



WORKING AT ELEVATED POSITIONS

RA NO

DATE

H.T.I Score	11	High risk- constant supervision
Contract		
Persons involved in RA	Name	Signatures
Foreman		
Second Foreman		
Safety Officer		
Representative		

Documentation Required	Training Required	PPE and Safety Equipment Required
OHS Act and Construction Regulations	General induction - all employees	Non-slip safety boots
Appointment 6(1)	Toolbox talks	Safety harnesses
Appointment Scaffolding Supervisor	Fall Protection Plan	Life lines
Scaffold Inspections	RA Working at elevated positions	Barricading tape
Appointment Lifting Equipment Supervisor	Use of Harnesses	
Lifting Tackle Inspection		
Ladder Inspector		
Ladder Inspections		

	Activity Steps	Hazards and Risks	Preventative Measures	Rating
1	Access	Employees unable to maintain balance while climbing scaffolding can be injured	Safe access is to be provided, employees must not use the scaffold structure to gain access and use it	11
2	Tools	Employees unable to maintain a three point hold on access ladders may slip and fall resulting in serious injuries	Tools must not be carried in employees hands when they are using the access ladder. Tools must be carried in a tool bag or lifted using a tool bucket.	11

3	Scaffolding	Serious injuries may occur if the scaffolding is not built according to standard	Ensure that there are sufficient handrails at 900mm high and full floor boards. All openings must be barricaded and sign boarded. Scaffolding to be checked by the scaffolding supervisor. Only use scaffolding declared safe for use.	8
4	Training	Employees who are unable to identify unsafe conditions may be injured	Employees to be trained in the site fall protection plan, accident procedure and evacuation procedure.	12
5	Fall protection	Falling from an elevated position can cause serious or fatal injuries	Safety harnesses must be used at heights above 1,5m and ensure they are attached properly to a solid structure. If there is no place to hook a safety belt – a lifeline must be supplied.	11
6	Housekeeping	Tripping can cause the employee to fall from a height or a same level fall causing injuries	Practise good house keeping. Keep all work areas free of debris. Tools not to be left unattended. Material to be stacked neatly.	11
7	Public and other employees below working area	Injuries from falling tools or materials	Areas below elevated work area to be kept clear and clean and barricaded.	11
		Materials and debris being thrown off scaffolding can cause serious injuries	Areas below elevated work area to be kept clear and clean and barricaded.	11