

1. Purpose

The purpose of this SOP is to provide a process for identifying hazards and controlling the risk of falls when working at height.

2. Approval

Managing Director

3. Definitions

Fall means a person's involuntary fall of more than 2 metres.

Fall hazard means the potential to fall and includes work:

- on any plant or structure being constructed, demolished, inspected, tested, maintained, repaired or cleaned;
- on a fragile, slippery or potentially unstable surface;
- using equipment to gain access to an elevated level or to undertake a task at an elevated level;
- on a sloping surface on which it is difficult to maintain balance; in close proximity to an unprotected edge;
- in close proximity to a hole, shaft or pit that is of sufficient dimensions to allow a person to fall into it.

Risk means the likelihood or probability that a hazard may cause harm.

Risk Control means the use of measures to control the risk to an acceptable level. The hierarchy of control is provided in Part 3.3 of the Occupational Health and Safety Regulations 2007, and is represented in the Work at Height / Fall Prevention Risk Assessment included in Form 046 and described in Appendix 1.

4. Procedure

- 4.1 Fall protection must be provided for any person who could fall 2 metres or more.
- 4.2 Supervisors are to ensure that any East Gippsland Water facility that presents a fall hazard is reported to the OHS Officer for inclusion on the fall register, and for assessment of risk and identification of appropriate control measures.
- 4.3 Supervisors are to ensure that any work that involves persons in proximity to a fall hazard is assessed using either Form 048 or Form 046 and control measures implemented before work commences. Part 3.3 of the Occupational Health and Safety Regulations 2007 requires that certain elements be considered and provides a hierarchy of risk control that must be followed. These are reflected in Form 046 and in Appendix 1.
- 4.4 The OHS Officer is to maintain a fall hazard register to record all fall hazards, results of risk assessments and control measures identified and implemented. The register is to be accessible to all staff via the Intranet.

5. Training

All supervisors and other relevant staff will be trained in regard to this SOP.

6. References

The main legislative references relevant to this SOP are:

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007, Part 3.3
- WorkSafe Victoria Guidance Material for the Prevention of Falls in General Construction

7. Referenced Forms

- Form 046 – Work at Height / Fall Prevention Risk Assessment and Control Worksheet
- Form 048 – Field Work Hazard Identification and Control Checklist

8. Risk Management

This SOP forms an integral part of East Gippsland Water's Risk Management Program .

Appendix:

1. Fall Prevention Hierarchy of Control

Appendix 1

Prevention of Falls Risk Control Hierarchy of Control

Elimination: Can a barricade that complies with AS 1657 be erected? If yes, provisions of Part 3.3 of the OHS Regulations 2007 do not apply.

Risk Reduction

Reg 3.3.4(1): Can the task be completed on the ground or on **“solid construction”**; eg: install a fixed grate or use an appropriately rated and erected scaffold?

Reg 3.3.4(2): Can a **“passive fall prevention device”** be used; eg: temporary work platform or guard railing?

Reg 3.3.4(3): Can a **“work positioning system”** be used; eg: travel restraint system that is worn by a person and is designed to physically restrain a person from reaching an edge or elevated surface from which he/she may fall?

Reg 3.3.4(4): Can a **“fall injury prevention system”** be used; eg: industrial safety net, catch platform or safety harness other than a travel restraint system?

Reg 3.3.4(5)(a): Can a **“fixed or portable ladder”** be used?

If a ladder is used as a fall control measure, it must be appropriate to the task (including duration) and set up in the correct manner (Reg 3.3.5).

Reg 3.3.4(5)(b): Are **“administrative controls”** to be used; eg: systems of work or procedures that eliminate or reduce the risk of a fall, use of manhole cover?

If relying on administrative controls, record:

- a. a description of the administrative control used, and
- b. a description of the task to which the administrative control relates (Reg 3.3.6).

Emergency Procedures (Reg 3.3.9): If using measures in accordance with Reg 3.3.4 (2), (3), (4) or (5) to control the risk of a fall, then:

Detail emergency procedures:

Detail first aid provisions: