

# Working at Heights Management Plan

SAMPLE

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## Purpose and Scope

This Working at Heights Management Plan sets out the arrangements, procedures and controls that [Company Name] will implement to eliminate or minimise the risk of falls from one level to another. It is designed to meet the requirements of relevant Australian work health and safety (WHS) legislation, regulations and Codes of Practice.

This plan applies to all work activities where there is a risk of a person falling, including but not limited to:

- Roofing installation, repair and maintenance
- Painting and decorating on ladders, scaffolds, EWP or elevated building surfaces
- Glazing and window installation, replacement and maintenance
- Carpentry and joinery on roofs, frames, mezzanines, platforms and decks
- Electrical and solar installation, inspection and maintenance on roofs and elevated structures
- General building and construction activities involving work at height
- Commercial cleaning of windows, façades, gutters and high internal areas
- Air conditioning and refrigeration installation and servicing at height
- Fire protection services, including installation and maintenance of sprinklers, detection systems and fire doors at elevated locations

This plan covers employees, labour hire workers, contractors, subcontractors, apprentices, trainees and visitors engaged in or affected by work at heights undertaken by [Company Name].

## Objectives

The objectives of this Working at Heights Management Plan are to:

- Establish a systematic approach to planning, supervising and carrying out work at heights
- Eliminate, so far as is reasonably practicable, the need to work at height
- Where elimination is not reasonably practicable, minimise the risk of falls through effective hierarchy of controls
- Ensure compliance with WHS legislation, regulations, Australian Standards and industry Codes of Practice
- Define clear roles and responsibilities for managing work at heights
- Provide guidance on selection, use, maintenance and inspection of fall prevention and fall arrest systems
- Ensure all workers are competent to perform work at heights safely

- Provide emergency and rescue procedures for fall incidents or suspension in fall arrest systems

## Definitions

### Key Terms

- **Work at height:** Any work activity where there is a risk of a person falling from one level to another that is reasonably likely to cause injury. This includes work above ground level, near edges, on fragile surfaces, or in locations where a person could fall into a hole, pit, shaft or opening.
- **Fall:** A sudden descent by a person due to the force of gravity, including slips, trips or stepping off an edge.
- **Fall prevention:** Measures that prevent a person from reaching a position where a fall can occur (e.g. guardrails, scaffolding, temporary edge protection, work positioning systems).
- **Fall arrest system:** Equipment and systems designed to arrest a fall after it has occurred (e.g. harness, lanyard, shock absorber, anchor points, inertia reels, horizontal lifelines).
- **Administrative controls:** Systems of work and procedures that reduce exposure to fall risks (e.g. safe work method statements, permits, training, signage, exclusion zones).
- **Competent person:** A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task safely.
- **PCBU:** Person Conducting a Business or Undertaking, as defined in WHS legislation.
- **EWP:** Elevating Work Platform (e.g. boom lift, scissor lift, trailer-mounted lift).

## Roles and Responsibilities

### PCBU Director / Senior Management

- Ensure this Working at Heights Management Plan is implemented, resourced and reviewed.
- Provide and maintain safe systems of work for all tasks involving work at height.
- Ensure appropriate fall prevention and fall arrest equipment is provided, maintained and inspected.
- Confirm that high risk construction work involving risk of a fall greater than 2 metres has a current Safe Work Method Statement (SWMS).
- Ensure workers and contractors are trained, competent and supervised when undertaking work at heights.
- Consult with workers and health and safety representatives (HSRs) on work at height risks and controls.

- Ensure incidents, near misses and hazards involving work at height are reported, investigated and corrective actions are implemented.

## Managers and Supervisors

- Plan work to avoid or minimise the need to work at height where reasonably practicable.
- Conduct and document risk assessments prior to work at heights commencing.
- Confirm that all required permits (e.g. roof access, EWP, confined space if applicable) are in place.
- Ensure appropriate equipment (scaffolding, EWPs, ladders, guardrails, harnesses, anchor points) is selected, inspected and used correctly.
- Verify that only competent and authorised workers perform work at heights.
- Brief workers on the SWMS, job-specific risk controls and emergency procedures before work starts.
- Monitor work at heights to ensure controls remain effective and are not altered without approval.
- Stop work if conditions become unsafe (e.g. high winds for roofing or EWP work, lightning, structural concerns).

## Workers

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Follow all Work at Heights procedures, SWMS, permits and instructions for work at heights.
- Use fall prevention and fall arrest equipment as trained and required.
- Inspect personal protective equipment (PPE) and height safety gear before use and report any defects immediately.
- Do not interfere with or modify fall protection systems (e.g. removing guardrails, relocating anchor points) without authorisation.
- Report hazards, near misses and incidents involving work at height promptly.

## Contractors and Subcontractors

- Comply with [Company Name]'s Working at Heights Management Plan, policies and site rules.
- Provide copies of their own SWMS, licences, training records and equipment inspection records as requested.
- Participate in pre-start meetings, inductions and toolbox talks relating to work at heights.
- Coordinate with other trades (e.g. roofing, electrical, glazing, fire services) to avoid creating additional fall risks.