

# HEIGHT SAFETY SYSTEM CHECKLIST



We all have a duty of care to prevent injury or harm to our fellow workers, contractors and visitors (WHS Act 2011). The identification of workplace hazards and implementing controls to reduce or eliminate these hazards form the basis of many workplace Standards, Regulations and Government Acts.

The responsibility to maintain “Working at Heights” equipment is a critical component of workplace safety. Here’s a summary of key points to consider ensuring compliance and safety:

- 1. Duty of Care:** Under the WHS Act 2011, Persons Conducting a Business or Undertaking (PCBU) have an obligation to prevent injury or harm to all workers, contractors, and visitors. This includes the identification of workplace hazards and implementing appropriate controls.
- 2. Increase in Equipment Installation:** With growing awareness, there has been a significant increase in the installation of permanent “Working at Heights” equipment to provide improved maintenance of building structures such as:
  - Safety lines (static lines)
  - Anchor points and abseiling solutions
  - Handrails and walkways
  - Ladders, stairs, gantries, etc
  - Fall protection equipment
- 3. Maintenance Responsibility:** Installing height safety equipment is only part of the safety obligation. Maintaining this equipment in good and serviceable condition is equally important.
- 4. Inspection Requirements:**
  - Inspections must be carried out by a competent person.
  - Equipment must be inspected and recertified periodically in accordance with the Australian Standards and manufacturers requirements. Inspections might be required more frequently depending on site conditions or state regulations.
- 5. Standards and Regulations:** The requirements for regular inspections are in line with Australian Standards, which dictate the maintenance and inspection protocols for height safety equipment.

By adhering to these guidelines, organisations can ensure they meet their workplace safety obligations and protect their employees, contractors, and visitors from potential hazards associated with working at heights.

The purpose of this document is to provide an assessment tool of the site and the rectification capability during inspections.

YES/NO

### Site documentation of the access and height safety systems

- Does the site PCBU have the System Operating and Maintenance Manuals and system Certification documentation to provide to the Recertification Technicians and all users of the system?
- › These documents should contain the following information:
    - » System layout identifying areas of building or structure that will be accessed by the safety system, e.g. anchorage plan or rigging layout.
    - » Identified “no-go” zones, such as fragile surfaces or telecommunication equipment
    - » System manufacturer, component identification, and rating
    - » System user instruction and competency requirements
    - » System specific PPE requirements such as specific lanyard lengths.
    - » Inspection and certification period
    - » Engineering certification of any structure that will be used as a part of the safety system
- Does the site PCBU have the most recent compliance inspection report showing the status of the systems. The maximum period under Australian Standards are as follows (specific manufacturer’s instructions may require inspections more frequently):
- › For Harnesses, ropes, lanyards, connectors, etc in the past 6 months
  - › For anchor points, safety lines, rail systems, in the past 12 months
  - › For ladders, stairs, gantries, handrails, walkways, etc in the past 5 years?

### Access to the height safety systems

- Is there safe access to the system?
- Can the height safety system be reached safely, e.g. via anchor points, safety line, etc?
- Are all systems free from any visible damage that would prevent safe access to the areas to be inspected or of the roof structure?
- Is the layout and/or rigging plan suitable for the required tasks? (such as gutter access)
- Are all paths to the system free from any fall hazards, e.g. brittle surfaces, translucent roofs, skylights, change in roof levels, voids, etc
- Is the building or structure used to access the height safety systems unchanged since the last compliance inspection, e.g. solar systems, extensions, etc?
- Have the access and height safety systems been periodically cleaned and maintained?

### Identification of the access and height safety systems

- Is there a compliance plate/permanent label displayed at each entry point to the height safety system?
- Is the compliance plate made from tamper-resistant material and installed to retain the information in legible condition?

YES/NO

- Does the compliance plate include the following required information. Is each requirement on the Compliance Sign:
- › The manufacturers name
  - › The installers name
  - › The installation date
  - › The system certifiers name
  - › A statement of the system's conformance to this Standard and its installation in accordance with its manufacturer's instructions; and
  - › Where regular inspection/testing of the installation is required, the date of inspection and the next inspection due date or the current 'until' date.
  - › Additional Requirements for anchorage points and safety line systems:
    - » The load capacity of each device, e.g. 15kN, 21kN, etc, OR
    - » The maximum number of people allowed on any one anchorage point or on the safety line systems at the same time
- › Servicing requirements and instructions, together with inspection and servicing intervals and the dates on which they are to be carried out.

### Compliance Inspections

- Have you reviewed the Safe Work Method Statement (SWMS) to ensure that it adequately controls the risks associated with your site?
- Does the contractor coming on site have suitable public liability and professional liability insurance?
- Are the Recertification Technicians trained to work at height?
- Have the Recertification Technicians received all relevant information, instruction, permits etc relevant to the site, buildings, areas they will be inspecting, or working on?
- Are the weather conditions appropriate for the work being carried out?
- Are the Recertification Technicians trained and experienced in the inspection of all components of the access & height safety systems at your site?
- Are the Recertification Technicians wearing suitable clothing, footwear and personal protective equipment for the tasks they will be performing?
- Is there a communication method for people working at heights on your site to communicate in the event of an emergency, e.g. mobile phone, walkie talkies, etc?
- Is the equipment the Recertification Technicians using in current test/inspection/calibration date?
- Have appropriate exclusion zones been established?
- Is the risk of falling tools or other objects being adequately controlled?
- Is adequate supervision of any person working at height being provided?
- Upon completion of the compliance inspection, have all assets been tagged as being compliant or out of service (defective)?

If you answered no to any of the questions above, please contact RISSafety as your partners in all access and height safety system requirements to keep your workers, contractors, visitors and everyone else safe on your site when they may be exposed to a fall from heights on your site.