

# ILLUSIONS AUSTRALIA

## SAFE WORK PROCEDURE

### SWP 086 – WORKING AT HEIGHTS

#### 1. PURPOSE AND SCOPE

Minimum requirements for work where a person could fall from one level to another at Illusions Australia.

Applies to work from ladders, scaffolds, EWPs, roofs, structures and other elevated locations. Where construction work involves a risk of a fall of more than 2 metres, the applicable SWMS requirements must also be followed.

#### 2. AUTHORISATION AND COMPETENCY

Workers must be trained, competent and authorised for the access system and task being used.

High Risk Work licensing must be held where legally required for the plant or work involved.

Workers using fall-arrest equipment must be trained in its correct selection, fitting, connection and limitations, and an effective rescue arrangement must be in place before work starts.

#### 3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Hard hat where there is a falling-object or overhead hazard.
- Harness and compatible fall-protection equipment where required by the selected control system.
- High-visibility clothing where mobile plant or traffic is present.
- Other task-specific PPE.

#### 4. PRE-START CHECKS

Before commencing work, confirm that:

- The task has been assessed to determine whether work at height can be eliminated.
- The safest practicable access method has been selected.
- Platforms, scaffolds, EWPs, ladders or other equipment are inspected and serviceable.
- Edges, openings and fragile surfaces are identified and controlled.
- Ground/support conditions are suitable.
- Weather and lighting are acceptable.
- Falling-object risks and exclusion zones are controlled.
- Required fall-prevention or fall-arrest equipment is inspected and correctly configured.
- A rescue method is available where fall-arrest equipment is used.

#### 5. SAFE OPERATING PROCEDURE

1. Complete the task-specific risk assessment/SWMS where required.
2. Eliminate the need to work at height where reasonably practicable.

3. Where height work remains necessary, prioritise a solid construction, guardrailed platform, scaffold or EWP over personal fall-arrest.
4. Establish barriers/exclusion zones below where falling objects may endanger others.
5. Inspect the access equipment and fall-protection system before use.
6. Maintain three points of contact when climbing ladders/access systems where applicable.
7. Keep tools and materials controlled so they cannot fall.
8. Remain within guardrails or correctly connected to the approved anchorage system as required.
9. Stop work if weather, access, equipment condition or surrounding activity changes the risk.
10. On completion, descend safely and remove barriers only when the overhead hazard has ceased.

## **6. PROHIBITED PRACTICES**

Workers must not:

- Work at height without the required controls.
- Stand on chairs, boxes, pallets or makeshift platforms.
- Climb on guardrails.
- Use damaged or uninspected fall-protection equipment.
- Disconnect from a required fall-protection system while exposed to a fall risk.
- Work beneath uncontrolled overhead work.
- Throw tools or materials from height.
- Use ladders as a work platform for tasks that require a more stable system.
- Continue in unsafe wind, rain, poor visibility or other adverse conditions.

## **7. HIERARCHY OF FALL CONTROLS**

Fall prevention is preferred to fall arrest because it prevents the fall occurring.

- Eliminate work at height where possible.
- Use solid construction or passive fall prevention such as guardrails/scaffolds.
- Use work-positioning systems where appropriate.
- Use fall-arrest only where higher-order controls are not reasonably practicable and the system is properly designed.

## **8. FALL ARREST AND RESCUE**

A worker suspended after a fall requires prompt rescue; relying solely on emergency services is not an adequate work method.

- Use compatible harness, connectors and rated anchorages.
- Minimise free-fall distance and account for clearance.
- Have a practicable rescue procedure and equipment available before exposure begins.

## **9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS**

Stop for damaged access/fall equipment, unsuitable anchorage, missing guardrail, unstable ground, unsafe weather, uncontrolled falling-object risk or any change that invalidates the planned controls.

Secure the area and reassess before recommencing.

## 10. SHUTDOWN AND HOUSEKEEPING

- Remove tools/materials from height safely.
- Inspect and store harnesses/lanyards correctly.
- Remove temporary barriers only when safe.
- Report damaged equipment, near misses or changed site conditions.

## 11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

## 12. STOP WORK REQUIREMENT

Work must stop where:

- Required SWMS/risk controls are absent.
- The worker is not competent/licensed where required.
- Fall prevention or required anchorage cannot be established.
- Rescue arrangements are inadequate.
- Weather, ground or access conditions are unsafe.

**No production requirement or deadline takes priority over safe work.**

## DOCUMENT CONTROL

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