

WORKING AT HEIGHT**DOCUMENT TYPE:
INFORMATION SHEET****REFERENCE:
HSE CS 30-04****STATUS:
INFORMATION****Purpose**

This document provides a checklist to help plan, organise and control unavoidable working at height to support implementation of Control Standard WORKING AT HEIGHT.

The checklist may also be used in support of a risk assessment or for periodic inspections and audits.

A tick in the 'no' box will require action and an explanatory note in the comments column.

	Yes	No	N/A	Comments
1. Risk assessment				
Have task / activity specific risk assessments been completed for all unavoidable work at height? (Note that generic risk assessments may be acceptable for identical tasks / activities)				
Have all foreseeable activities been considered including production, maintenance, building/ site maintenance etc.?				
Has each risk assessment considered the potential for and consequences of a fall?				
Has each risk assessment considered the potential for falling materials or tools?				
Has each risk assessment considered the work environment and if appropriate the weather?				
Does the risk assessment consider the duration and frequency of the task/ activity?				
Does the risk assessment consider the risks associated with assembling and dismantling equipment to work at height?				
Does the risk assessment consider the need to segregate the area where the work at height will be completed?				

2. Control of work at height	Yes	No	N/A	Comments
Where possible is work at height avoided?				
Have people been appointed to identify, plan, organise and control work at height?				
Are they competent to do this?				
Are training records maintained and available?				
Has all unavoidable routine work at height been identified?				
Has all unavoidable non-routine work at height been identified?				
Have the appropriate collective fall prevention precautions been identified and implemented?				
Where necessary, have the appropriate precautions to minimise or limit the consequences of a fall been identified and implemented?				
Have procedures for work at height been developed and communicated to managers and workers?				
Are they readily available?				
Where necessary, have precautions to prevent falling materials or tools during work at height been identified and implemented?				
Are regular reviews/ inspections/ audits of work at height precautions and control measures completed and documented?				
Where appropriate, have emergency and rescue procedures been developed, communicated and rehearsed?				
Is a risk based change management process applied when established work at height procedures/ precautions are reviewed/ altered?				

3. Equipment for work at height	Yes	No	N/A	Comments
Is there an established procedure for selecting the most appropriate equipment for work at height?				
Is there an established procurement procedure for equipment for work at height?				
Does all equipment for work at height meet the relevant national standard (s) for design and fabrication?				
Has an inventory of all equipment for work at height been created and maintained?				
Does each item of equipment for work at height have a unique identifier?				
Where necessary, are suitable operating instructions available for the user?				
Do they cover all foreseeable uses of the equipment?				
Is equipment for work at height marked to show safe operating limits?				
Has everyone who uses equipment for work at height had the appropriate training and demonstrated they are competent?				
Are training records maintained?				

4. Inspection and Maintenance	Yes	No	N/A	Comments
Is equipment for work at height maintained in line with the manufacturer's recommendations?				
Is a maintenance log available and up to date?				
Is equipment for work at height subject to periodic inspection, including a pre-use inspection by the user?				
Are records of these inspections available and up to date?				
Is all equipment for work at height clearly marked to show that it has been included in the current inspection cycle?				
Is equipment for work at height that is not considered safe for continued use quarantined until it is replaced or effectively repaired?				
Has this requirement to quarantine equipment been clearly communicated to all employees?				