PORT HEDLAND PORT AUTHORITY

Working at Heights Procedure

PR-OHS021

Document Users : All Contractors
                 All Port Users
                 Port Hedland Port Authority

Position Responsible For Keeping Document Current : Safety and Security Advisor
Revision Trigger : Significant change
# Table of Contents

1. Scope ...........................................................................................................................................3  
1.1 Application ..................................................................................................................................3  
2. Definitions ......................................................................................................................................3  
3. Job Hazard Analysis .......................................................................................................................3  
4. Ladders .........................................................................................................................................4  
5. Ladders .........................................................................................................................................4  
6. Safely Working at Heights .............................................................................................................4  
6.1 Training ......................................................................................................................................4  
6.2 Hierarchy of Protection ................................................................................................................5  
7. Scaffolding .....................................................................................................................................5  
8. Elevated Work Platforms ...............................................................................................................5  
9. Barricading ...................................................................................................................................5  
10. Anchor Points ...............................................................................................................................6  
11. Rescue Plans ...............................................................................................................................6  
12. Equipment Register .....................................................................................................................6  
13. Exempted Activities ....................................................................................................................6
1. **Scope**

The Port Hedland Port Authority recognises that work performed at heights presents a significant risk if not correctly managed. This document provides guidance on protecting people from the risk of falling from heights in the workplace.

1.1 **Application**

This document is applicable to all work on PHPA land and roadways, including work undertaken on behalf of the PHPA at other locations.

2. **Definitions**

*Work at Heights* – Is any work undertaken where the potential for harm to a person or damage to equipment or the environment is created when a risk of falling is present

*Working at Heights Permits* – Required when conducting works within two metres of an open edge, from an elevated work platform or personnel cage or on surfaces which are not stable or where risk has been identified in a Take 5

*JHA* – Job Hazard Analysis, a method of assessing the hazards associated with a task and implementing control measures to enhance the safety of all personnel

*Working at Height Permit Issuer* – A PHPA Supervisor that has been approved by the Registered Mine Manager to issue working at heights permits

*Trained Persons* – Persons that have completed an accredited working at heights training package and have been deemed competent

*Scissor Lifts* – Scissor Lifts are type of platform which lowers and raises vertically, they generally employ folding supports in an “X” pattern. Work undertaken from a scissor lift maybe done so without a harness; as such they are exempt from PHPA working at height requirements

*Elevated Work Platform (EWP)* – Are slewing boom lifts which are specifically designed to elevate personnel off the ground and manoeuvre them into a working area. EWP’s generally have a full range of manouevrability while elevated

*Personnel Cage* – is specifically designed for use with either a crane or a forklift to lift people or equipment.

*Restrainment Technique* – A fall is not possible, a person’s movements are controlled by a belt or harness, or a combination, a safety line and a safety line anchor point which physically prevent the person from being in a position where there is a risk of a fall.

* Restrained Fall* – The person is partially restrained by a restraining device and the fall is arrested

*Limited Free Fall* – A fall where the arrest of the fall by the fall arrest system begins to take loading within 600mm of movement, either vertically or on a slope which it is not possible to walk on unassisted.

*Free Fall* – A fall where the fall arrest system experiences movement in excess of 600mm either vertically or on a slope which it is not possible to walk on unassisted before the system begins to take loading and arrest the fall, the distance of the fall must not exceed 2 metres.

3. **Job Hazard Analysis**

The Port Hedland Port Authority requires that all work to be conducted at heights be subject to a Job Hazard Analysis (JHA), this includes work which requires the use of a ladder to access/egress the work site.

Some examples of things the JHA should take into account are;
- Whether fall protection is needed
- The type of fall protection that will be required
- The equipment being used
- Impacts of falling equipment or tools
- Other work currently occurring in the area

The JHA should also consider whether it is possible to undertake the work in a manner which would not require personnel to work at heights, or whether any other control measures that relate to the hierarchy of control could effectively be utilised.

4. Ladders

Ladders may be used in work activities without the need for fall protection or a working at heights permit provided the following requirements are met:

1. When ascending or descending a ladder both hands and feet must be used, the person must be facing the ladder and maintain three points of contact at all times, moving one rung/step at a time.
2. Ladders must comply with the relevant Australian Standards, AS1657 and AS1892.
3. For work to occur from a ladder, three points of contact must be maintained at all times, leaning or stretching away from the ladder must not be required. An example of an acceptable activity would be changing a light globe directly overhead.
4. A JHA must be undertaken if a significant risk is identified for all works involving ladders.

5. Ladders

Where work requires the use of both hands a platform should be considered, platforms provide a stable surface to work from, they generally have railings on three sides to prevent a person losing balance and falling. If using a platform a working at heights permit is not required providing the following requirements are met:

1. The platform has enclosed railings on all four sides.
2. The platform complies with the relevant Australian Standard, AS1657 and AS1892.
3. The platform must not be able to move while a person is on it.
4. A JHA must be undertaken for all works involving a platform.

6. Safely Working at Heights

The Port Hedland Port Authority requires that measures are implemented which reduces the risk of a fall to as low as reasonably practicable, in cases where controls cannot be engineered which will eliminate the risk of a fall from heights, working at heights PPE will be utilised.

Appropriate PPE will be selected based on the type of work to be undertaken and the level of protection required.

6.1 Training

Before any person is able to conduct work at heights which requires a permit on a Port Hedland Port Authority site they must have completed a nationally accredited course for working at heights.
6.2 Hierarchy of Protection

The following methods of providing protection from falls are available, the most effective method should be utilised based on the hazards identified in the JHA.

1. Restraint Technique – this method is the preferred in all situations where working at heights is required, it provides the most effective protection to the worker and minimises the risk as low as practicably possible.

2. Restrainted Fall – this method can be used in situations where the restraint technique will not provide effective protection due to movement required or location being worked, as the fall is arrested it is an effective method to protect the worker.

3. Limited Free Fall – this method should only be used in situations where it is not possible to utilise either the restraint technique or a restrained fall system, work which requires this method to be implemented must have sign-off and approval from the Operations Officer and the Maintenance Superintendent.

4. Free Fall – this method is considered a last resort, should no other way of completing the work be practicable or safe this method must be accompanied by a comprehensive safe work plan, which incorporates a rescue plan and have sign-off and approval from the Registered Mine Manager, who has physically inspected the work site prior to work commencing, utilisation of this method without these controls may result in expulsion from site.

7. Scaffolding

Scaffolding is a sound method to reduce the risk of working at heights however care must be taken to ensure that setting up the scaffolding does not present a greater hazard than completing the work by another means, a JHA should be conducted in consultation with a person trained in working at heights.

Scaffolding is only to be constructed by licensed scaffolders and must have complete floors, handrails and toe-boards. The scaffold must be inspected and tagged before initial use, and at regular intervals. If an inspection tag is missing or removed the scaffold should not be used and a PHPA supervisor must be advised immediately. Safe access and egress must be available at all times wherever scaffolding is installed and used.

8. Elevated Work Platforms

All persons operating an Elevated Work Platform must be trained and assessed as competent which includes holding a national High Risk Work Licence for the operating of EWP's. The following requirements also apply to the operation;

1. Fall arrest PPE must be worn whenever the machine is running, by all persons in the basket
2. Users must attach their safety lanyard to the lowest manufacturers approved anchor point available
3. The EWP must only be operated within the manufacturers specifications and recommendations
4. Personnel will not leave the basket of an EWP while it is elevated

9. Barricading

Control measures must be implemented to control the risk of objects falling whenever work is conducted at heights, where injury or damage possible by the risk of an object falling barricading must be utilised in addition to any other controls measures identified in the JHA.
10. Anchor Points

Fixed or permanent anchor points shall be design rated and inspected as fit for purpose. Fix anchor points must sign posted, displaying the date of last inspection, name of the installer, standard that it complies with and the maximum safe working load.

All anchor points must be inspected prior to use and be suitable to withstand a load of 1500kg, for a single person and 2100kg if used to anchor two people. Where possible anchor points should be attached to a structural point above the head, hand rails and guard rails are NOT working at heights anchor points.

Periodic inspection of anchor points must occur every 12 months.

Persons operating EWP’s are required to use the lowest manufacturers approved anchor point available.

11. Rescue Plans

Prior to a working at heights permit being issued a detailed rescue plan should have been identified, including the equipment required to effect a rescue, the equipment outlined in the rescue plan must be available onsite and trained personnel must be available to effect the rescue.

This requirement may be modified at the discretion of the permit issuing officer if the JHA which has been completed adequately identifies additional controls or demonstrates the risk is sufficiently managed to allow alternative arrangements.

12. Equipment Register

All Working at heights equipment, rescue gear and anchor points must be recorded in a register, this following information should be included:

- Description of the Equipment / Anchor point Identification
- Location equipment is stored / Location of anchor point
- Name of manufacturer
- Serial Number, date of manufacture and withdraw from service date
- Last Inspection date
- Next Inspection due date
- Comments

13. Exempted Activities

1. Access to open wharf edges do not require a working at heights permit however the following requirements apply:
   - A “buddy system” must be implemented
   - A recovery plan must be available
   - Means of communication to raise an alarm must be identified
   - Requirements of PHPA working over water procedure must be adhered to

2. Other activities may be added to the list of exempted activities as safe work procedures and method statements are developed and available for the activity. Prior to any activity being exempted from the requirements of a working at heights permit the Register Mine Manager and section Superintendent must sign off on the safe work procedure or method statement.
DETAILS OF REVISION CHANGES

<table>
<thead>
<tr>
<th>OLD SECTION REF.</th>
<th>NEW SECTION REF.</th>
<th>DESCRIPTION OF CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>