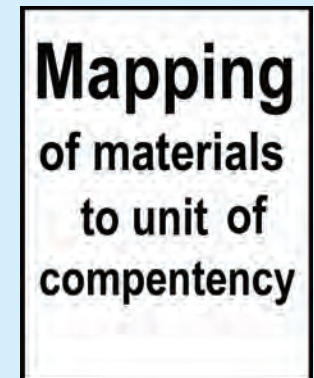
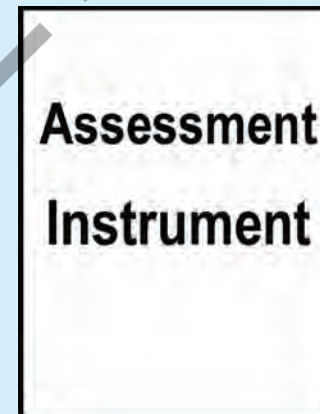
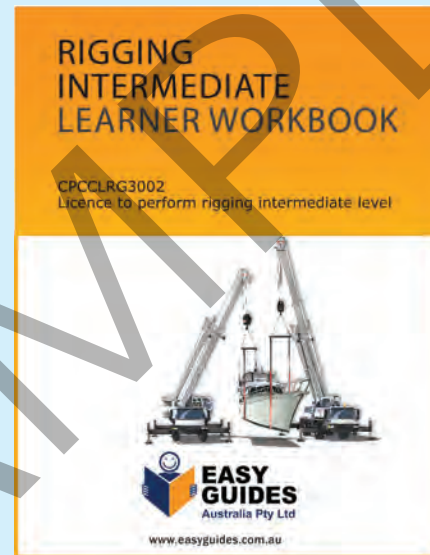


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LEARNER GUIDE



Work Safely at Heights

Training support material for:

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Introduction to Work safely at heights



What is working safely at heights?

There are lots of dangers when you work at heights. Every year lots of people are injured or killed. Some injuries are from people falling. Some are from people dropping tools or equipment on other people below.

In this course you will learn the risks (dangers) of working at heights. You will learn the best way to control the risk to make sure everyone is safe.



PCBU/Employer's duty of care

The PCBU must:

- Provide a safe workplace
- Train workers and make sure they know what to do on the job
- Try to get rid of risks, or find ways to minimise risks
- Tell workers about any hazards or risks.
Workers must know what to do in an emergency.
- Have a workplace safety plan. For example, workers should be trained in the use of fire fighting equipment and first aid equipment.

Penalties

If you are a PCBU/employer or a worker, the government can fine you or even imprison you for failing your duty of care.



Safety at work



QUESTION 23

Risk means how likely it is somebody may be hurt or killed by a hazard.

What questions do you need to ask when assessing the risk?

What controls are in place?



Do the controls work?



Can you do it a safer way?



Working at heights



Working at heights

Every year many people are hurt or injured while working at heights. The biggest risks are falls, or tools and equipment being dropped on someone.

This section explains the types of work people do at heights. It also explains the types of hazards and controls you must think about when working at heights.



QUESTION 25

What are some other types of work people might do at heights?

Pest control



Prune trees or shrubs



Painting, plumbing or electrical work



Building and construction



...CONTINUES ON NEXT PAGE

QUESTION 25

...CONTINUED FROM PREVIOUS PAGE

What are some other types of work people might do at heights?

Removal of branches, leaves or balls



Working on mezzanine floors



Telecommunications



QUESTION 27

When you fall, you can be injured or killed from the force of stopping (like hitting the ground), or from hitting something as you fall.

What is a safe distance to fall?

There is no safe distance. People can be hurt or killed by falls from a small height. The further you fall, the more likely it is that you will be hurt or killed.



QUESTION 28

When do you need to use a fall prevention system?

When there is a chance someone could get injured by falling. Even if they could only fall a small distance you must think of ways to eliminate or reduce the risk.



This is the law. For more information see the 'How to Prevent Falls at Workplaces' national code of practice on the Easy Guides Trainer's Resource.

Prevention of falls hierarchy of control measures



Prevention of falls hierarchy of control measures

If there is a risk someone could fall, you need to try and get rid of the risk.
If you can't get rid of the risk, then you need to reduce the risk as much as you can.

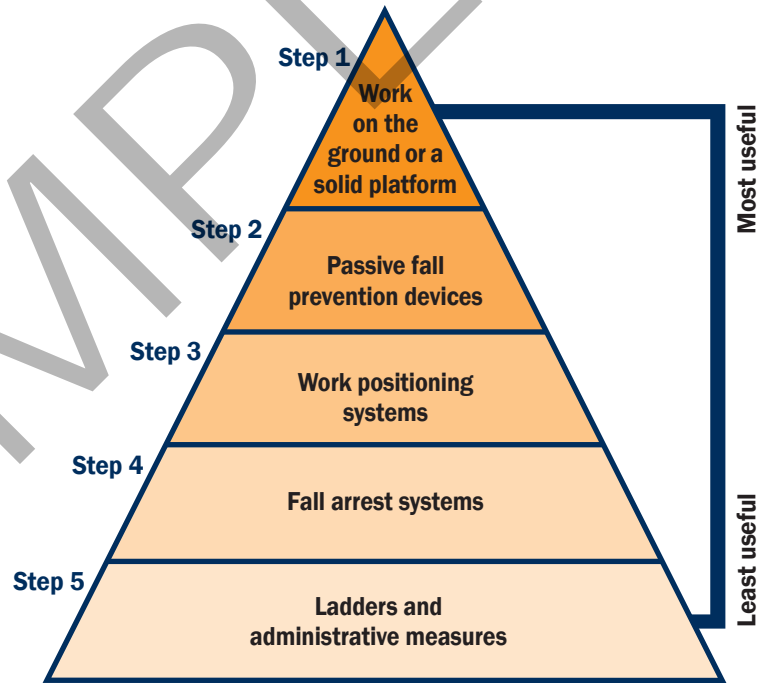
**You must follow some steps when you plan how to get rid of or reduce the fall risk.
This is the law.**



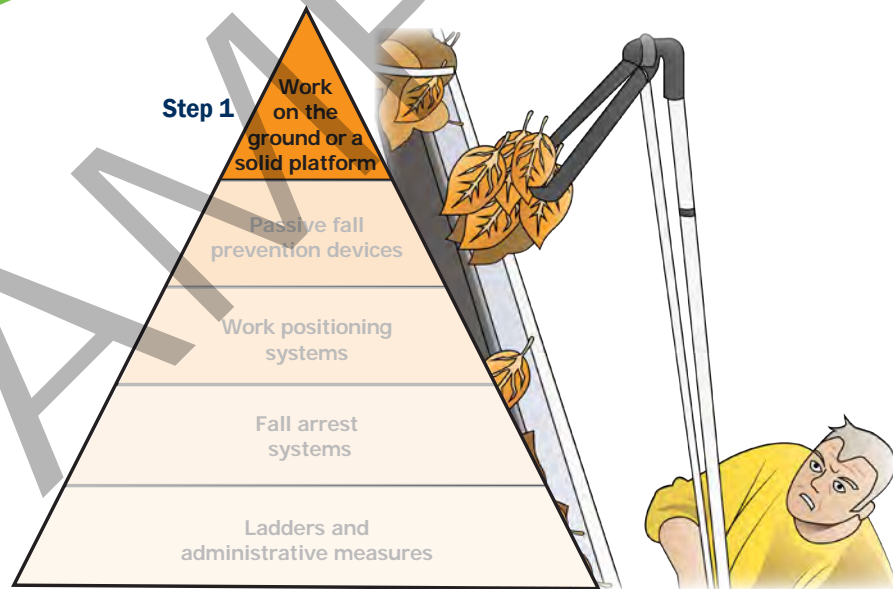
If you don't follow the steps in the right order you could be taken to court. You could be punished by a judge.

It is important that you have thought about these steps before you start any work.

The steps are called the **Prevention of Falls Hierarchy of Control Measures**.



Step 1 - Work on the ground or a solid platform



Step 1 – Work on the ground or a solid platform

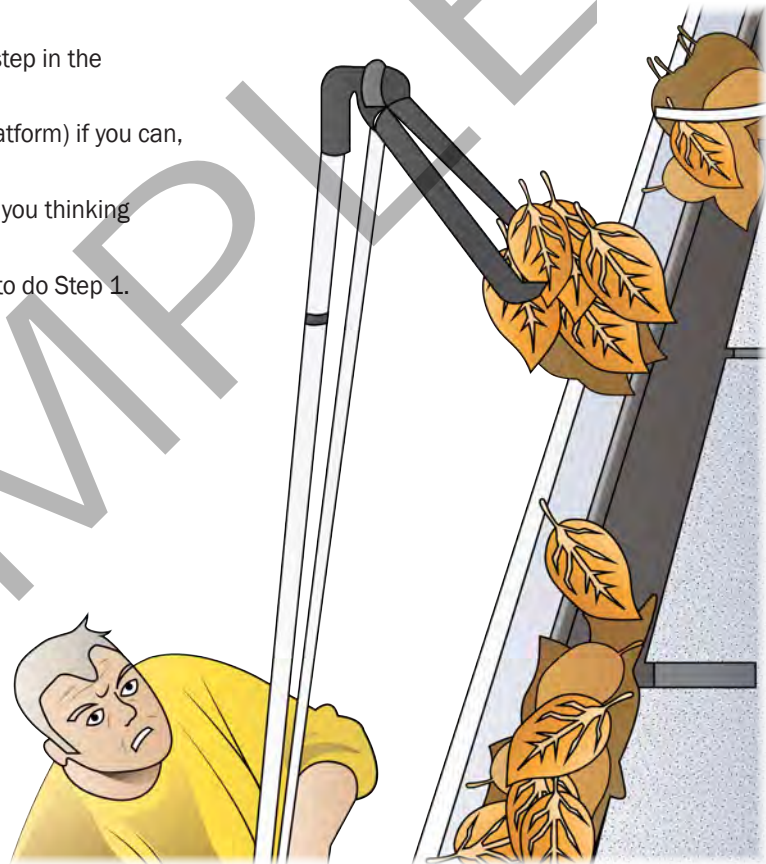
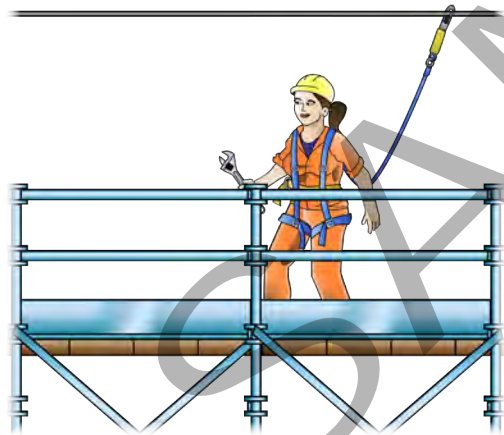
Step 1 is to work on the ground or a solid platform.

You should always do Step 1 if you can. This is the first step in the Prevention of Falls Hierarchy.

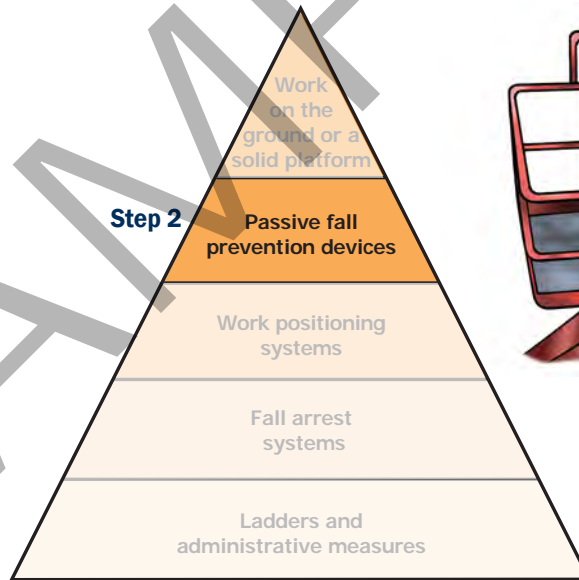
The law says you must work on the ground (or a solid platform) if you can, instead of working up high.

This chapter tells you what a solid platform is, and gets you thinking about ways to do the work from the ground.

You should only ever move to Step 2 if it is not possible to do Step 1.



Step 2 - Passive fall prevention devices



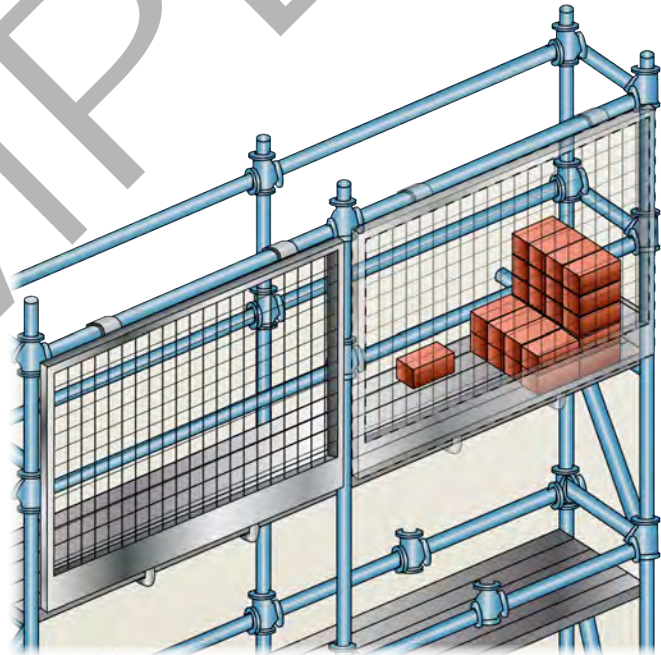
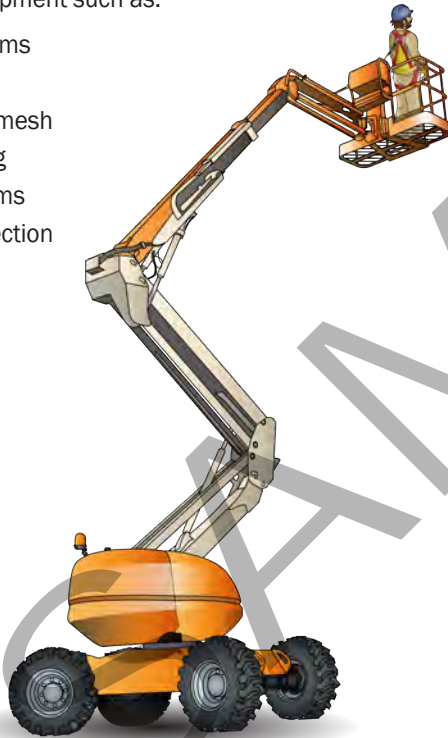
Step 2 – Passive fall prevention devices

If you can not use Step 1, you can move to Step 2 - Passive fall prevention devices.

Passive fall prevention devices are pieces of equipment which stop you from being able to fall.

It includes equipment such as:

- Work platforms
- Scaffolding
- Roof safety mesh
- Guard railing
- Step platforms
- Trench protection
- Work boxes.



QUESTION 52

Passive fall prevention equipment stops you from being able to fall from an edge or through a hole.

Name some passive fall prevention devices.

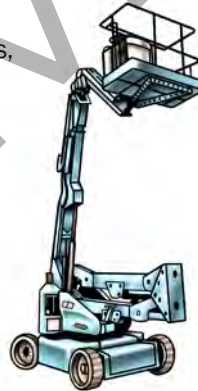
Perimeter screens



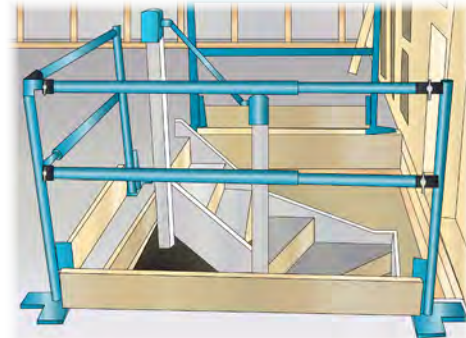
Scaffolds



Temporary work platforms – such as scissor lifts, cherry-pickers, workboxes, or EWPs.



Guard railing



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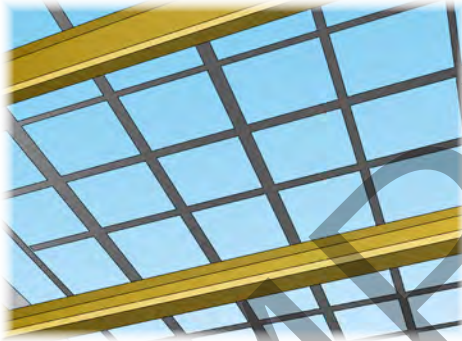
QUESTION 52

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Passive fall prevention equipment stops you from being able to fall from an edge or through a hole.

Name some passive fall prevention devices.

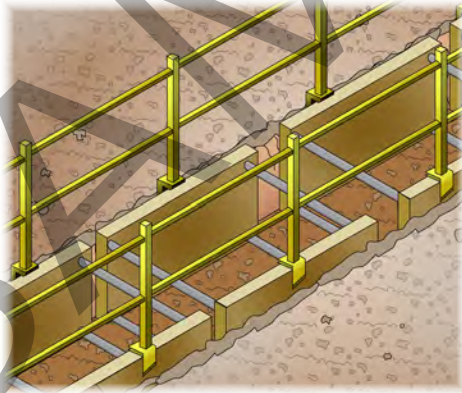
Roof safety mesh



Step platforms



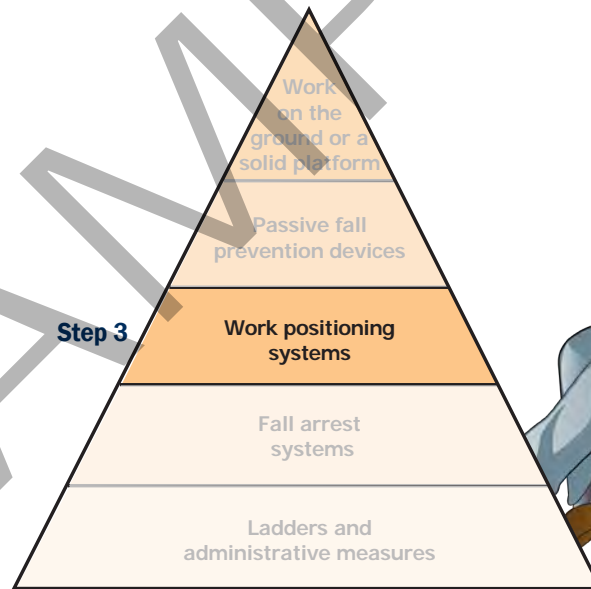
Trench protection



Workboxes



Step 3 - Work positioning systems



Step 3 – Work positioning systems

If you can not use Step 1 or 2, you can move on to Step 3 - work positioning systems.

A work positioning system keeps you supported and safe while you are working.

There are two types of work positioning systems.

1. Industrial rope access systems.
2. Travel restraint systems.



QUESTION 70

What are the two (2) types of work positioning systems?

1. Industrial rope access system.



2. Travel restraint system.



QUESTION 71

What is an industrial rope access system?

Who is allowed to use it?

It is a system of ropes used to gain access to an area. You can only use it if you have successfully completed a competency based course.



QUESTION 72

What is a travel restraint system?

You wear a harness which is connected to a lanyard. The lanyard is anchored to stop you going near an edge where you could fall.

Sometimes the lanyard is anchored from a single anchor point, and sometimes from a static line.

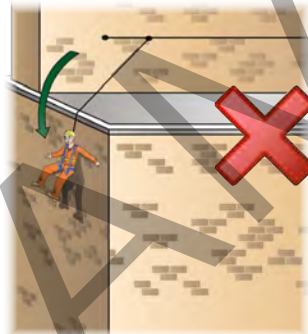
The most important thing about a travel restraint system is that you **cannot reach an edge where you could fall.**



QUESTION 73

How do you safely set up a restraint system?

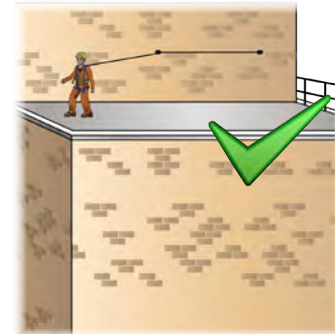
Before you start work.



If you set up a restraint line incorrectly you could fall and be injured or killed.



If you use a single anchor point make sure the restraint line is not long enough that you could fall.



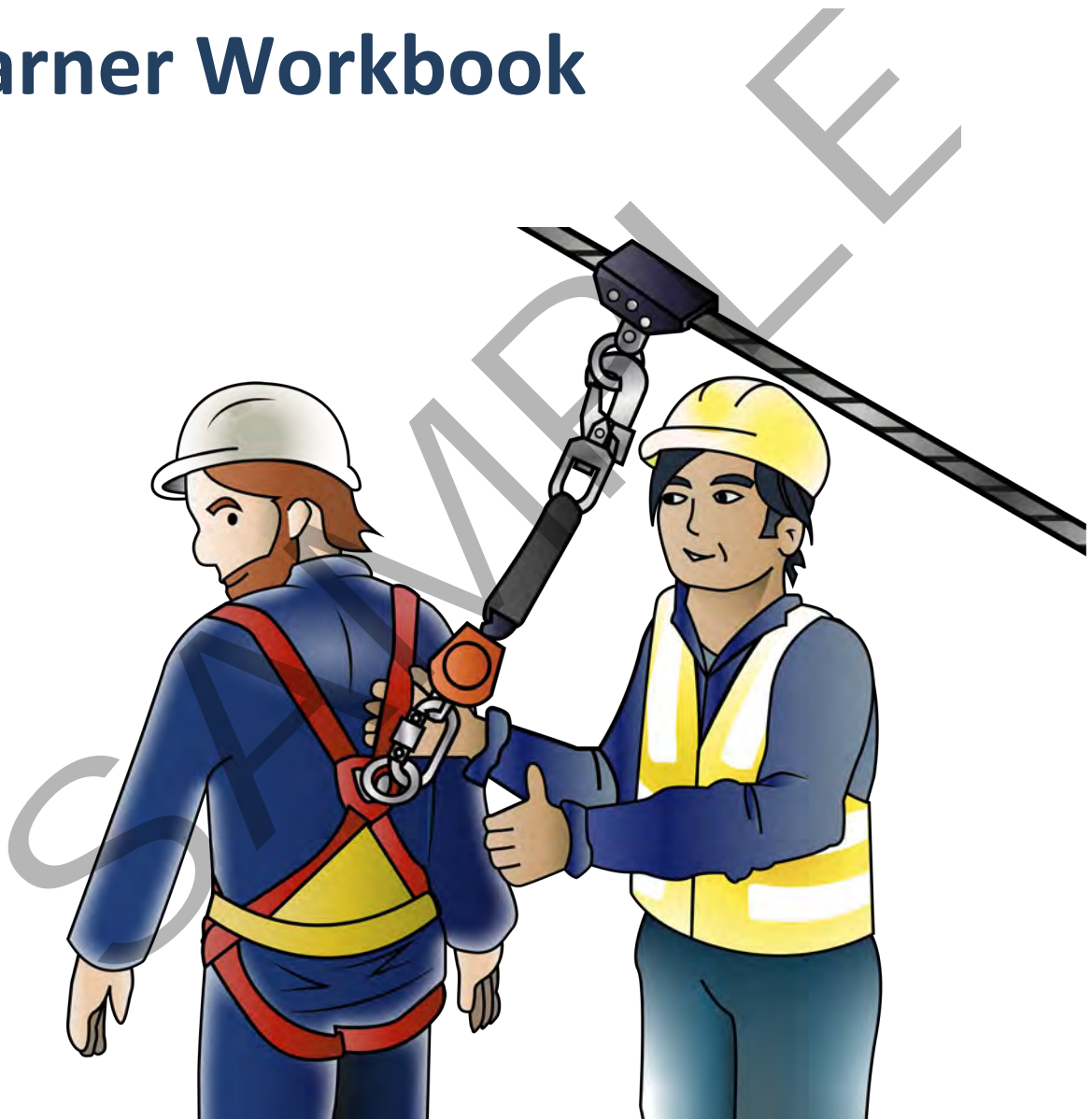
If you use a static line make sure that you can't reach an edge anywhere along the static line.

Work Safely at Heights

CPCCCM2012

Work Safely at Heights

Learner Workbook



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Practical Task 2.....	45
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Score for Knowledge Assessment.....	49
Score for Practical Evidence Tasks.....	50

SAMPLE

Safely at work

Chapter review questions

The following questions can be done in two ways:

- 1) In a group using the Work safely at heights multimedia presentation. The questions will follow the same format as the learner guide. The questions can be answered through discussion or in writing.
- 2) Individually. An individual learner can answer the questions using the learner guide. After reading each question the learner can write the answer from the information in the learner guide.



QUESTION 1

A PCBU (employer) has a duty of care under the WHS Act. What does the law say the PCBU's duty of care is?

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QUESTION 2

A worker (employee) has a duty of care under the WHS Act. What does the law say the employee's duty of care is?

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QUESTION 3

What can happen to an employer or employee who fails their duty of care?

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QUESTION 4

Before you start work on a site, what paperwork might you need to fill out?

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QUESTION 5

You need to communicate with people on a work site (such as WHS/OHS reps) before you start work. Why do you think it is important to do this?

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QUESTION 6

What are some ways you can find information about the site and the type of work you will be doing?

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QUESTION 7

You are about to start working. Other than site hazards, what things must you think about when planning the task?

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QUESTION 8

What are some ways you can communicate and give information to other workmates on a site?

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Working at heights

Chapter review questions



QUESTION 28

Lots of items need to be put up or fixed at heights. What are some of these?

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QUESTION 29

What are some other types of work people might do at heights?

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QUESTION 30

What are some of the hazards when working at heights?

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QUESTION 31

When you fall, you can be injured or killed from the force of stopping (like hitting the ground), or from hitting something as you fall. What is a safe distance to fall?

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QUESTION 32

When do you need to use a fall prevention system?

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QUESTION 33 (A)

Even if you can't fall very far you must think of ways to work safer. You are putting up plaster using stilts. How can you do this job more safely?

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QUESTION 33 (B)

You are working on some pipes on the top rung of a step ladder. How can you do this job more safely?

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QUESTION 34

If you jumped from a height of 1.5 metres you may not get injured. If you fell from a height of 1.5 metres you would probably get injured. Why is this?

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QUESTION 35

You need to do a job working at heights. Why do you need to check the rules for your worksite?

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QUESTION 36

Why do you need to be careful when you are working next to a trench or opening?

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Prevention of falls hierarchy of control measures

You must follow some steps when you plan how to get rid of or reduce the fall risk.



Step 1: Work on the ground or a solid platform.

Think of ways to do the job without working up high. This eliminates the chance of falling.

Step 2: Passive fall prevention devices.

Use equipment that totally stops you from being able to fall. For example, guard railing, roof safety mesh, edge protection and work platforms.

Step 3: Work positioning systems

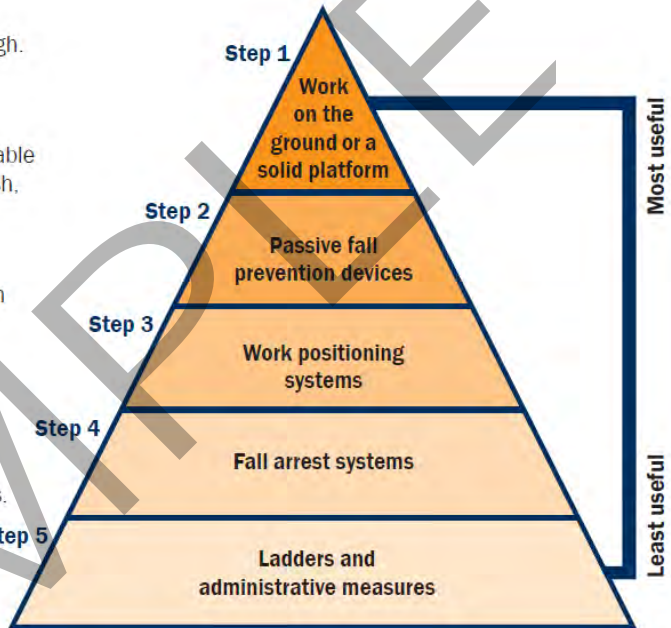
Use equipment to position the person so they can do the work safely. This includes travel restraint systems and industrial rope access systems.

Step 4: Fall arrest systems

These systems are designed to 'catch' or stop you if you fall. They include catch platforms, industrial safety nets and safety harness systems.

Step 5: Ladders and administrative measures

Working from ladders, or using different ways to do the work are last on the list of controls.



The pyramid shows the five steps in the 'Prevention of falls hierarchy' in order from the best choice of control to the last.

Step 1 – Work on the ground or a solid platform

Chapter review questions

QUESTION 53

The first step in the working from heights hierarchy of controls is 'work on the ground or a solid platform'. What must a 'solid platform' have?

.....

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QUESTION 54

Think about the following types of work. How could you do the work from the ground?

- Get a ball out of a gutter
- Pruning hedges or trees
- Removing leaves from a gutter
- Install an air conditioner
- Inspect a roof for pests

QUESTION 55

What is a fall protection cover?

QUESTION 56

How strong should a fall protection cover be?

QUESTION 57

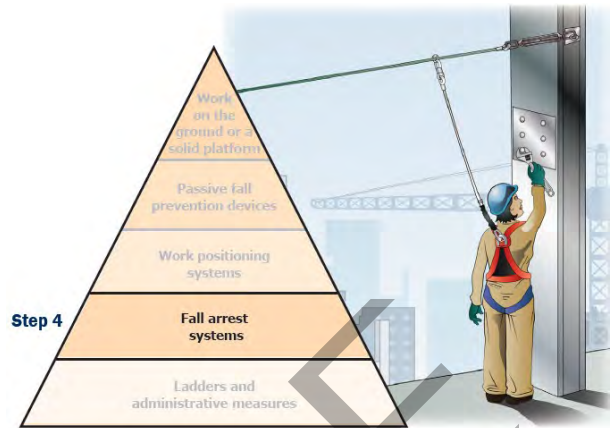
Can you work on a fall protection cover made of steel mesh?

QUESTION 58

Why do you need a sign on a fall protection cover? What should it say?

Step 4 – Fall arrest systems

Chapter review questions



QUESTION 84

What type of equipment makes up a fall arrest system?

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QUESTION 85

You are going to use a fall arrest system. What safety concerns do you need to think about?

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QUESTION 86

What is an industrial safety net?

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QUESTION 87

What are some problems or situations that can stop you from using a safety net?

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QUESTION 138

What does the 'pelvic strap' on your harness do?

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QUESTION 139

Why should your harness fit and be adjusted properly?

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QUESTION 140

What is the correct method of fitting a full body harness?

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QUESTION 141

What is the 'open hand – closed hand' method of adjusting your leg straps on your harness?

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QUESTION 142

What type of carabiner must be used when attaching a lanyard to a harness?

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QUESTION 143

Why must you re-check and adjust your fall equipment while you work?

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QUESTION 144

You have found some unsafe equipment that is damaged or worn. What do you have to do?

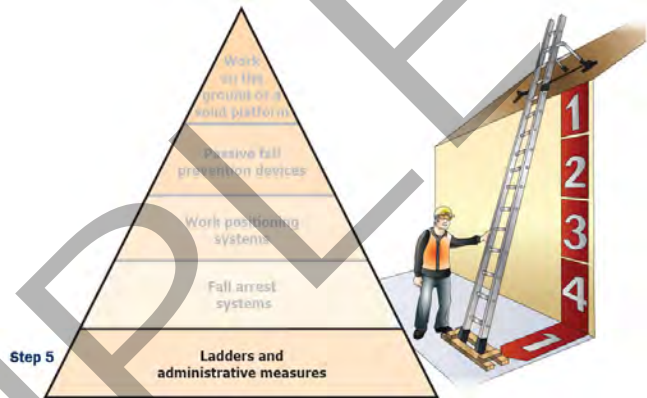
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Step 5 – Ladders and administrative measures

Chapter review questions



QUESTION 145

What are some safety problems that stop you from using a ladder?

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QUESTION 146

What sort of ladder would you use for electrical work?

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QUESTION 147

If you use a ladder, the employer must reduce the risk of a fall. What 3 things does the law say the employer must make sure of?

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QUESTION 148

When you set up a ladder, you must stop it from slipping. What things do you need to do?

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QUESTION 149

What is the safest way to get tools to the top of a ladder?

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QUESTION 150

How do you safely climb a ladder?

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QUESTION 151

What are some things it is not safe to do when using a ladder?

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QUESTION 152

What are some types of administrative measures you could use to keep people safe when working from heights?

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SAMPLE

QUESTION 153

How does a no go area keep people safe?

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QUESTION 154

How can a permit system keep you safe?

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QUESTION 155

How can organising when the work gets done keep people safe?

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QUESTION 156

What other administrative measures (safe work procedures) can you think of that help keep people safe? Use examples not already mentioned in this guide.

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QUESTION 157

You are using administrative controls as the only way of controlling a fall hazard which is 2 metres high. Why do you need to document this?

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Clean up

Chapter review questions



QUESTION 158

When removing scaffolding, what hazards do you need to plan for?

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QUESTION 159

Where should you store your harness fall protection equipment?

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QUESTION 160

Why it is important to make sure your fall protection equipment is clean after use?

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QUESTION 161

You have finished working. What do you have to do to clean up the site?

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Practical task 1 – Work requirements, procedures and instructions

Welcome to the first practical task section of this pack. The practical tasks help you practise planning, and doing work at heights.

In this task you will work in small groups to plan for working safely at heights. Your trainer will give you a description of work, for example painting an area at heights, using acrylic paints, using degreaser, paint brushes and rollers.

Your trainer will show you the area where the work would be performed. It will be a high area, most likely the area where you will do your heights safety training.

In small groups you will complete the 'Work requirements, procedures and instructions' worksheet, and discuss the results as a class.

Once you've discussed the results, fill out the JSA or SWMS your trainer will give you.

What you need for this task

- Description of work
- Tour of the work area
- Pen
- Paper
- Work requirements, procedures and instructions worksheet
- SWMS or JSA (the trainer will choose which one)

How to do this task

1. Think about the type of work, and the height you will be working from.
2. In your group answer the questions on the 'Work requirements, procedures and Instructions' worksheet.
3. When you finish the worksheet, you will discuss the results as a class
4. Finally, fill out the SWMS or JSA your teacher has given you.



Job safety analysis worksheet

Company name:		Date:		JSA no.	
Site name:		Permit to work requirement:	Yes / No		
Contractor:		Approved by:			
Activity:					

Activity	Hazards	Risk control measures	Who is responsible?
List the tasks for the job in order.	Next to each task list the hazards that could injure someone.	List the control measures you will use to lower the danger.	Write the name of the person who will set up the hazard controls.

Practical task 2 – Working at Heights Rescue Plan

In this task you will work in a group of 3-4 to write a Working at Heights Rescue Plan. Your plan must let you rescue someone who has fallen in under 5 minutes. As part of this plan you will also need to inspect fall arrest equipment, inspect anchor points and/or static lines, and recommend the best course of action if something does not pass your checks.

For the purposes of this task you will assume that workers will be connected to a harness fall arrest system. Each person in the group must take on part of the responsibility for the rescue. Each section of the rescue plan must be filled out, and the rescue planned so that it takes less than 5 minutes to execute.

What you need for this task

- Tour of the work area
- Pen
- Paper
- Working at Heights Rescue Plan Template
- Working at heights and rescue equipment (this may be static lines, lanyards, harnesses, inertia reels, energy absorbers, etc. Your trainer will advise what is available)

How to do this task

1. Starting at the top of the rescue plan fill out the job details, type of work and workers details. For this exercise you can be a rescuer and a worker.
2. Work out who will be in charge of what part of the rescue. In some cases the same person can be responsible for a couple of things. For example the person responsible for calling the ambulance, can also administer first aid once the person has been rescued.
3. In the rescue tasks, fill out each section and work out how much time each step would take. Add up all the steps and make sure your plan can be achieved in less than 5 minutes.
4. Conduct pre-work inspections of all the equipment that will be used in working from heights. This should include the harness, lanyard, energy absorber, anchor points, static lines etc.
5. Discuss the First Aid and Treatment requirements, and make sure all workers are aware of the correct treatments.
6. Put your harness on and make sure it is fitted correctly. Check the other members of your team.
7. Do the final checks and have your trainer sign off for approval.

Practical task 3 – Work at Heights

This task must be done under the direct supervision of your trainer

You have already planned for the type of work you will be doing and looked at the work area. You have worked out what tools and equipment you need to do the work, and done a rescue plan. You have inspected your heights safety equipment.

In this task you will safely move the tools and equipment to the work area. You will check your safety systems, and make sure they are working and adjusted properly. You need to position the tools and equipment where they are safe and cannot fall. Once you've done this you will pack up, clean the work site, and properly store all tools and equipment.

What you need for this task

- Completed Working from Heights Rescue Plan (if connecting to a fall arrest system).
- Completed SWMS or JSA
- Description of work
- Tools and equipment (These will be supplied by your trainer. The actual equipment will vary depending on the type of work you are doing. Eg: paint drums and rollers if you are painting.)
- Working at heights and rescue equipment (This may be static lines, lanyards, harnesses, inertia reels, energy absorbers, etc. Your trainer will advise what is available.)

How to do this task

1. Get the tools and equipment you will use ready to move to the work area.
 2. Organise your heights rescue equipment (if connecting to a fall arrest system).
 3. Move the tools and equipment to the heights work area. Make sure you practice safe manual handling practices.
 4. Position tools and equipment in a safe location while at heights. Be careful when passing tools to others.
 5. Check your safety systems. For example: You may need to check your static line, check tension of the harness or check guard rails or scaffolding components.
 6. Pack up the work area making sure to account for all tools and equipment taken to the area.
 7. Safely bring the tools and equipment down.
 8. Pack up tools and equipment. Your trainer will tell you the right location for the tools and equipment you are using.
-

Score for Knowledge Assessment

Work safely at heights CPCCCM2012



Knowledge Assessment	
Correct answers:	_____ / 161
PASS	130+ answers correct
Percentage:	
Result (circle):	Satisfactory Not satisfactory
Trainer/supervisor name:	
Trainer/supervisor ID:	
Signature:	
Student name:	
Student ID	
Student signature:	

Assessor comments to clarify assessment results:

.....

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If you have any questions about your results, speak to your trainer/supervisor.

Score for Practical Tasks

Practical Assessment Tasks		
Practical Task 1	Satisfactory	Not yet satisfactory
Practical Task 2	Satisfactory	Not yet satisfactory
Practical Task 3	Satisfactory	Not yet satisfactory
PASS – All tasks must be completed to a satisfactory level.	Satisfactory	Not yet satisfactory


Assessor comments to clarify assessment results:

.....

.....

If you have any questions about your results, speak to your trainer/supervisor.

Successful completion of course

If course delivered by a company	If course delivered by a registered training organisation (RTO)
<p>You will receive a Statement of Satisfactory Completion if your assessment is successful. You may also receive a convenient business sized card with the relevant company details to keep as proof of competency.</p> 	<p>You will receive a Statement of Attainment if your assessment is successful. You may also receive a convenient business sized card with the RTO's relevant details to keep as proof of competency.</p> 