HASLIN

Working at Heights

SEQ-PR-009

Document Revision Control

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13	Procedure rename & 6.3 Temporary Structures (False Work)	Jeremy Wallis	01/03/2021
14	Inspection and Verification of edge protections, gantries and hoarding- section 6.1 HRW riggers tickets included in section 6.3	Jeremy Wallis	21/04/2021
14b	Update to Temporary Structures 6.3	Jeremy Wallis	19/2/22
15	Scaffold and Temporary Works with SafeWork Scaffold Guideline	Clare English	17/5/22
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18	Updated to include scaffold registration	Tim Kelly	30/06/2023
19	Updated due to AS/NZS updates	Kate Pollock	11/07/2024
20	Updated Section6.6 to include - The design registration number for prefabricated scaffolding must be kept readily accessible at all times, for example near the scaffold.	John Wetherell	06/11/2024
21	Updates to controls & inclusion of Scaffolding Modifications	Kate Pollock	01/07/2026

Document Approval			
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Review Panel	
Name	**Position**
Tim Kelly	Business Development Manager
Iain Johnston	Quality Manager
Kate Pollock	QLD Safety Manager
Jelmer Sanders	NSW Safety Manager

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1. Scope

This procedure establishes the requirements for managing risks associated with **working at heights**, including the risk of persons or objects falling and causing injury.
It applies to work involving:

- plant and structures
- roofs, edges, openings and penetrations
- scaffolds, platforms, temporary works and falsework
- elevated work platforms and ladders

The procedure covers the planning, selection, use, transport, storage, inspection and maintenance of height safety equipment and controls, in accordance with the hierarchy of controls.

2. Application

This procedure is applicable to all Haslin employees and sub-contractors. Where client requirements introduce a different procedure, Haslin employees must seek approval from the Safety Manager prior to implementation.

3. Definitions

Scaffold:	A temporary construction which consists of a framework and an elevated working platform supporting people and materials
Formwork	Formwork means the surface used to contain and shape wet concrete until it is self-supporting. This includes the forms on or within which the concrete is poured and the frames and bracing which provide stability. Although commonly referred to as part of the formwork assembly, the joists, bearers, bracing, foundations and footings are technically referred to as falsework.
Fall	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.
Fall Arrest System	Fall arrest systems are designed to stop (or "arrest") a fall that has already begun and are intended to safely stop a worker falling from an uncontrolled distance and reduce the impact of the fall.
Permanent Fall Arrest System:	An engineer-designed permanent system attached to suitable anchor points that can withstand a minimum breaking force of 15kN. For example, steel cable static lines, steel cable ladder climbing systems, rigid rail ladder climbing systems all constructed to conform to AS1891.3.
Fixed Work Platform:	A permanent or temporary (such as scaffolding) platform with handrails or barriers which provide positive protection from falling.
Mobile Work Platform:	Includes mobile platforms, scissor lifts, cherry pickers, crane work baskets, swing stage scaffolding.
Fall Restraint System:	Devices to physically prevent a person from reaching a position at which there is a risk of a fall. FALL RESTRAINT DEVICES MUST NOT BE USED TO ARREST FALLS.

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. The capacity of the lower legs 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. This condition may be worsened by heat and dehydration.

4. References

NSW
- NSW Scaffolding Industry Safety Standard
- WHS Regulations 2025 Division 10 Falling objects
- NSW Work Cover – Safe Working at Height Guide – 2006
- Code of Practice - Managing the Risk of fall at Workplaces 2019
- NSW Government Code of Practice – Managing the Risk of Falls at Workplaces 2019

QLD
- WHSQ Code of Practice - Managing the Risk of fall at Workplaces 2021
- WHSQ Code of Practice – Scaffolding 2021
- WHS Regulation 2011

General
- Safe Work Australia Model Code of Practice - Managing the risk of falls at workplaces 2018
- Safe Work Australia Model Code of Practice – Managing Risks of Plant in the Workplace
- Safe Work Australia Model Code of Practice – Elevating Work Platforms
- AS1576 – Scaffolding - Parts 1 to 6
- AS/NZS 4994—Temporary Edge Protection
- AS/NZS 4994.3 Temporary edge protection – Installation & dismantling for edges other than roof edges
- AS 3610.1-2018 Formwork for Concrete
- AS1657 – Fixed platforms, walkways, stairways and ladders
- AS1891 – Industrial Fall Arrest Systems and Devices – Parts 1 to 4
- AS1892 – Portable Ladders – Parts 1, 2 and 5
- AS2550 – Cranes, hoists and winches, Safe use – Parts 1 to 20
- AS/NZS 4576: Guidelines for scaffolding
- Code of Practice – Safety Line Systems
- Code of Practice - Work Near Overhead Power Lines
- Code of Practice – Safe Work on Roofs – Commercial and industrial buildings
- General Guide for Scaffolds and Scaffolding Work
- Electrical Safety Code of Practice – Working near overhead & underground Electrical lines 2020

5. Legal requirements

Haslin must eliminate risks associated with falls so far as reasonably practicable. Where elimination is not reasonably practicable, risks must be minimised using the hierarchy of controls.

Emergency rescue procedures must be:

- developed prior to commencing work
- suitable for the task and environment
- communicated to workers involved

Workers must be provided with appropriate instruction, training and supervision.

6. Procedure

The following procedure outlines the requirements for working at heights

6.1. Risk Management

Before commencing work at heights, the Supervisor must ensure:

1. Hazards are identified.
2. Risks are assessed in accordance with the Risk Management Procedure.
3. Controls are implemented using the hierarchy of controls.

Controls must be applied in the following order:

1. Eliminate working at height.
2. Use solid construction or fixed platform.
3. Install scaffolding or edge protection.
4. Use fall restraint systems.
5. Use fall arrest systems.
6. Apply administrative controls and PPE.

Planning must consider:

- ground stability and surface conditions
- nearby services or structures
- weather and environmental conditions
- interaction with other work activities
- access and rescue arrangements

Controls must be monitored during the work and revised where conditions change.

For work involving plant used to access work at height (including elevating work platforms, telehandlers fitted with work boxes, or similar equipment), risk assessments must also consider the suitability of the plant for the task, site conditions, and interaction with other work activities. Planning must include consultation with operators, supervisors and other relevant duty holders to ensure risks are eliminated or minimised so far as reasonably practicable.

6.2. Elimination

Where reasonably practicable, work must be completed without working at height by:

- assembling or preparing materials at ground level
- installing permanent access systems first
- using alternative tools, plant or methods

6.3. Elevated Work Platforms

Prior to mobilisation or use of an Elevating Work Platform (EWP), the responsible supervisor must confirm that the selected equipment is suitable for the task, considering:

- required working height and reach
- ground conditions and surface stability
- proximity to excavations, trenches or recently disturbed ground
- environmental conditions including wind and weather
- interaction with other plant, structures or traffic
- proximity to overhead or underground services
- access and rescue arrangements

Where alternative methods provide a safer means of access (such as scaffolding or fixed platforms), these must be considered in accordance with the hierarchy of controls.

Ground conditions must be assessed prior to positioning an EWP to ensure the surface is capable of supporting the equipment and intended loads. This includes consideration of:

- underground services or voids
- backfilled or unstable ground
- proximity to edges or excavations
- slopes, uneven terrain or soft surfaces

Suitable control measures such as outriggers, spreader plates, or relocation of the plant must be implemented where required.

Planning and execution of EWP work must include consultation with workers, operators, contractors and other duty holders who may be affected by the activity. Where multiple PCBUs are involved, work must be coordinated to ensure safe operation and exclusion of unauthorised persons.

When operating an EWP near overhead electrical lines or other energised electrical infrastructure, a trained safety observer/spotter must be appointed where required. The safety observer must:

- be competent and authorised for the role
- maintain continuous visual observation of the plant and hazard zone
- not perform other tasks while acting as observer
- maintain effective communication with the operator
- have authority to stop the work immediately if unsafe conditions arise

Safety observers must be familiar with emergency response procedures and rescue arrangements relevant to the task.

EWPs must be inspected, maintained and serviced in accordance with manufacturer requirements and SEQ-PR-006 Plant Safety Management Procedure. Inspection records must be retained and made available on request to demonstrate the equipment is safe for use.

All plant used for working at height must also comply with SEQ-PR-006 Plant Safety Management Procedure, including requirements for inspection, maintenance, competency, spotters and plant risk management.

6.4. Ladders, walkways and platforms

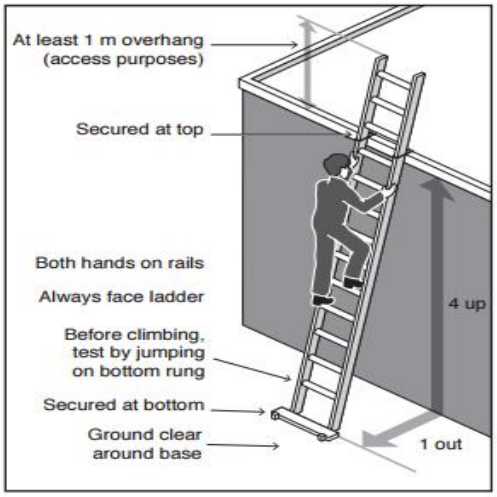
Ladders must only be used where safer access methods are not reasonably practicable.

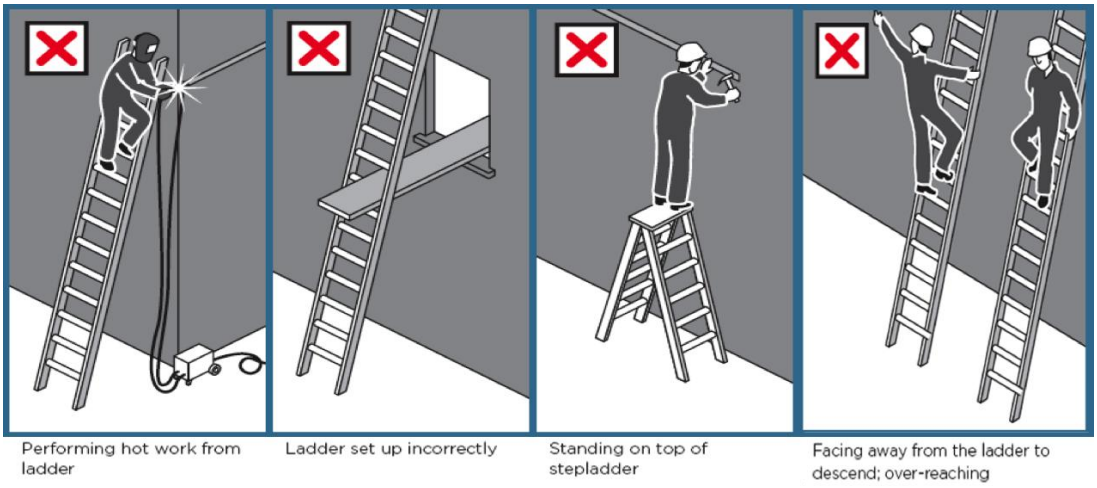
Where ladders are used:

- they must be industrial rated and suitable for the task
- they must be positioned on firm, stable ground
- they must be secured where required
- they must be used primarily for access unless designed as a work platform
- they must not be used to gain additional height from scaffolds or EWPs
- the maximum height a step ladder can extend between landings is 6m

if a person could fall more than 6m to a level below, the step ladder must be fitted with a side screen, or a ladder cage to prevent fall. Where this measure cannot be practicable other means must be implemented such as utilising a fall-arrest system. Damaged ladders must be removed from service immediately.

Permanent platforms, walkways and fixed ladders must comply with relevant Australian Standards.





6.5. Working on Roofs

Before starting roofing works, complete a site-specific risk assessment to identify:

- Fall hazards
- Falling object hazards
- Safe access requirements
- Roof load limits
- Interaction with other work groups

Roofing work must be planned so that fall protection controls are installed before anyone accesses the roof and remain in place for the duration of the work.

Where reasonably practicable, use higher-order controls such as:

- Scaffold stair access
- Temporary edge protection
- Roof safety mesh
- Exclusion zones
- Mechanical lifting equipment for materials

Install edge protection and roof safety mesh as early as possible. Where suitable, use an EWP or other methods that reduce exposure to fall hazards during installation.

Sequence the work to minimise leading edges and restrict roof access to authorised workers only.

Establish exclusion zones below roofing work areas to protect people from falling objects and interaction with mobile plant.

Workers undertaking roofing activities must:

- Be trained and competent in working at heights.
- Understand the applicable SWMS.
- Be familiar with emergency and rescue procedures.
- Follow all site controls and instructions.

6.6. Scaffolding

Scaffolding must be designed, erected, altered and dismantled in accordance with:

- the Temporary Works Design Procedure (SEQ-PR-040)
- relevant Australian Standards including AS/NZS 1576
- the General Guide for Scaffolds and Scaffolding Work

A Temporary Works Design Brief (SEQ-CL-019) must be completed where design is required. The brief must consider, as applicable:

- risk assessment and site constraints
- required loading and work platforms
- access requirements (including stairs or building access)
- edge protection requirements
- clearances for façade, services or future works
- location of powerlines and surrounding hazards
- site access needs and unique conditions (e.g. restricted access, work over water)
- scaffold concept drawing or equivalent design information

The scaffold supplier must provide design drawings or documented construction details where required to confirm compliance with relevant standards.

Construction and Use

Scaffolding must:

- be erected, altered and dismantled only by qualified scaffolders
- be inspected by a competent person before first use, after alteration or damage, and at required intervals
- display a Scaff-Tag showing its inspection status
- have a handover certificate issued before use and reissued after modification

Incomplete scaffolds must be tagged, signposted and a physical barrier must prevent unauthorised access.

Engineered / High-Risk Scaffolds

Non-modular or high-risk scaffolds (e.g. cantilever, suspended, extended-span or complex systems) must:

- be designed by a qualified structural engineer
- have approved drawings and assembly instructions
- be certified as compliant with the design prior to use

Prefabricated Scaffold Systems

Prefabricated scaffold systems must:

- have WHS Plant Design Registration
- have registration details readily available on site
- retain registration details for all components used, including mixed brands

Alterations and Safety

- Only a qualified scaffolder may alter scaffolding.
- Unauthorised tampering or removal of components must be reported immediately. The scaffold must be isolated from use until inspected and confirmed safe.

Electrical Safety and Material Handling
Metal scaffolds must not be used within:
- 4.5 m horizontally, or
- 6 m vertically below overhead electrical lines unless controls are implemented in accordance with electrical safety requirements.

Materials and equipment must not be dropped from scaffolding and must be lowered in a controlled manner.
6.6.1 6.6.1 Minor Scaffold Modifications by qualified Haslin Workers
Haslin employees who hold a valid Basic Scaffolding (SB) High Risk Work Licence may carry out minor scaffold modifications, provided:
- the scaffold type is within the scope permitted under the SB licence, and
- the modification does not affect the scaffold's structural integrity, configuration or load capacity.

Permitted Minor Modifications
Minor scaffold modifications may include:
- reinstalling previously removed horizontal scaffold components and hop-ups
- replacing planks, toe boards, guardrails, mid-rails or kickboards
- installing or removing mesh panels, edge protection or access gates
- refixing sole boards or base plates

These works must only be carried out where the scaffold remains safe and compliant during the activity.

Prohibited Modification
Haslin SB-licensed workers must not:
- alter or remove standards, ties, braces or other load-bearing members
- alter bay sizes, scaffold height or platform configuration
- change scaffold loading or duty classification
- modify cantilever, suspended, hung, or other engineered/high-risk scaffold systems
- carry out any work outside the scope of their licence

Where such changes are required, the scaffold must be modified by a qualified scaffolder authorised for that scaffold class.

Modification Controls
When a minor scaffold modification is undertaken:
1. Photographs must be taken before and after the modification.
2. The modification must be recorded in the Minor Scaffold Modification Log (or equivalent site register).
3. The scaffold owner or responsible contractor must review the modification prior to returning the scaffold to service.
4. Where the modification affects scaffold safety or certification, an updated handover or confirmation of compliance must be obtained.

The existing Scaff-Tag must not be re-signed unless the scaffold has been fully inspected and re-certified by a competent person.

Standards and Compliance
All scaffold work must comply with:
- AS/NZS 1576 Scaffolding series
- AS/NZS 4576 Guidelines for scaffolding
- WHSQ Scaffolding Code of Practice
- applicable site procedures and design documentation

6.7. Fall Prevention Systems

Fall prevention systems must comply with relevant legislation, Codes of Practice and Australian Standards.

- Edge protection on scaffolds must comply with AS/NZS 1576.
- Guardrails on stairs, landings and fixed platforms must comply with AS1657.
- Guardrails on other open edges must comply with AS1657 and include a toe board where required.
- Temporary edge protection systems must comply with the AS/NZS 4994 series.

All edge protection systems must be:

- installed in accordance with manufacturer instructions and applicable standards
- inspected before use and after any alteration or event that may affect integrity
- subject to regular inspections as required by legislation and site procedures

Safety Mesh

Roof safety mesh shall be installed to prevent internal falls through roof structures and provide ongoing fall protection during construction, maintenance and repair activities. Safety mesh does not prevent falls from roof edges or openings and shall therefore be used in conjunction with other fall prevention controls such as edge protection, scaffolding, EWPs or fall arrest systems. All safety mesh shall comply with AS/NZS 4389:2015 and be installed by competent persons in accordance with manufacturer's instructions, ensuring the mesh is securely fixed to the supporting structure with adequate overlaps to achieve required strength. Workers installing safety mesh shall be protected from fall risks during installation, and roof cladding shall be installed as soon as reasonably practicable following mesh installation.

6.8. Edge Protection/Temporary Edge Protection

Edge protection must be installed wherever there is a risk of a fall, including at:

- roof edges
- mezzanine floors, walkways, stairways, ramps and landings
- formwork systems
- plant or structures requiring access
- floor or roof openings
- shafts, pits and excavations

Guardrails must include:

- a top rail approximately 900–1100 mm above the working surface
- a mid-rail
- a toe board where required

Vertical gaps between top, mid and bottom rails or toe-boards must not exceed 450 mm.

Edge protection systems must be:

- suitable for the loads and work activity
- selected to allow safe installation and use
- designed in accordance with the Temporary Works Design Procedure where required
- installed before work begins and remain in place until the risk is removed

The risk of falling objects must be assessed and controlled using the hierarchy of controls. Where required, exclusion zones, barricades and signage must be implemented.

Temporary guards and handrails must be inspected:

- after installation
- after any alteration or impact
- periodically during use

6.9. Fall Arrest Systems

Fall arrest systems must only be used where higher-order controls (e.g. ground work, solid construction, edge protection or fall restraint) are not reasonably practicable, and must be used in addition to other risk controls.

Fall arrest systems may include:

- full body harnesses
- lanyards with energy absorbers
- inertia reels

- static or horizontal lifelines
- approved anchor systems

Workers must be competent in selecting and using the correct fall arrest equipment for the task.

System Requirements

- A full body harness must be worn when using fall arrest equipment.
- Harness-based fall arrest systems shall be installed to ensure a worker's maximum free fall distance does not exceed 2 metres before the system engages. Adequate clearance shall be maintained between the work surface and any lower level to allow full deployment of the fall arrest system, including activation of the energy absorber. When determining available clearance, consideration shall be given to the worker's height, the height and location of the anchorage point, lanyard length, potential slack within horizontal lifelines, system stretch during a fall, and the extended length of the energy absorber.
- Anchor points should be positioned above shoulder height and as close as practicable above the worker to reduce fall distance and swing risk.
- Handrails must not be used as anchor points unless specifically designed for that purpose.

Anchorage and Installation

- Anchor points must comply with AS/NZS 1891 and manufacturer requirements.
- Anchorages must be structurally adequate and assessed by an engineer where required, or confirmed suitable by a competent person.
- Anchor systems must be installed by a trained person in accordance with manufacturer instructions.
- Anchorage signage must identify installer details, rating and allowable users where applicable.

Horizontal Lifelines

- Horizontal or static lifelines must be designed and installed for the intended loads and direction of forces.
- The number of users must not exceed the system design capacity.
- Stretch and deflection of the system must be considered when assessing fall clearance.

Rescue Planning

Rescue requirements must be identified and tested before work begins. Fall arrest systems must not be used unless suitable rescue arrangements are in place. Workers must be provided with adequate information, training and instruction in relation to rescue planning. Refer to Section 6.14.

Table 3.1 from AS/NZS 1891).

TABLE 3.1

STRENGTH REQUIREMENT FOR ANCHORAGES

kilonewtons

	Purpose of anchorage	Ultimate strength in direction of loading (minimum) (see Note 1)
(a)	*Single point anchorages*	
	Free fall-arrest—one person	15
	Free fall-arrest—two persons attached to same anchor	21
	Limited free fall-arrest (including rope access anchorages)	12
	Restrained fall-arrest—restraint line anchorage	6
	Total restraint only—no risk of a fall	6
(b)	*Horizontal lifelines* (see Note 2)	
	End anchorages	See Clause 6.2.4
	Intermediate anchorages	
	—diversion less than 15 degrees	12
	—diversion 15 degrees or more	12+ (see Note 3)

NOTES:

1 As far as practicable all single point one-person anchorages should meet the 15 kN requirement regardless of primary purpose.

2 Refers to fall arrest only. Lifelines used for total restraint only are not covered by this Standard. Advice should be sought from manufacturers. The designer of a horizontal life line that is to be used for total restraint purposes only is advised to adopt a horizontal force of 6 kN acting at right angles to the line as the basis for design and in particular for the calculation of end-anchorage forces, taking appropriate multiplying factors into account.

6.10. Fall restraint systems

A **fall restraint system** prevents a worker from reaching an unprotected edge and must be used only where higher-order controls (e.g. ground work, solid construction, guardrails or platforms) are not reasonably practicable.

A fall restraint system typically consists of:

- a full body harness
- a lanyard or line
- a suitable anchorage or horizontal lifeline

The system must be set so the worker **cannot reach a fall hazard**.

Fall restraint systems must:

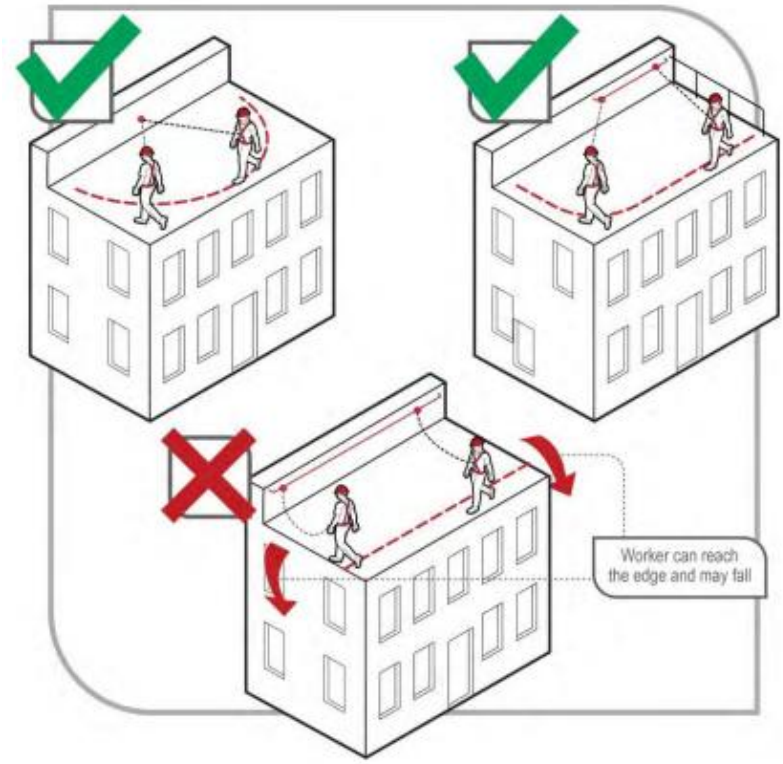
- be installed by a competent person
- be used in accordance with manufacturer instructions
- be connected to suitable anchor points designed for the required loads

Secure footing must be maintained when using restraint systems. When assessing this, consider:

- slope of the surface
- strength and type of supporting material
- surface condition (e.g. wet, oily or slippery)

Fall restraint systems must **not** be relied upon to arrest a fall.

Restraint technique options:



6.11. Administrative Controls

For all working at heights wear there is a risk of fall, the following documentation must be in place:

- SEQ-FM-026 Working at Heights Permit
- JSEA
- SWMS
- Signage
- Delineation
- Rescue Plan - An emergency drill must be performed to evaluate the effectiveness of any rescue plan.
- SEQ-FM-065 Overhead Powerlines Permit must be used where the working at heights is in close proximity to overhead powerlines.
- Exclusion zones must be established and maintained around and below areas where work at height is carried out.

6.12. PPE

Height safety PPE must be stored in a cool, dry location and protected from:

- excessive heat or direct sunlight
- high humidity or moisture
- corrosive substances or other sources of damage

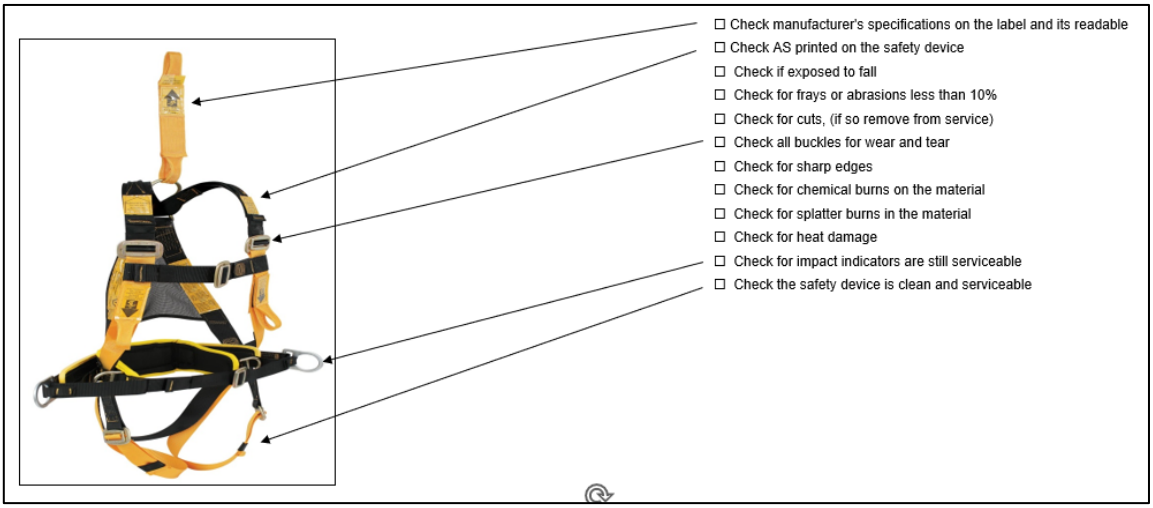
Equipment must be cleaned as required using warm soapy water, and moving components such as self-locking hooks may be lubricated where recommended by the manufacturer.

All harnesses must be recorded on the SEQ-FM-027 Lifting & Harness Gear Register (or approved subcontractor equivalent) when introduced to site.

Height safety equipment must be removed from service immediately if:

- manufacturer identification or rating labels are not legible
- the equipment has been involved in a fall event
- the equipment exceeds the manufacturer's service life (including items older than 10 years where applicable)

Prior to each use, workers must visually inspect their equipment and confirm it is safe for use.



Height safety equipment must be inspected in accordance with AS/NZS 1891.4 and manufacturer requirements.

- Operators must visually inspect equipment before and after each use.
- Periodic and post-incident inspections must be completed by a competent height safety equipment inspector (or manufacturer/supplier where required).

Item	Inspection Frequency
Personal equipment including harnesses, lanyard assemblies, connectors, fall arrest devices including common devices	To be inspected by Operator before and after each use.
Belts, harnesses, lanyard assemblies and associated personal equipment. Fall arrest devices (external inspection only) Ropes and slings	6 monthly inspection by a heigh safety equipment inspector (more frequently if recommended by manufacturer or supplier)
Entry/re-entry of equipment to service	All equipment to be inspected by a height safety equipment inspector before use.
All items which have been stressed as a result of a fall	Inspection by a height safety equipment inspector before further use.

6.13. Monitoring of Controls

All controls implemented to manage fall risks must be regularly monitored and reviewed during the work. Controls must be modified or updated where required to ensure risks remain as low as reasonably practicable.

Safe access and egress must be maintained at all times in areas where work at heights is being undertaken.

6.14. Rescue from falls

A rescue plan must be developed for each work at heights activity and included in the SWMS.

The rescue plan must:

- be specific to the task and location
- identify rescue equipment and responsible persons
- include emergency contact procedures
- be communicated to workers involved

Emergency and rescue procedures must be tested to confirm they are effective, and workers must receive suitable instruction and training.

Where fall arrest systems are used:

- workers must not work alone unless an effective rescue arrangement is in place
- a suspended worker must be rescued as quickly as practicable to minimise the risk of suspension intolerance and injury

If a fall occurs:

- initiate the site emergency response immediately
- contact emergency services (000) where required
- implement the task-specific rescue plan using available rescue equipment

7. Training

All persons involved in working at heights, including design, installation, inspection, verification and equipment use must have acquired through training, qualification or experience the knowledge and skills to carry out the task and be competent to perform such works in accordance with SEQ-PR-069 Training and competency procedure.

8. Relevant Templates, Forms and Checklists

SEQ-FM-026	Working at Heights Permit
SEQ-FM-027	Lifting & Harness Gear Register
SEQ-FM-028	Ladder Register
SEQ-FM-065	Overhead Powerlines Permit
SEQ-PR-001	Risk Management Procedure
SEQ-PR-069	Training and Competency Procedure.
SEQ-PR-040	Temporary Works Design Procedure