

WORKING AT HEIGHTS: MAINTENANCE AND CLEANING STAFF - CHW

POLICY AND PROCEDURE[®]

DOCUMENT SUMMARY/KEY POINTS

- This policy and procedure has been developed in reference to the requirements of:
 - Height Safety to AS1891
 - Work Health & Safety, Act 2011
 - Work Health & Safety Regulation, Act 2011
 - Code of Practice Safe work on roofs – Part 1 – 1993
 - Code of Practice Safe work on roofs – Part 2 – 1995
 - Code of Practice Safety Line Systems – 1995
- All persons working at heights must be fully qualified and trained for working at heights.
- If a staff member, contractor or object falls from a height during works, the incident must be reported through the Accident and Incident Reporting System (IIMS).
- In addition it must be reported to the Engineer for review of compliance with policy.
- Designated Persons are responsible for compliance with the obligations imposed by this policy and relevant regulations.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure & Guideline Committee	Maintenance & Cleaning Services Management
Date Effective:	1 st April 2022	Review Period: 3 years
Team Leader:	Chief Engineer	Area/Dept: Maintenance Department CHW

CHANGE SUMMARY

- Minor changes to document.

READ ACKNOWLEDGEMENT

- All Maintenance and Domestic Services and Managed Contractors are to read and acknowledge this document.
- Managers are responsible to ensure staff have an adequate understanding of this document.

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1 Introduction

The Children's Hospital at Westmead (CHW) is committed to minimising risks associated with the requirement for employees and contractors to work at heights. The Hospital has an obligation under the WH&S Act 2011 for the health, welfare and safety of those employed within and visiting its facility using a risk management approach.

The primary risks associated with working at heights are persons and objects falling and safe access to all work areas. This policy and procedure provides the minimum requirement for all working at height activities conducted within the facility.

2 Definitions

Working at Heights

Working at heights is defined as any activity undertaken while working at ANY height where there is a risk of a person falling.

Contractor

For the purposes of this policy and procedure a contractor is any person engaged by the Hospital to perform work for gain or reward other than an employee.

Designated Person

Site Engineer's / Managers, self-employed persons and principal contractors.

Employee

For the purpose of this policy and procedure, employee refers to an individual who works under a contract of employment or apprenticeship at CHW.

3 Policy

- All persons working within the Children's Hospital at Westmead must comply with all relevant SafeWork NSW Codes of Practice.
- All work shall be carried out in compliance with the appropriate Australian Standards and Regulations.
- All equipment used shall be certified and in good working order.
- All persons working at heights must be fully qualified and trained for working at heights.
- Prior to work being commenced a risk assessment on tasks involved, shall be carried out.

3.1 Policy Indicator

- There will be NIL falls from heights. This will be monitored through the Accident and Incident Reporting System (IIMS).
- There will be 100% compliance with procedures. This will be monitored by auditing the log book to ensure that risk assessments and risk control measures are carried out and recorded for all work at heights undertaken by employees or contractors.

3.2 Adverse Event Reporting

- If a staff member, contractor or object falls from a height during works, the incident must be reported through the Accident and Incident Reporting System (IIMS). In addition it must be reported to the Engineer for review of compliance with policy.
- If a staff member or contractor does not follow the procedures as outlined in this policy, the incident must be reported to the Engineer for action, review and compliance with policy.

4 Responsibilities

Designated Persons

Designated Persons are responsible for compliance with the obligations imposed by this policy and relevant regulations. They need to ensure that:

- Employees or contractors working at heights comply with this procedure.
- Where an employee or contractor is required to supervise any activity, which involves working at heights, the Designated Person is responsible for ensuring that delegated safety responsibilities are fulfilled and that appropriate supervision is provided.
- All work at heights undertaken by employees/contractors under their control is recorded.
- All work at heights is only undertaken by trained/qualified employees/contractors.

Employees

Whilst undertaking any activity, which involves working at heights, employees are required to do so in a manner, which does not adversely affect their own health and safety, or that of others. They must:

- Immediately report to the Designated Person any matter, which may affect their own or other's health and safety.
- Must wear personnel protective equipment as required and;
- Ensure that they have the correct training required in order to safely gain access to, work on and exit the work area. **Note:** current practice is to obtain training from Professional Association of Climbing Instructors Pty Ltd to obtain competency in **Working At Heights (General Construction & Maintenance)**.
- Training in accordance with Height Safety to AS1891.

5 Procedures

5.1 Recording

All working at heights to be carried out by employees or contractors must be recorded prior to works commencing. A log book is to be filled out and must be signed by a Children's Hospital at Westmead Designated Person (Engineer / Manager or delegated person).

5.2 Monitoring

The Designated Person will monitor the implementation and effectiveness of this procedure.

5.3 Assessment

The Designated Person will ensure that a suitable and sufficient Working at Heights Project Risk Assessment is conducted for all work at height under their management.

Assessments must be completed with the participation of employees or contractors required to work at heights and relevant consideration of professionals where appropriate.

The completed Working at Heights Project Risk Assessment and any additional information shall be recorded. The risk assessment must be revised whenever there is evidence to indicate that it is no longer valid or at least every three years. A copy of all working at heights risk assessments must be retained.

5.4 Control Measures

The Working at Heights Project Risk Assessment must indicate what control measures are to be used to minimize potential for injury to employees or damage to plant and equipment. Control measures shall be selected in accordance with the hierarchy of control this is, (in priority order):

- Elimination
- Substitution
- Isolation
- Engineering
- Administration and
- Personal protective equipment.

It may be necessary to use a combination of control measures to eliminate or minimise the risk. The use of personal protective equipment as a control measure shall be limited to situations where other controls are not practicable or where personal protective equipment is used in conjunction with other measures to increase protection.

The type of equipment which may be used when working at heights to minimise risk include things such as:

- Scaffolding
- Fixed work platform
- Mobile work platform
- Step ladder
- Safety harness, fall arrestor
- Hard hat
- Toe boards
- Waist high barriers

The Designated Person shall review all control actions recommended as a result of the risk assessment. The Designated Person is responsible for verifying that controls have been implemented and that risks have been minimised.

5.5 Restricted Access

All areas, where work is being carried out at height and there is a risk to people from falling objects, shall be as far as practicable barricaded and conspicuously marked”

“Keep Clear – Working at Heights. Beware of Falling Objects”.

5.6 Scaffolding, Platforms, Ladders, Trestles, Harnesses

Equipment used in work at heights must conform to appropriate Australian Standards, operators/users of such equipment where applicable must be SafeWork NSW accredited.

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