. Consideration should be made for suitable access/egress point to the work area.

6.8.2 Edge protection System

Where edge protection or a guard rail system is required it must have a top rail positioned not less than 900mm and not more than 1100mm above the working surface and a mid-rail that is positioned midway between the top rail and toe board.

Where there is the potential for falling objects or the stacking of materials higher than the toe board, then added protection should be incorporated from the toe board (e.g. drop sheets that are tied to the hand rail to physically prevent items from falling).

6.8.3 Barricading

When working above, personnel need to consider the protection of personnel working below. Where it is deemed necessary signage should be displayed and suitable barricade erected with attached information tag in areas where personnel are or could be working below. Where it is not practical to bunt off the area below when working at heights, a spotter is to be used to warn personnel entering the area of the hazards above.

6.8.4 Tools and equipment

Tools and equipment carried or used at height shall, where practicable, be secured against falling, preferably with tool lanyards. Drop sheets are to be used where the potential for tools or material falling is present.

When working at heights or on grid mesh, personnel should discuss with their supervisor and locate an area to be specifically designated for the storage of tools and materials.

6.8.5 Working outside the Handrail

In any situation where personnel are required to work, install or position materials outside the handrail (either EWP handrail or gantry handrail) a risk assessment should be completed to identify hazards. Consideration should be given to the use of personal fall restraint equipment for the people involved and tool/material lanyards to prevent items from falling to levels or areas below.

6.8.6 Detaching and Re-attaching

Where the work method requires persons to detach and re-attach at height, a dual lanyard system shall be utilised to ensure that at least one connection point is maintained at all times. Free walking of steel and climbing scaffolding is strictly prohibited.

6.8.7 Fall arrest systems

Where the use of personal fall arrest equipment is required, a person shall not work alone and there shall be other personnel in the vicinity that can raise the alarm immediately should a person fall.

6.9 Ladders

Ladders should be used as a means of access to, or egress from a work area, and not used to work from, with the exception of platform ladders. Where this is not possible and all other means of access are not possible, fall restraint systems should be used.

The use of platform ladders is allowed provided:

- The ladder is appropriate to the task;
- The ladder is in good condition (no broken rungs, rails or footings etc.);
- The ladder is on firm, stable and level ground (this includes grid mesh if the footings are larger than the grid mesh squares);
- The ladder is the correct height for the task to avoid reaching or stretching;
- The body must be centred between the rails at all times. Never over-reach;
- The ladder is secured against displacement (i.e. slipping or sliding) and/or there is another person holding the base of the ladder;
- All the locking devices on the ladder are secure;
- The ladder is always faced while climbing up or down and while positioned on the platform;
- Materials or tools are not carried while climbing the ladder. Tools should be carried in a side pouch or handed up by an assistant; and
- The Emergency Response Plan incorporated into the JHA shall list relevant contact details of site Paramedics. The JHA should also indicate the team member who is First Aid Qualified.

Refer: [SCEE-BS-HS-WIN-0020 Portable Ladders](#)

7 References

Documents, both internal and external, that are referenced within the content of this procedure, including Australian and International Standards and legislation.

Document ID	Document Title
SCEE-BS-HS-PRO-0027	5 Star Commitment Procedure
SCEE-BS-HS-WIN-0020	Portable Ladders

8 Related Documents

Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.

Document ID	Document Title
SCEE-BS-HS-PRO-0001	Job Hazard Analysis
SCEE-BS-HS-TEM-0036	Working at Heights Permit
SCEE-BS-HS-TEM-0054	SCEE Star Inspection Form
SCEE-BS-HS-WIN-0019	Mobile Elevated Work Platform (High Risk)

Appendix A



Tool Hitch



Mobile Phone Gripper



Tablet Gripper



Glove Band



Wrist Anchor



Bungee Tether



Hard Hat Tether



Bull Bag



Lock Jaw Bags



Bolt Safe Bag



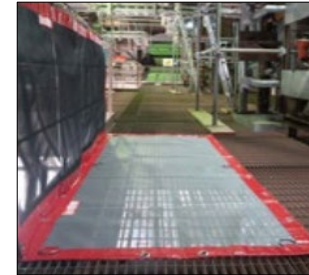
Tape Measure Latch



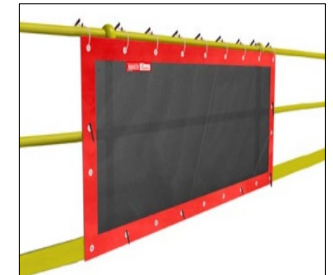
Adjustable Two-Way Radio Holster



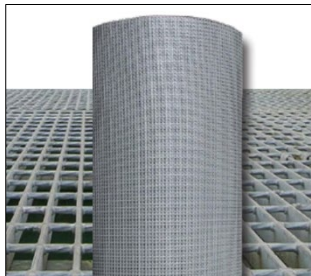
Battery Catch Holster



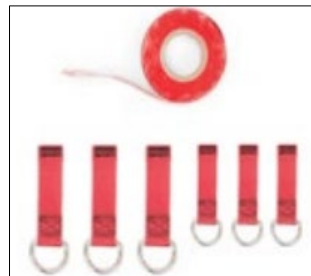
Gap Mat



Gap Screen



Reusable Grip Guard



Gripp Tape and catches



Swivel Catch



Gap Wrap



Modular Drop Mat

Please refer to the following website for additional information <https://grippsglobal.com/>