Working at heights

Managing the risk of falls at workplaces.

**Note:** This is a reformatted version of the procedure last published in November 2012 with some minor process changes (refer to the change history). The procedure is under further review.
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Overview

At all Roads and Maritime Services workplaces¹, managers² must:

- Consult with workers³ when making decisions about controlling the exposure to the risk of falls within the workplaces
- Effectively manage the risk of falls within all workplaces. They need to eliminate workplace hazards and risks, so far as is reasonably practicable, including the risk of falls by a person from one level to another
- When unable to eliminate the exposure to the risk of falls, minimise the risk of a fall to workers and others by providing adequate protection
- Ensure, when fall-arrest systems are used as a control measure, that training, emergency and rescue procedures are in place and rehearsed
- Ensure appropriate resources are provided to manage the risk of falls and that workers are appropriately trained to use the fall prevention devices.

¹ See Definitions, workplace
² See Definitions, manager
³ See Definitions, worker
Introduction

Purpose

Roads and Maritime is committed to the health and wellbeing of all its workers and others. A safe and healthy workplace is the right of every worker.

The purpose of this procedure is to instruct managers and workers on the process used for managing the risk of falls within all workplaces. It also ensures that managers and workers comply with work health and safety (WHS) legislative requirements.

Clauses 78–80 of the Work Health and Safety Regulation 2017 address the requirements for working safely at heights.

Managers must comply with and implement the requirements of this procedure.

Scope

This procedure covers all Roads and Maritime workplaces and applies to:

- Workers
- Others who carry out work for Roads and Maritime who may be directly affected by having to work at height.

All workers must comply with this procedure. Industry partners are also required to have in place an equivalent procedure for managing the risk of falls that meets the same standards.

Consultation

Consultation is required when making decisions about the processes for managing the risk of falls in the workplace. This process must involve workers who may be exposed to the risk of falls as a result of their work activity within Roads and Maritime workplaces.

Consultation must:

- Focus on risk management with elimination as the first priority
- Include health and safety representatives (HSRs) or health and safety committee members elected by the workers concerned
- Cover:
  - Safe work practices to manage the risk of falls
  - Equipment, plant and structures to manage the risk of falls
- Personal protective equipment (PPE) supply and training.

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4 See Definitions
Managing the risk of falls

1 Identifying the risk of falls

Before any work is undertaken, managers and workers must consider the potential for the risk of falls.

Managers must ensure that:

- Workplaces are inspected for the risk of falls
- Discussions with their workers occur to determine workplace locations where there could be the risk of falls.

All locations and tasks that could potentially cause injury due to a fall must be identified, assessed, controlled using the hierarchy of controls, and reviewed periodically.

Potential exposures to falls include work:

- In or on an elevated workplace where a person could fall
- Near an opening a person could fall through
- Near an edge that may pose a risk of falls
- On a surface a person could fall through
- In any other place that has a potential risk of falls
- In or on any structure or plant being built or fitted, demolished or taken apart, examined, tested, repaired or cleaned
- On fragile surfaces (such as skylights, cement sheeting, rusty metal and fibreglass sheeted roofs)
- On potentially unstable surfaces (such as areas where there is potential for ground collapse)
- Working on or near water (marine vessels, bridges, wharves etc)
- On equipment used to perform work at elevated levels, including fixed or portable ladders or elevating work platforms
- On slippery or sloping surfaces where workers may find it difficult to maintain their balance (such as steep batters and culverts)
- Near unprotected open edges, including open stairwells
- Close to holes, pits or shafts where workers and others may fall, such as lift shafts, service or inspection pits or trenches.
Assessment must consider:

- The specific nature of surfaces
- Work levels (where workers could fall from one level to another)
- The specific nature of structures (that is, whether temporary or permanent)
- Ground evenness or stability
- The nature of the work area (for example, if it is cluttered or crowded)
- Work area entry and exit points
- The nature of edges and whether protections are in place
- Holes, openings or excavations that may need guarding
- Hand grips (especially where grip may be lost).

### Fall hazard identification

#### Slips, trips and falls

- Falling from height
- Tripping on material on work platform
- Landing awkwardly after jumping/climbing from a height
- Fall up/down stairs
- Falling into an excavation
- Tripping on protruding objects (e.g., nails)
- Slipping on a spilt substance at ground level.

#### Physical stress

- Muscular stress while moving objects between levels
- Muscular stress while carrying objects
- Muscular stress while twisting, reaching etc. in a cramped location.

#### Public

- Persons moving under the work area (e.g., pedestrians, vehicles and vessels)
- Unauthorised persons entering the work area
- After hours security of a site where a person could fall two meters.

#### General

- Scaffolding and other hazard reduction measures not meeting required standards
- Plant/vehicle movement at base of scaffolding
- Non Roads and Maritime workers conducting building maintenance.

#### High risk jobs and locations

- Bridge works
- Traffic facilities
- Road maintenance (e.g., batter repair)
- Construction work
- Excavation work
- Direct control contractors (e.g., building maintenance).

This is not an exhaustive list. There are other jobs not listed that may pose a risk.
2 Assessing the risk of falls

Assessing the risk of exposure to falls will assist in prioritising which control measures need to be used. When assessing the risk, managers should consider the consequence of the exposure to the fall, the likelihood of a worker being exposed to the hazard and the frequency of exposure to the risk of falls.

Potential falls that have been assessed as high risk need to have the highest risk control measures implemented. Risk assessments must be conducted according to the procedure WHS risk management. The form WHS risk assessment can be used to document the assessment.

If a worker is exposed to the risk of free fall from one level to another, they must not be permitted to work alone or in isolation, so far as is reasonably practicable.

3 Controlling the risk of falls

When managing the risk of falls, managers should eliminate the exposure to the risk of falls wherever possible (that is, work at ground level or on solid construction).

If unable to work at ground level, managers will need to minimise the exposure to falls by providing a safe system of work using lower level risk control measures. Managers should use the hierarchy of controls (see Definitions) when considering lower level control measures. Examples of lower level risk control measures include:

- Fall prevention devices (such as installing guard rails)
- Work positioning systems (for example, an industrial rope access system)
- Fall restraint systems
- Fall-arrest systems – when fall-arrest systems are used the person must be identified who will establish emergency procedures, including rescue procedures.

If the risk of a fall from one level to another is determined to be ‘medium’ or ‘high’, then work cannot proceed until suitable controls are approved and in place. These controls must be documented in a safe work method statement (SWMS) which is to be developed according to the Safe work method statements procedure. It must:

- Be developed and implemented for identified medium and high risk activities at workplaces where workers are exposed to a fall from one level to another
- Address the potential exposure of other workers and the public by works conducted, where a person or object could fall from one level to another that is likely to cause injury
- Apply to working at heights on a construction site where workers are exposed to a fall of two metres (or more)
- Address the issue of high winds affecting worker safety.

Managers must ensure that the workplace is monitored to ensure that control measures remain appropriate to protect workers and others on site.

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5 See Definitions, Hierarchy of controls, for more information on controls.
4 Review of risk of falls control measures

Managers must ensure that control measures used to manage the risk of falls are reviewed, to make sure they are effective. The review process should include:

- Consultation with workers involved in the work activity
- New technology that may have become available
- The effectiveness of the control measures
- The identification of any new fall hazards
- The implementation of the control measures
- Additional training or instructions.

5 Specific risk of falls control measures

This procedure provides key information for the activities listed below. To obtain specific or additional information on control measures, managers and workers must refer to the code of practice Managing the risk of falls at workplaces for the following:

5.1 Work on the ground or on a solid construction

Working at ground level is the most effective way to protect workers from the risk of falls. Working on a solid construction also minimises falls hazards significantly.

A solid construction is an area that is structurally capable of supporting workers, material and other loads applied to it; is provided with barriers around its perimeter and around any openings a person could fall through; has an even, accessible surface and gradient; and has a safe means of entry and exit.

- **Structural strength:** work surfaces must be able to withstand the weight of workers, materials, tools and equipment safely. If unsure about any particular surface, have a structural engineer assess the safe load capacity of the surface before use.

- **Barriers:** designed to protect people falling over edges at workplaces. Managers must ensure effective barriers are provided for workers, to eliminate any risk of falls. The perimeter barrier should be of sufficient strength to withstand the force of someone falling against it. The top of the edge protection should be between 900 mm and 1100 mm above the working surface. If a guard rail system is used it should also have mid-rails and toe boards or wire mesh in-fill panels.

- **Protection of openings and holes:** managers and workers must ensure that any holes or openings that pose a falls risk to workers and others have appropriate controls in place (such as properly covered or appropriate barriers in place, danger signs placed nearby). Openings and holes must be made safe, as soon as they are formed. Material used to cover an opening or hole should be fixed in place and labelled to alert others as to what lies beneath.

- **Entry and exit:** workplaces must have safe means for people to enter, leave and move around the work area. Surfaces must be non-slip, free from trip hazards and not exceed a gradient of 7 degrees (1 in 8 gradient), so as to minimise the risk of falling.

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6 Refer code of practice – Managing the risk of falls at workplaces
5.2 **Fall-prevention devices**

Fall-prevention devices are equipment designed to prevent workplace falls from heights. When fall-prevention devices are used at worksites managers must refer to the code of practice *Managing the risk of falls at workplaces* to obtain specific safety controls.

- **Temporary work platforms** are designed to provide protection from falls in temporary work areas (see Definitions)

- **Scaffolding** is a very effective means of protecting workers from falls. However, there are specific requirements that apply to some types of scaffold under the WHS Regulation. Managers must:
  - Not allow the use of a scaffold from which a person or object could fall more than four metres unless a competent person provides written confirmation that the scaffold has been completed
  - Ensure that the scaffold and its supporting structure is inspected by a competent person before use, after any incident that could affect its stability (such as a severe storm), after any repairs, and at least every 30 days
  - Ensure unauthorised access is prevented on scaffolding that is incomplete and left unattended (for example, by attaching danger tags and warning signs at appropriate locations)
  - Ensure all scaffolding is erected, altered and dismantled by a competent person.

- **Light duty suspended scaffolding** – suspended work platforms. There are several types of light duty suspended scaffolding (see Definitions)

- **Latchway systems** are an integrated means to provide safe access and egress to work areas situated at height. An effectively designed and installed system operates vertically, horizontally, around corners, and up or down inclines to offer continuous worker protection while working at height

- **Elevating work platforms (EWPs)** include scissor lifts, cherry pickers, truck-mounted EWPs, boom lifters and travel towers. The code of practice *Managing the risk of falls at workplaces* provides specific safety considerations in the use of EWPs

- **Mobile bridge inspection units (MOBIs)** – mobile underbridge inspection devices with a long working area for workers

- **Mast climbing work platforms** – managers must ensure that such platforms are erected or dismantled under the supervision of a person who holds a rigging or scaffolding licence

- **Workboxes (and cages)** (see Definitions) – managers and workers should refer to the code of practice *Managing the risk of falls at workplaces* for specific safety considerations in the use of workboxes

- **Building maintenance units** (see Definitions) – managers should ensure that such units have sufficient, clearly designated safety harness anchorage points. These should be able to withstand the forces caused by a fall of any person working on the platform. Further safety considerations for working on building maintenance units are available in the code of practice

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7 Refer WHS Regulation 225
- Platforms supported by trestle ladders – usually suitable for heights above two metres and should incorporate guard rails and toe boards to prevent any risk of falls. These platforms must be assembled according to manufacturer’s specifications with the complete set of compatible components. Trestle ladders are only suitable for light duties.
- Perimeter guard rails – can help prevent falls from heights at the edges of shafts, plant, pits, excavations, etc.
- Safety mesh – designed to protect workers from internal falls through roofs. Further information is provided in the code of practice Managing the risk of falls at workplaces.

5.3 Work positioning systems

A work positioning system uses equipment to support workers in a harness in tension, so that workplace falls are prevented. These systems require a high level of competency by their users.
- Industrial rope access systems – primarily used to gain access to a workface, with the aid of vertically suspended ropes. See Definitions for further information. These systems are not specifically fall protection systems and there are numerous safety considerations that must be adhered to. These are specified in the code of practice Managing the risk of falls at workplaces.
- Fall restraint systems – primarily designed to prevent a worker reaching unprotected edges that present a risk of falling. Restraint techniques require high user-competency. Fall restraint systems can include (but are not limited to):
  - Harnesses
  - Lanyards
  - Retractable lifelines
  - Rope
  - Wire grabs and other certified anchorage points.

5.4 Fall-arrest systems

Fall-arrest systems include:
- Catch platforms
- Industrial safety nets
- Individual fall-arrest systems, including PPE that allows a worker to work where the exposure to a risk of fall is greater than 2 metres and includes a fall-arrester with the lanyard.

Managers must only use a fall-arrest system if it is:
- Not reasonably practicable to use higher level controls or if higher level controls may not be fully effective in preventing falls on their own
- Compliant with the AS/NZS 1891 series of standards.
Managers should use fall-arrest systems instead of restraint techniques when:

- Workers can reach a position where a fall is possible
- Workers have a restraint line that can be adjusted in length, so that a free fall position can be reached
- There is a danger the user may fall through the surface, for example fragile roofing material
- The surface slope is over 15 degrees.

Managers should consider the following when implementing fall-arrest systems:

- A rescue plan is in place and has been tested to provide the retrieval of a worker who may fall while wearing harness within 5 minutes
- Foot straps or similar devices in use (to remove harness strap strain from femoral arteries)
- Workers trained in use of fall-arrest, rescue and first aid equipment and techniques
- Workers do not work alone in fall-arrest situations
- An appropriate SWMS is in place
- Equipment used is manufactured and constructed to the required standard (or equivalent, as determined by the standard)
- Fall-arrest equipment has been serviced as per manufacturer requirements by a competent person, and is within serviceable date
- A Permit to Work has been issued
- The distance of free fall is high enough to allow the fall-arrestor to extend and operate as designed
- Correct equipment selection, installation and use
- In equipment and anchorage design, manufacture and installation, ensure the system:
  - Is installed and checked by a competent person in accordance with manufacturer instructions and AS/NZS 1891 – *Industrial fall-arrest systems and devices*
  - Designed to ensure that a person travels the shortest distance possible before stopping the fall.
- That adequate head protection is worn by workers to protect them in the event of a fall. Head protection is not mandatory on all sites. This is based on a risk assessment process and it will be outlined in SWMS, if required
- That equipment used to arrest a fall is not used again until inspected and recertified by a competent person.

Further information on fall-arrest systems is available in the code of practice *Managing the risk of falls at workplaces* and managers and workers should adhere to specific requirements in the code of practice when using these control measures.
5.5 Ladders

Managers should consider whether an elevating work platform or scaffolding would be safer and more efficient than the use of a ladder. They should ensure, so far as practicable, that ladders are primarily used as a means of access and not as a working base. Managers should consider minimising the use of ladders by their workers, due to the higher risk of falls from ladders. Only one worker may be on a ladder at a time.

Ladders should be used when:

- Working width and movement is limited
- Adequate time to move and set up ladders is planned when work is estimated
- Workers spend no longer on ladders than is absolutely necessary, due to their high levels of discomfort and the musculoskeletal risks they pose.

Managers must ensure that workers do not use ladders if:

- Using metal tools or metal-reinforced ladders, while working on live electrical installations, unless both the tools and ladders are insulated
- Undertaking work such as arc welding or oxy cutting
- Working over people
- The ladder fails an inspection and is found to be defective.

The following safety considerations must be taken into account, when:

- **Using portable ladders** – these should only be used as a means of access or egress from a work area. Managers must ensure:
  - Workers are given appropriate information, instruction and supervision before using portable ladders
  - A risk assessment has been conducted and documented
  - Portable ladders are used only as work platforms for light work or for short periods.

- **Using fixed ladders** – Managers must ensure that fixed ladders are installed according to AS 1657 Fixed Platforms, Walkways, Stairways and Ladders – Design, Construction and Installation. AS 1657 clearly specifies the safe distances (for example, 200 mm clearance between the ladder and any object at the back of the ladder), access and landings. Additionally, fixed ladders with angles exceeding 75 degrees should have permanent or temporary fall-arrest systems (anchorage lines or rails) fitted onto them and workers should be provided with suitable full body harnesses. Managers must ensure that appropriate training in safety and rescue procedures are provided to their workers.

- **Selecting ladders** – they should be suitable for the task and manufactured to AS 1657 Fixed platforms, walkways, stairways and ladders – Design, construction and installation, and inspected prior to use. Safe work load (SWL) to be considered. Managers need to consider the duration, physical surroundings and prevailing weather conditions of the work task being performed.

- **Positioning ladders** – users must ensure that ladders are set up on solid and stable surfaces.

Further details on ladder access and egress, safe use, ladder maintenance and the use of fixed ladders are available in the code of practice Managing the risk of falls at workplaces.
5.6 Administrative controls

Managers must seek to eliminate risks first and if that is not reasonably practicable then they should seek to minimise risks. However, they may use administrative controls to support other control measures. Typical administrative controls include ‘no go’ areas (with appropriate signage), permit systems, the sequencing of work and safe work procedures.

5.7 Emergency procedures for falls

Managers must ensure that emergency and rescue procedures are implemented and tested to ensure their effectiveness.

- Workers must be provided with suitable and sufficient information, training and instruction on the procedures
- Workers must have access to equipment and facilities to provide first aid
- Workers must be trained to administer first aid or should have access to trained first aiders
- First aid procedures are developed in accordance with the procedure First aid.

5.8 Design of plant and structures

Managers must ensure that designers provide information to workers on the purpose for which the plant was designed and how to use the plant safely.
# Roles and responsibilities

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<tr>
<th>Role</th>
<th>Responsibilities</th>
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</table>
| **Roads and Maritime** (through its managers from the executive to the front line) must: | - Comply with legislative requirements and ensure that systems are in place to manage workers’ exposure to the risk of falls  
  - Ensure that WHS responsibilities are appropriately defined and that appropriate resources (including financial and time) to ensure effective falls-related hazard and risk management for workers. |
| **Managers** must:                        | Ensure that:                                                                                                                                                                                                       |
|                                           |  - The risk of falls are identified, assessed and controlled  
  - Work and tasks are planned and designed to avoid all unnecessary working at height risks  
  - Workers are consulted for determining effective controls  
  - Appropriate resources and training are provided to workers to mitigate the risk of falls  
  - Those workers who do not have online access to this procedure are provided the relevant information, including the code of practice: *Managing the risk of falls at workplaces*  
  - All equipment is properly inspected and maintained, according to the manufacturer’s instructions  
  - Workers do not work alone in a fall-arrest situation  
  - They participate in falls risk management activities, where applicable, and ensure their workers do the same. |
| **Workers** must:                         | - Comply with all instructions provided, including the information in this procedure  
  - Inform their manager or supervisor if there are falls hazards in their workplaces  
  - Attend training sessions and meetings in relation to WHS matters and the risk of falls.                                                                                                                                                                                                                                                                                                                                 |
| **All contractors** must:                 | - Ensure they understand and implement the requirements of this procedure  
  - Ensure that systems are in place to eliminate or minimise workers’ exposure to falls  
  - Ensure that workers are provided with adequate safety measures and equipment, when working at heights.                                                                                                                                                                                                 |
| **Designers** (including manufacturers, suppliers, importers and installers of plant or structures) must: | Ensure that WHS matters have been considered during design, maintenance and construction phases at workplaces and information on any remaining falls hazards are passed on to the manufacturer, installer or maintainer. |
### Definitions

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<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Building maintenance unit</td>
<td>A power-operated suspended working platform that is fixed permanently to a building or structure. It is used as access for building maintenance or window cleaning.</td>
</tr>
<tr>
<td>Catch platform</td>
<td>A temporary platform located below a work area to catch a worker in the event of a fall. The platform should be of robust construction and designed to withstand the maximum potential impact load. Scaffolding components may be used to construct fixed and mobile catch platforms.</td>
</tr>
<tr>
<td>Consultation</td>
<td>The two-way exchange between management and workers that involves sharing information about health and safety. It gives workers a reasonable opportunity to express their views about a health and safety matter with those views taken into account when decisions are made. Note that agreement does not have to be reached; however, opinions must be considered when making decisions that affect a person’s health and safety.</td>
</tr>
<tr>
<td>Competent person</td>
<td>Means a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.</td>
</tr>
<tr>
<td>Elevating work platforms (EWPs)</td>
<td>These include scissor lifts, cherry pickers, boom lifts and travel towers. There are battery powered and internal combustion engine types. Some are designed for hard flat surfaces only, while others are designed to be operated on rough terrain.</td>
</tr>
<tr>
<td>Hazard</td>
<td>A situation, condition or source that has the potential to lead to negative consequences, harm or loss. A hazard is not the negative outcome itself.</td>
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Hierarchy of controls: If a hazard cannot be eliminated, suitable controls are identified by moving down the hierarchy, as follows:

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<th>Control</th>
<th>Description</th>
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<tr>
<td><strong>ELIMINATE</strong></td>
<td>The most effective control measure involves eliminating the hazard and associated risk. If you cannot eliminate the hazard, then eliminate as many of the risks associated with the hazard as possible.</td>
</tr>
<tr>
<td><strong>SUBSTITUTE</strong></td>
<td>Substitute the hazard with something safer. This may not remove all of the hazards associated with the process or activity and may introduce different hazards, but the overall harm or health effects will be lessened.</td>
</tr>
<tr>
<td><strong>ISOLATE</strong></td>
<td>Isolating the hazard involves physically separating the source of harm from people by distance or using barriers, eg restricting access to plant and equipment or for chemicals, locking them away under strict controls.</td>
</tr>
<tr>
<td><strong>ENGINEER</strong></td>
<td>An engineering control is a control measure that is physical in nature, including a mechanical device or process. This involves redesigning a process to place a barrier between the person and hazard or remove the hazard from the person.</td>
</tr>
<tr>
<td><strong>TRAINING &amp; ADMIN</strong></td>
<td>Administrative controls are work methods or procedures designed to minimise exposure to a hazard. This can include adopting standard operating procedures, safe work method statements (SWMS) or providing appropriate training, instruction or information to reduce the potential for harm and/or adverse health effects.</td>
</tr>
<tr>
<td><strong>PPE</strong></td>
<td>Personal protective equipment (PPE) includes safety gloves, protective eyewear or earmuffs, hard hats, aprons, safety footwear, dust masks. These are designed to reduce exposure to the hazard. PPE is the last line of defence and is used in conjunction with one or more of the other control measures.</td>
</tr>
<tr>
<td>Term</td>
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<tr>
<td><strong>Light duty suspended scaffold</strong></td>
<td>A suspended scaffold incorporates a suspended platform that is capable of being raised or lowered when in use. Common types of suspended scaffolds include:</td>
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<tr>
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<td>• Swing stages which have cradles supported by a single row of suspension ropes</td>
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<td></td>
<td>• Double rope scaffolds, with cradles supported by two rows of suspension ropes</td>
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<td></td>
<td>• Work cages which are small cradles supported by one suspension rope only</td>
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<tr>
<td></td>
<td>• False cars, which are specialised forms of suspended scaffolding and are often used in the construction of lifts before lift cars are installed.</td>
</tr>
<tr>
<td><strong>Manager</strong></td>
<td>A person responsible for planning and directing the work of a worker or group of workers, monitoring their work, and taking corrective action.</td>
</tr>
<tr>
<td><strong>Mast climbing work platforms</strong></td>
<td>These are hoists with a working platform that is used to raise workers and material to a temporary working position. They use a drive system mounted on an extendable mast, which may need to be tied to a building under circumstances prescribed by the manufacturer. Mast climbing work platforms can be set up in either single-mast or multi-mast configurations. They are generally not suitable for use if the profile of a structure changes at different elevations (for example, if the upper floors of a building <code>step</code> back or balconies protrude from the building).</td>
</tr>
<tr>
<td><strong>Restraint technique</strong></td>
<td>Controls a person’s movement by physically preventing the person reaching a position at which there is a risk of a fall; and consists of a harness connected by a lanyard to an anchorage or horizontal life line. It must be set up to prevent the wearer from reaching an unprotected edge.</td>
</tr>
<tr>
<td><strong>Risk</strong></td>
<td>The possibility of suffering harm or loss.</td>
</tr>
<tr>
<td><strong>Risk management</strong></td>
<td>Risk management is the identification, assessment, and prioritisation of risks (defined in ISO 31000 as the effect of uncertainty on objectives) followed by coordinated application of resources to eliminate, minimise, monitor, and control the probability and impact of hazardous events.</td>
</tr>
<tr>
<td><strong>Temporary work platform</strong></td>
<td>A working platform, other than a permanently installed fixed platform, that is used to provide a working area for a job's duration and its design prevents workers from falling. Temporary work platforms include scaffolds, elevating work platforms, mast climbers, workboxes, building maintenance units, portable or mobile fabricated platforms or any other platform that provides a working area and is designed to prevent a fall.</td>
</tr>
<tr>
<td><strong>Workbox and cages</strong></td>
<td>A workbox (sometimes called a <code>cage</code>) is designed to be supported by a crane, hoist, forklift truck or other mechanical device to provide an elevated work area for persons working from the box. It consists of a platform surrounded by an edge protection system and should be designed in accordance with AS 1418.17 Cranes (including hoists and winches) – Design and construction of workboxes.</td>
</tr>
<tr>
<td><strong>Worker</strong></td>
<td>Any person who carries out work in any capacity at a Roads and Maritime workplace – Roads and Maritime employees (including labour hire, apprentices and trainees); professional services contractors and consultants; contractors, subcontractors and their employees; outworkers; students gaining work experience; and volunteers.</td>
</tr>
<tr>
<td><strong>Workplace</strong></td>
<td>A place where work is carried out for Roads and Maritime’s business or undertaking and includes any place where a worker goes or is likely to be, while at work.</td>
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# References

## Roads and Maritime references

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<th>Type</th>
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<td>Managing the risk of falls at workplaces&lt;sup&gt;6&lt;/sup&gt;</td>
<td>Safe Work Australia <a href="http://www.safeworkaustralia.com.au">www.safeworkaustralia.com.au</a></td>
<td>Code of practice</td>
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<sup>6</sup> This code has an extensive list of references which are useful resources for those managing the risks of working at heights.
Document control

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<thead>
<tr>
<th>Owner</th>
<th>WHS Risk Manager</th>
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<td>Approval</td>
<td>General Manager Work Health and Safety</td>
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<td>File name</td>
<td>procedure-pn066p03.pdf</td>
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<td>Home (<a href="http://www.rms.nsw.gov.au">www.rms.nsw.gov.au</a>) → Safety → Work Health &amp; Safety → OneRMS safety management system → Procedures, forms and guidance</td>
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| Template       | Objective ID: A10508605
Objective label: WHS procedure template |

Change history

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<td>▪ Changed procedure name from “Falls risk management procedure” to “Working at heights”</td>
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<td>▪ Reworded the “Ladders” section and updated the ‘portable ladders’ component.</td>
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<td>▪ Reformatted to current WHS procedure template</td>
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<tr>
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<td>▪ Included reference to WHS Regulation</td>
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<tr>
<td></td>
<td></td>
<td>▪ Updated definitions</td>
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<td>▪ Removed appendices:</td>
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<td>A: definitions are now in the body;</td>
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<td>B: replaced by cross-reference to WHS risk assessment form</td>
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<td>26/05/2010</td>
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Feedback

Contact WHS Branch with feedback on this document at: onermssms@rms.nsw.gov.au