



**Southern
Ports**

Work at Height Procedure

DOCUMENT CONTROL

Revision Number	Description	Reviewed by	Approved by	Review Date	Issue Date
01	Initial release.	A Sharpe	G Solly	13/07/2020	13/07/2020
02	Added section for removal and reinstatement of walkways and handrails.	A Sharpe	G Solly	05/05/2022	05/05/2022
03	Updated for all Southern Ports.	Squad review	Chief Operating Officer	23/06/2023	23/06/2023
04	Review and update.	Squad review	Chief Operating Officer	02/10/2025	03/10/2025

AUDIT

This Procedure shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when legislative changes impact this Procedure
- following a significant incident involving this Procedure
- at least every three years.

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1 INTRODUCTION

1.1 Purpose

This procedure describes processes used by Southern Ports to manage Work at Height. It provides information and guidance as to the minimum standards for the prevention of falls from heights at the workplace. It addresses the assessment of hazards, authorisation and preparation for work at height, where there is a risk of a fall, including standby duties and the emergency response arrangements to ensure that a safe system of work is maintained.

This procedure should be read as a part of the Southern Ports Operational risk management and Authority to Work Permit Procedures.

2 SCOPE

In Scope	Out of Scope
All activities relating Work at Height under the control of Southern Ports inside the port land and marine boundaries.	Work at Height activities conducted by leaseholders that are under the full control of the lessee, and actions of the public (non-shipping) inside the marine boundaries.

Note Should a Contractor or Port User Procedure exceed the requirements outlined in this Procedure then the Contractor or Port User Procedure shall apply once a Risk Assessment has been undertaken and approved.

2.1 Roles and Responsibilities

Table 1: Roles and Responsibilities

Role	Responsibilities
Work at Height Supervisor	The <i>Supervisor</i> for the work at height has the following responsibilities: - Implement the requirements of this procedure - Ensure the Risk Assessment process is undertaken. - Provide adequate planning, training, safe equipment, competent supervision, leadership and control for the activity. - Re-inspect scaffold prior to use or every 14 days, prior to use if the last inspection exceeds 14 days, and after severe weather events. A competent scaffolder shall perform the inspection and shall re-sign and date the reverse side of the Scaffold Tag.
Southern Ports Representative	The <i>Southern Ports Representative</i> (<i>Supervisor, Superintendent</i> or their delegate) has the following responsibilities: - Facilitate and verify that a documented Safe System of Work is established, that identifies associated hazards and controls to minimise risk to health, safety and environment. - Ensure scaffolding is erected in accordance with this Work Procedure and AS/NZS 1576.1 Scaffolding. - Ensure the scaffold inspections are conducted only by competent workers and that they occur at least every 14 days, or prior to use if the last inspection exceeds 14 days, and after inclement weather periods, and that they are tagged in accordance (safe / unsafe to use). - Ensure that the port Scaffold Register is current. - Ensure there are safe access and egress, approved serviceable plant and equipment. Verify that employees are competent to perform their duties by evidence of training and assessment.

Table 1: Roles and Responsibilities

Role	Responsibilities
	Regularly monitor, assess and conduct an inspection of the workplace for compliance or conduct a Critical Control Verification Scaffolding and Work Platforms.
Spotter	The <i>Spotter</i> (for Mobile Elevating Work Platform operations) shall: Establish exclusive control and drop zones per barricading and guarding procedure - Initiate the Rescue Plan if required - Operate equipment where necessary to respond to emergency. - Mitigate contact with fixed or mobile plant - Maintain positive communication with operator of equipment using agreed and documented communication method
Workers	Workers have the following responsibilities: - Engage with the supervisor in the process of establishing a documented Safe System of Work that minimises risk to health, safety and environment. - Act responsibly and perform their work in accordance with this standard and the established Safe System of Work. - Take reasonable care to protect the health and safety of themselves and others, and to protect the environment. - Report all injuries, incidents and hazards to the supervisor. - Only carry out tasks that they have been verified and authorised to do so through training and or assessment. - Comply with any design drawing or specification for a particular work platform i.e. scaffolding. - Ensure work is not performed from a scaffold where there is no “safe” “scafftag” in place or inspected by a competent person. - Ensure that the work load limits for the work platforms including elevated work platforms, workboxes and scaffold are not exceeded.

3 CRITICAL CONTROLS

These are minimum controls required to be in place to ensure significant risks are mitigated:

- Hierarchy of controls for prevention of falls is used with Fall prevention system appropriate to the task and risk (PPE)
- Work at Heights Permit and rescue plan, with rescue equipment fit for purpose set up/ in place as per Southern Ports Authority to Work and Permits procedure
- Licenced, authorised and competent workers
- Hard Barricading and segregation –Temporary hard barricading, signage and danger warning delineation shall be in place on all unprotected edges to mitigate the potential fall from height pending permanent controls being implemented, as per the Southern Ports Barricading, Guarding and Signage Procedure.
- Dropped object precautions are in place as per the Southern Ports Barricading, Guarding and Signage Procedure, to prevent objects from falling and causing injury or damage, such as tool and equipment tethering, ground blankets, and kickplates. Whenever any material or object has the potential to fall and injure a person, a safe system of working shall be adopted
- Secondary retention devices
- Maintenance and pre-operation inspections

- Spotter while mobile elevated work platform being operated who is competent and licenced to operate the equipment being used for work at height
- Edge protection, inspected load rated in-service equipment,
- Known and stable ground conditions,
- Pilot ladder assessment
- Work at height equipment is rated and certified and within inspection.

4 PLANNING AND GENERAL REQUIREMENTS

This Procedure requires that a safe system of work for prevention of falls from height is established and maintained. Planning for work at heights includes:

Procedures, SWMS and SDS and any other relevant information and instruction are to be provided by the supervisor to the worker(s), the worker(s) are to complete a JHA and any applicable permits then submit to supervisor for review. Permit requestor and Permit Approvers must have completed all relevant training and be competent in the task being performed, refer to authority to work and permits procedure for additional information.

- A Work at Height Permit is required for all work where:
 - A person could potentially gain access to within two (2) metres of an exposed edge or
 - where there is a risk of falling from, or through one level to another that is greater than 2 meters.
 - When operating elevated work platforms or working from a workbox
 - Assembling or dismantling scaffolding
- All other work shall implement adequate controls to mitigate the risk of falling from or through one level to another.

Note Emergency Services do not require a Work at Height Permit when responding to an emergency incident.

- Where the work to be performed at height includes additional hazardous work such as Hot Work, Confined Space Entry or Walkway, Flooring and Handrail Removal then the respective procedures and authorised permits shall also be adhered to.
- Conducting a Risk Assessment before the commencement of work and at any time the Scope of Work changes or where the risk of a fall increases.
- Selection of the appropriate control measures using the hierarchy of controls.
- Where practicable, the elimination of the need to work at height where there is the risk of a fall.
- Use of an alternative work platform such as platform ladders, scaffolding or a mobile elevating work platform should be considered to mitigate the possibility of a fall.
- Work on mobile plant must be controlled to prevent falls, controls inclusive of temporary platforms and / or guarding are to be use where the removal of components creates a fall from height risk.
- Ensuring all equipment used is fit-for-purpose.
- Ensuring all persons responsible for, or performing work, where there is a risk of falling, have completed the required current nationally recognised competencies and have undertaken training in the requirements of this Procedure.
- Development of procedures for the registration, inspection, use and disposal of all equipment that supports or lifts a person at height.
- Refer to the Southern Ports Work On, Over or Near Water Procedure for additional guidance.
- A safety helmet and a chin strap must be worn at all times when working at height.

5 RISK MANAGEMENT

5.1 Safe System of Work

A Risk Assessment for assessing hazards shall be conducted to identify the required controls for the task prior to commencing. This is to be a collective process involving all team members with as a minimum the following items taken into consideration:

- Structural design or inadequate bracing;
- Faulty materials;
- Manual handling injuries whilst handling materials;
- Materials being dropped during handling;
- Falls by scaffolders when working at height;
- Being struck by a falling object;
- Impact from passing vehicles or plant;
- Failure of the scaffold structure when incomplete;
- Strong winds, storms, close proximity lightning; and
- Is scaffolding the appropriate control for the task or should a permanent platform, workbox or Mobile Elevating Work Platform be used instead?

Overhead power lines and possible utility services such as water, air, fibre optic cables, communications cables located in close proximity to the proposed scaffolding work shall be considered and specific control measures implemented to prevent possible contact.

This may require isolations to be undertaken prior to the task commencing in accordance with the Southern Ports Isolation and Tagging Procedure.

Vertical rope rescue techniques shall be conducted under the supervision of a competent Emergency Response Coordinator. Double rope techniques should be employed to mitigate a potential fall from height, as appropriate.

5.2 Risk Assessment

A Job Hazard Analysis or Safe Work Method Statement and a Work at Height Permit are the workplace Risk Assessment tools that shall be developed prior to commencing hazardous work.

The *Supervisor* or their delegate shall conduct an inspection of the proposed workplace prior to authorising a permit application for tasks that could introduce a risk of falling from one level to another.

5.3 Traffic Awareness Plan

Where the work area impedes on trafficable areas a Traffic Awareness Plan (TAP) must be developed and authorised prior to work commencing. The TAP will identify hazards introduced by the change to traffic and the controls to be implemented including barricading, signage, lighting, spotters etc. The TAP must be issued using a Traffic Awareness Notice, refer to the site Traffic Management Plan for further detail.

6 TRAINING AND COMPETENCY

Table 2: Training and Competency

TRAINING AND COMPETENCY	
Work Safely at Height	Workers performing a task associated with Work at Height, including the <i>Permit Approver</i> , <i>Permit Requestor</i> , work group, equipment operator <i>Standby Person</i> and Emergency Response Team personnel, shall hold a current Work Safely at Height national unit of competency. Refresher Work Safely at Height training should be undertaken every two years.
Scaffolders	Scaffolders shall hold a current High Risk Work Licence of the appropriate class for the scaffold work they are to perform as described in the national certification standards. - High Risk Work Licence SB – Basic Scaffolding: Scaffolding work connected with the operation or use of: - modular or prefabricated scaffolds; - cantilevered materials hoists with a maximum working load of 500 kg; - ropes and gin wheels; - safety nets and static lines; and - bracket scaffolds (tank and formwork). - High Risk Work Licence SI – Intermediate Scaffolding: All basic scaffolding work and scaffolding work connected with the use and operation of: - cantilevered crane-loading platforms; - cantilevered and spurred scaffolds; - barrow ramps and sloping platforms; - perimeter safety screens and shutters; - mast climbers; and - tube and coupler scaffolds (including tube and coupler covered ways and gantries). - High Risk Work Licence SA – Advanced Scaffolding: All intermediate scaffolding work and all other scaffolding work connected with the use and operation of: - hung scaffolds, including scaffolds hanging from tubes, wire ropes or chains; and suspended scaffolds
Workers performing dogging and rigging duties	Workers performing dogging and rigging duties shall hold a current High Risk Work Licence of the appropriate class for the work they undertake as described in the national certification standards: - High Risk Work Licence DG – Dogging - High Risk Work Licence RB – Rigging – Basic - High Risk Work Licence RI – Rigging – Intermediate - High Risk Work Licence RA – Rigging – Advanced.
Operators of mobile elevated work platforms	Mobile elevating work platforms include scissor lifts, cherry pickers, boom-type lifts and telescopic-type order pickers. The minimum competencies required for the safe operation are: <i>Operators</i> of mobile elevated work platforms must hold a current national certificate of competency and the appropriate High Risk Work Licence (as applicable). - Verification of Competency VOC on each make and model of plant.
Spotters	<i>Spotters</i> for boom-type elevating work platforms and mobile elevating work platforms must hold a current High Risk Work Licence class WP – Work Platform and have completed a VOC on each make and model of plant.
Workers working in a workbox	Workers conducting work (not the Operator) from a workbox which is fitted with anchor points, who do not hold the appropriate High Risk Work Licence class WP – Work Platform, must hold a current Work Safely at Heights national unit of competency.

7 USE OF WORK PLATFORMS

A workbox 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. Refer to Cranes and Lifting Procedure for use of a workbox.

Scaffolding can be a very effective protection in preventing falls; however, there are specific requirements that apply to some types of scaffolds under specific Regulations. For use of scaffolding to conduct work in elevated positions, refer to the Southern Ports scaffolding procedure.

7.1 Mobile Elevating Work Platforms

Mobile Elevating Work Platforms (MEWP) include scissor lifts, cherry pickers, boom lifts and order pickers. 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.

- Boom type Elevating Work Platforms shall be inspected and registered on the internal Registered Plant list before being used on site.
- Workers operating a mobile elevating work platform shall hold a current national certificate of competency and the appropriate High Risk Work Licence (as applicable) and have undertaken a workplace Verification of Competency for the particular model of plant, as well as the safe use of fall prevention equipment and emergency rescue procedures.
- Pre operation checks must be conducted daily or at the beginning of the operator's shift, prior to operating the machine. Faults and damage must be documented, reported to the relevant leader and if necessary, tagged Out of Service.
- Mobile Elevating Work Platforms are only to be used as work platforms and not as a means of access or egress to a work area at height unless the conditions set out in AS 2550.10 Cranes, hoists and winches – Safe use – Mobile elevating work platforms are met and an authorised Work at Height Permit has been issued.
- Prior to using a mobile elevating work platform, a Safe Work Method Statement or Job Hazard Analysis shall be developed to identify hazards and applicable controls including:
 - The Original Equipment Manufacturer limitations on use including safe work load limits and wind speed prohibitions.
 - Work environment considerations i.e. sloping ground, ground conditions (voids), ground stability, proximity to electrical sources, wind speed.
 - Rescue plans.
- All workers operating or working in a mobile elevating work platform fitted with anchor points are to wear a work at height safety harness and lanyard, which complies with AS/NZS 1891, which is attached to the manufacture's engineered anchor points within the basket with the lanyard adjusted continuously to minimise slack.
- Unless designed for rough terrain, mobile elevating work platforms are used only on a solid level surface.
- A spotter must be available (not mandatory for order picker in controlled warehouse environment, except where a risk of impact with overhead structures exists), remain in close proximity and maintain communication with the operator for all mobile elevating work platform operations to mitigate contact with fixed or mobile plant, restrict access into the drop zone, and to initiate the rescue plan if required.
- If travelling with the platform elevated at the work task location, the operation must be carried out at the manufacturers crawl speed where interlocking is not installed

- The operator must have a clear view of the base structure whilst travelling the mobile elevating work platform.
- Loads shall not be transported by a mobile elevating work platform in lieu of the use of a crane.
- All tooling, equipment and material must be secured in the basket, preventing potential fall hazards with the basket floor kept clear of all non-required material.
- Tool lanyards should be used by personnel working within the basket of the mobile elevating work platform.
- Workers shall not use the mid or top rail of the mobile elevating work platform basket to gain additional height to carry out a task,
- Ladders and safe steps shall not be used where they place the person above an installed handrail, barricade or guard.
- No work is to be conducted within 10 metres of any overhead power lines unless controlled by an approved high voltage vicinity permit, refer to high voltage electrical isolation and access procedure.
- The area under the elevated basket shall be barricaded to restrict person entering the drop zone.
- Where mobile elevated work platforms are operated on gazetted roads, the operator must also have an appropriate heavy vehicle licence for driving (i.e. HR / HC). As applicable, higher rated high risk work licences, permit holder to operate the lesser rated equipment / activity of same type, as noted on licence.
- Mobile elevating work platforms travelling on roads require an escort vehicle with hazard lights on to be employed. Person escorting the mobile elevating work platform needs to understand how to lower the boom in case of an emergency situation.
- Personnel shall not enter or leave the platform when elevated (except in an emergency) unless the conditions of AS 2550.10 have been satisfied.

7.2 Portable Work Platform

Where a portable work platform is fitted with wheels, the wheels shall be locked whenever the platform is being used. The platform shall only be used on a suitable surface capable of supporting the wheel loadings.

Access point between ladder and platform shall be protected to prevent people falling through them. For example the use of self-closing gates or trap doors.

Fixed and portable ladders shall not be used as work platforms, refer to the ladder procedure for management of ladders.

8 WALKWAY FLOORING AND HANDRAILS

Walkway and handrail safety considerations include:

- flooring and handrail panels must be securely fixed and assembled in accordance with manufacturer's specifications at all times, unless in the process of being removed for maintenance purposes
- each individual panel must be fixed securely by the means of a suitable and appropriate fastening method before the next panel is placed in position
- during installation, this type of flooring or handrail should be permanently secured in accordance with AS 1657:2018 Fixed platforms, walkway, stairways and ladders – Design, construction and installation
- if panels of a walkway, handrail or a safety gate are removed, and there is a risk of falling from, or through, one level to another, suitable edge protection must be provided

For work which involves the removal of walkways, handrails or safety gates the *Supervisor* shall consider all normal and alternate access points to the work area to ensure inadvertent access can be controlled. In addition, they shall consider the period the walkways and handrails will be removed and the potential impact on operational access to those work area/s and implement sufficient controls to minimise operational impact while managing safety risk.

All entry points into the working at height area or an exposed edge shall be hard barricaded, delineated, information tag attached, and signage installed to mitigate unauthorised access to all potential fall from heights hazards. Refer to the Southern Ports Barricading, Guarding and Signage Procedure.

Prior to the removal of a walkway, handrail or a safety gate, the Permit Holder shall obtain the following permits, authorised by the appropriate Supervisor:

- Work at Height Permit
- Removal and Reinstatement of Walkway Flooring and Handrailing Permit

The *Supervisor*, or their delegate should draft a Safety Alert for issuing, informing all workers and port users of the work being undertaken, the potential hazards, the estimated period the walkway or handrail will be removed, the access restrictions, and where required the alternative temporary safe access way.

9 WORK ON A ROOF

Job Hazard Analyses for work on roofs shall consider both the potential to fall over an unprotected edge as well as through the roof itself and shall take into consideration:

- hazards related to adjacent activities and equipment
- edge protection requirements
- access and egress to the roof
- Methodology of transporting materials or equipment to the roof
- slope, nature of the surface
- presence of skylights or any penetrations
- presence of electrical conductors above or below the work area
- age, load and structural carrying capability of the roof and safety mesh
- weight distribution of people and equipment
- precautions to be taken if storing materials on a roof
- weather conditions
- actions to be taken in an emergency.

Anchorage points may be used for safe access to roofs and must be compliant with AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices – Selection, use and maintenance, Table 3.1 Strength Requirements for Anchor Points and be located so that the person using the system can attach a lanyard without the risk of falling.

If there are permanent anchor points, they must have been inspected within the current inspection period and in conjunction with a safety harness be used at all times where there is no hard-edge protection fitted.

Edge protection when fitted, if working near the edge of a roof or when the entire roof is going to be accessed, must comply with the following requirements:

- Slope angle between 0 and 15: with top, middle rails and kick board must be installed.
- Slope angle between 15 and 35: with top, middle, bottom rails and kick board must be installed.

- Slope angle between 35 and 45: with top, middle, bottom rails, kick board and infill mesh must be installed.
- Appropriate edge protection for the slope of the roof should fitted if working near the edge of a roof or when the entire roof is going to be accessed.

Individual fall restraint systems and anchorages are to be provided when full edge protection is not practicable.

Should the integrity of a roof be in doubt the following should be considered:

- Confirm integrity of roofing and structure for supporting weight.
- Where it is necessary for personnel to access areas where there are fragile or brittle sheeting, suitable access methods and controls shall be implemented such as roof ladders and walkways.
- Warning notices should be mounted on fragile or brittle roofs (where access is possible) advising of the hazard and access requirements.
- Where planks do not provide sufficient safety, scaffolding platforms shall be used including the use of personal fall injury protection systems as an additional precaution.

9.1 Safety Mesh

Galvanised safety mesh securely fixed provides fall injury protection for roof installers and offers long-term protection for maintenance and repair workers.

Minimum competency requirement to supervise the installation and inspect safety mesh is a current national accredited Roof Plumber competency.

Safety considerations include:

- AS/NZS 4389:2015 Roof safety mesh specifies the minimum requirements for the design, construction testing and installation of safety mesh in domestic, commercial and industrial building applications;
- Roof safety mesh should be installed under fragile roofing or skylights;
- Existing safety mesh installations should be inspected and authorised by a competent person prior to it be used as the primary fall injury protection control. The inspection should consider, the time period the safety mesh has been in place and the environment in which it has been installed;
- People engaged in the installation of safety mesh should be protected from falling by scaffolding, elevating work platforms and/or fall-restraint systems and devices;
- Safety mesh must be used in conjunction with appropriate guard rails or fall-arrest systems and devices when people are working within 2 metres of an exposed edge;
- Safety mesh should be installed by a competent person; and
- The competent person shall inspect the installation and provide a documented safety mesh and roof access certificate which includes, the safety mesh manufacturer's material certificate, and an acknowledgement that the installation has been inspected and is compliant with AS/NZS 4389:2015 Roof safety mesh, prior to access to the roof for removal or installation of roof structures.

10 SPOTTER / STANDBY PERSON

The work at heights spotters / standby persons shall:

- Hold a current competency for which they are conducting the Spotter duties.
- Remain outside of, and in close proximity to, the Work at Height area and be capable of being in positive communication with and, if practical, observe those working at height.
- Ensure the Rescue and Retrieval system nominated in the Rescue Plan is set up prior to work commencing.

- Monitor a barricaded Drop Zone and any work conditions external to the area that may affect the health or safety of workers.
- Do not enter the Drop Zone area or perform any other duties that may impede on their attention from the wellbeing of those working at height.
- Have a serviceable and agreed method of communication to initiate the rescue plan should an emergency occur.
- Ensure that all personnel working at heights 'Sign In' and 'Sign Out' of Section 4 of the Work at Height Permit.
- Monitor prevailing atmospheric conditions that may affect the health or safety of the persons working at height, including wind speed or lightning.
- In the event of an emergency initiate emergency response, and a rescue using a Rescue and Retrieval system, if safe to do so.

10.1 Communications

A clear continuous method of communication between the appointed spotter and persons conducting the work at height shall be agreed prior to work commencing.

A means of communication between the *spotter* and persons accessing the work area must also be established and maintained.

11 FALL INJURY PREVENTIONS SYSTEMS

Where there is a risk of falling from, into or through one level to another and it is not practicable to eliminate the risk of a fall, the use of Fall Injury Prevention Systems may be authorised as the primary control.

If a Fall Injury Prevention System is employed as the primary fall injury prevention system, Fall Restraint equipment should be used to prevent a person from accessing an exposed edge, rather than employing limited free fall or free fall equipment to arrest the fall.

Fall Injury Prevention Systems are considered as a low-level control in the Hierarchy of Controls and shall only be used once all other means of preventing personnel from falling have been determined impractical.

Note If a Fall Injury Prevention System is employed for fall injury prevention, fall restraint equipment should be used to prevent a person from accessing an exposed edge, rather than employing free fall or limited free fall equipment to arrest the fall.

All Fall Injury Prevention System equipment shall:

- Comply with AS/NZS 1891.1:2020 Personal Equipment for Work at Height - Manufacturing Requirements for Fall-arrest Devices and shall be retained in service no greater than ten years from the Date of Manufacture.
- Shall be inspected by an approved competent person every three months with the results entered onto the appropriate register. The colours Red, Green, Blue and Yellow will be used to identify each of the inspection periods.
- Be stored in a clean dry suitable location off the floor and away from contaminants to prevent damage or early deterioration.
- Be inspected prior to use as per the Original Equipment Manufacturing.
- Fall Injury Prevention Systems may only be used by an authorised competent person.
- Fall Injury Prevention System harnesses must be fitted with suspension trauma straps.

Persons using fall restraint Fall Injury Prevention System equipment shall:

- shall hold a current Work Safely at Height national unit of competency.
- Complete a task specific Job Hazard Analysis and engage the Emergency Response Co-ordinator and develop a task specific Work at Height Rescue Plan.

- Persons shall not work alone when using Fall Injury Prevention Systems equipment.
- Obtain a Work at Height Permit authorised by the *Supervisor*, or their delegate prior to undertaking the task.
- Perform a visual check on the fall restraint equipment prior to fitting it including a check on the lanyard for any cuts, abrasions or heat damage and if any faults are found tagged Out of Service and arrangements made for a competent person to conduct a formal inspection.
- Perform a visual check on the attachment point that will be used and if found unsuitable, not use it as an anchor point. Never use handrails as anchor points.
- Where personnel are required to work within two (2) metres of an opening or exposed edge where there is a potential to fall, then Fall Injury Prevention System equipment shall be adjusted so that a fall over the unprotected edge is not possible in all directions.
- Adjustable lanyards shall be adjusted continuously to minimise slack between the anchor point and the harness wearer
- Only use a retractable lanyard where its maximum length does not allow the person to be in a position where a fall is possible. Alternatively use a length of static rope fitted with a self-locking rope grab and karabiner.
- Only use a retractable lanyard located over head in a central location (within 30 degrees from vertical) unless otherwise designed by the manufacturer.
- Where there is a requirement for persons to transition from one anchor point to another, a dual lanyard must be used.
- Where hot work is being conducted, Fall Injury Prevention Systems shall be protected against damage from sparks and heat.
- Protection / packing shall be installed where slings are used or placed around beams and or over grid mesh.
- Where temporary static lines are used, they shall have the tension released immediately after use as they are not designed to be left under tension for extended periods of time.
- The maximum span between anchorage points for a temporary static line should be no greater than four (4) metres, unless specifically designed by an engineer to be a longer length.
- Nylon to nylon sling connection is not permitted as this allows for the potential of friction with the possibility of a system failure of a Fall Injury Prevention System.
- Fall Injury Prevention Systems equipment shall not be used after it has been subject to an arrested fall until it has been inspected and certified as operational and safe for use by a competent person.

12 RESCUE PLAN

A Work at Height Rescue Plan specific to the work at height work shall be attached to the Work at Height Permit. The Work at Height Rescue Plan shall be developed and documented in consultation between the *Supervisor* and workers undertaking work at height, where there are area or task specific rescue plans these should be identified and included in the task documents.

Equipment required to affect a rescue shall be set up and rigged prior to any work at height commencing. The rescue and retrieval equipment will enable the spotter to initiate a rescue, if safe to do so, prior to the arrival of emergency services.

The Work at Height Rescue Plan should detail alternate rescue systems including workbox or mobile elevating work platforms and the appropriate rescue equipment that may be employed for emergency response, examples include: rescue and retrieval

systems, lifting frame, stretcher, haulage and belay systems for safe access and the extraction of an incapacitated person from height.

13 REFERENCES AND RECORDS MANAGEMENT

13.1 Record Keeping

A copy of the Authority to Work, other permits and associated documentation must be stored in an accessible location known to all workers, as well as at the location where the task is being performed to ensure all workers are able to review them as required.

13.2 References

13.2.1 External documents

Legislation, Standards and Codes of Practice referenced by this Procedure are shown in 3 below.

Table 3: Legislation, Standards and Codes of Practice

Reference	Title
	Work Health and Safety (General) Regulations 2022
	Work Health and Safety Act 2020
AS 2550.10	Cranes, hoists and winches – Safe use – Mobile elevating work platforms
AS 1657:2018	Fixed platforms, walkway, stairways and ladders – Design, construction and installation
AS/NZS 1891.2:2001	Industrial fall-arrest systems and devices – Horizontal lifeline and rail systems
AS/NZS 1891.4:2009	Industrial fall-arrest systems and devices – Selection, use and maintenance
AS 1891.5:2020	Personal equipment for work at height - Manufacturing requirements for lanyard assemblies and pole straps
AS/NZS 1891.1:2020	Personal equipment for work at height – Manufacturing requirements for full body combination and lower body harnesses
AS/NZS 1891.3:2020	Personal equipment for work at height – Manufacturing requirements for fall-arrest devices
AS/NZS 1891.5:2020	Personal equipment for work at height – Manufacturing requirements for lanyard assemblies and pole straps
AS/NZS 4389:2015	Roof safety mesh
AS 1319:1994 (2018)	Safety signs for the occupational environment

13.2.2 Southern Ports Documents

Southern Ports documents referenced in this Procedure are shown in 4 below.

Table 4: Southern Ports Documents

Reference	Title
D23/2427	Authority to Work
D16/10	Authority to Work Procedure
D18/2169	Barricading, Guarding and Signage Procedure
D16/63	Cranes and Lifting Procedure
	Ladders Procedure

Table 4: Southern Ports Documents

Reference	Title
	Isolation and Tagging Procedure
D16/1002	Personal Protective Equipment Procedure
D19/12256	Risk Assessment Procedure
	(Operational HSE) Risk Management Procedure
D18/11692	Risk Management Framework
D17/3943	Scaffolding Procedure
D16/1038	Walkway Flooring and Handrails Permit
D16/900	Work at Height Permit
D18/24902	Work Health and Safety Management Plan
D16/26	Work On, Over or Near Water Procedure
D16/1023	Workbox Permit
D18/23795	Working On or Over Rail Procedure

14 DEFINITIONS

Definitions for Terms used in this Procedure are defined in 5 below.

Table 5: Definitions

Term	Definition
Anchorage Point	A secure point of attachment on a structure to which an approved safety harness or fall restraint, fall arrest device, lanyard, lanyard assembly or static line may be secured.
Approved Safety Harness	A full body harness of the parachute style with as a minimum a fall arrest attachment point at the top dorsal position, which was manufactured and complies with AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices – Selection, use and maintenance.
Dropped Objects	Whenever any material or object has the potential to fall from height and cause injury or damage.
Emergency Response Coordinator	A senior competent Emergency Response Team member.
Fall Injury Prevention System	A system designed to arrest or prevent a person's fall from one level to another whilst minimising the risk of injuries or harm during the fall. Fall Injury Prevention Systems include fall restraint systems, fall arrest systems, catch platforms, scaffolding, safety nets and safety mesh.
Free Fall	A fall where the person falling is under the unrestrained influence of gravity over any fall distance, either vertically or on a slope on which it is not possible to walk without the assistance of a handrail or hand line.
Job Hazard Analysis	A Job Hazard Analysis is a Risk Assessment required for tasks that require a Permit or non-routine tasks that do not already have a documented safe system of work. It focuses on the relationship between the worker, the task, the tools and equipment, and the environment and identifies control to reduce or eliminate the hazard. The Job Hazard Analysis must be reviewed prior to each task commencement to ensure risk controls remain adequate.
Lanyard	A lanyard is used to connect an approved safety harness to an anchorage point or static line in situations where there is a risk of a fall

Work At Height Procedure

Table 5: Definitions

Term	Definition
	or when used in restraint mode to prevent a fall. Lanyards can be either adjustable or fixed length and incorporate the use of a shock absorber.
May, Should	Recommended, but discretionary.
Must, Shall, Will	Mandatory.
Rescue and Retrieval System	A pre-rigged rescue and retrieval kit (Gotcha type) which enables the Standby or work group to initiate a rescue of a suspended person at height prior to arrival of emergency services. The system may include telescopic rescue pole and haulage system, or Type 3 bi-directional retrieval winch.
Risk Assessment	A Risk Assessment identifies hazards and the required controls to minimise risk to safety, health, environment and community. May include Safety in Design, Risk Assessment, Safe Work Method Statement, Job Hazard Analysis, Stop & Think, or a combination of the above.
Safe System of Work	A safe system is a thorough process that is developed after a systematic examination of a task to identify all hazards and then implement controls to minimize risks. Based on the findings, a system should be established to ensure that work is being conducted in a manner that is safe and involves no, or at least, as little risk as possible. While a safe system of work can take many forms, it is best if it is expressed in a written document.
Safe Work Method Statement	A <i>Safe Work Method Statement</i> (also known as a <i>Safe Work Instruction</i>) is required under the <i>Work Health and Safety Act 2022</i> for works considered high risk construction. A <i>Safe Work Method Statement</i> breaks jobs down into a logical sequence of steps, identifies hazards, addresses control measures to mitigate risks, and identifies who is responsible for implementing the controls. A <i>Safe Work Method Statement</i> assists in ensuring that all workers have a full understanding of the risks involved in the work activities, or tasks they are performing, by setting out instructions required to conduct a job.
Scaffold	Temporary structure, stage or platform specifically erected to support access or working platforms, persons, plant or other material. • Light duty: 225 kg • Medium duty: 450 kg • Heavy duty: 675 kg.
Scafftag	A tag attached at a highly visible, prominent location on the scaffold access point indicating the status of the scaffold as either safe or unsafe to use.
Shall and Should	In this document, the word “shall” is to be understood as mandatory and the word “should” as recommended but non-mandatory.
Static Line	A Static Line, permanent or temporary, is a horizontal safety line or rail system to which a lanyard may be attached, and which is designed to arrest a free fall. (Refer to AS/NZS 1891.2 Industrial Fall-arrest Systems and Devices - Horizontal Lifeline and Rail Systems)
Southern Ports Representative	The <i>Southern Ports Representative</i> is the Southern Ports <i>Manager</i> , <i>Superintendent</i> or <i>Supervisor</i> assigned and authorised to consult with the Contractor on behalf of Southern Ports, who is the <i>Contract Owner</i> .
Spotter / Standby Person	A <i>Spotter / Standby Person</i> is a competent person assigned to remain in close proximity for all mobile elevating work platform operations to

Work At Height Procedure

Table 5: Definitions

Term	Definition
	mitigate contact with fixed or mobile plant, monitor access into the drop zone, and to initiate the emergency plan if required.
Total Restraint	A situation where a fall is not possible. Achieved through control of a person's movement by means of a combination of a harness, a line and a line anchorage which will physically prevent the person from reaching a position at which there is a risk of a free or limited free fall.
Walkway Flooring Handrails Permit	A Walkways, Flooring and Handrails Permit is a document authorising a person to perform a task where it has been deemed necessary to remove a walkway, flooring or handrails to affect repairs to a structure.
Work at Height	The Work Health and Safety (General) Regulations identifies that a person conducting a business or undertaking at a workplace must manage, in accordance with Part 3.1, 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. Work at height with respect to this procedure refers specifically to where tasks are required to be conducted where there is a risk of falling from one level to another.
Work at Height Permit	A Work at Height Permit is a document authorising a person to perform a task where it has been deemed necessary to work in a fall restrain or fall arrest Fall Injury Prevention Systems as the primary hazard control in a situation where there is a potential fall from or through one level to another.
Workbox	A workbox 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.
Workers	All personnel working at Southern Ports including employees, contractors, sub-contractors, clients, port users.
Workplace	An area, such as a ship, vehicle, building or other structure, that workers are likely to work in or occupy.