



# Scaffolding

WorkSafe has developed this publication to provide information and assistance to workplaces which use scaffolding in Western Australia.

This newsletter will assist you with identifying occupational safety and health requirements and will provide you with information on how to comply with the requirements of the Occupational Safety and Health Act 1984 and regulations.

## Scaffolding must meet Australian Standards

The Occupational Safety and Health Regulation requires scaffolding to meet the following Australian Standards

- AS/NZS 1576.1 - General requirements
- AS/NZS 1576.2 - Couplers and accessories
- AS/NZS 1576.3 - Prefabricated and tube-and-coupler scaffolding
- AS/NZS 1576.4 - Suspended scaffolding
- AS/NZS 1576.5 - Prefabricated Splithead and trestles
- AS/NZS 1576.6 - Metal tube-and-coupler scaffolding – deemed to comply with AS/NZ 1576.3
- AS 1577:1993 - Scaffold planks
- AS/NZS 4576:1995 - Guidelines for scaffolding

## Is a licence or Job Safety Analysis required?

If you are either erecting, dismantling or working on a scaffold it could involve activities defined as high risk construction work under the Occupational Safety and Health Regulations,

Under these regulations high risk construction work is any construction work where there is a risk of a person falling more than two metres. However for licensing purposes scaffolding work is defined with a four metre threshold. In some instances this means a high risk work licence may not be required to erect a scaffold as it is less than four metres high. However, a Job Safety Analysis/Safe Work Method Statement may still be required if the scaffold is higher than two metres.

For more information refer to the [General guide for scaffolds and scaffolding work](#) Safe Work Australia

## How do I use the CHECKLIST?

A checklist has been developed to assist you with identifying hazards and assessing the risk of injury or harm to persons, including employees and members of the public.

1. Use the checklist in this newsletter to inspect your workplace. You may see other hazards as you are going through – add them to the checklist.
2. Anything that you have ticked 'No' or added to the list needs to be fixed. So, look at each hazard using the table below to prioritise identified hazards.
3. If the hazard falls into 'high' or 'extreme', based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to fix it straight away. If it is 'moderate' or 'low' then plan when you will fix it.

**Risk rating table – for working out level of risk** - Use the vertical and horizontal columns to consider both the likelihood of injury or health and the consequences to work out the level of risk

Likelihood of injury or harm to health	Consequences of any injuries or harm to health			
	Insignificant eg no injuries	Moderate eg first aid	Major eg extensive injuries	Catastrophic eg death
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Risk assessment is a 'best estimate' on the basis of available information. It is important the responsible person undertaking a risk assessment has the necessary information, knowledge and experience of the work environment and work process, or such a person is involved.

## Guidance note - Falls from scaffolding

There is potential for scaffolders to fall from incomplete scaffolds during their erection and dismantling. In particular, scaffolders can be exposed to fall hazards during the placement or removal of scaffold planks, from the open sides or ends of the scaffold, and in climbing from one lift of the scaffold to the next lift.

The Commission for Occupational Safety and Health *Guidance note: Falls from scaffolding* has been adapted from guidance material published by WorkSafe Victoria and modified to reflect Western Australian terminology and practice.

This guidance note deals specifically with the erection and dismantling of typical independent scaffolds constructed from prefabricated modular scaffolding systems. It may not be appropriate for unorthodox or unusual scaffold configurations such as large birdcage scaffolds. Work practices for such scaffolds should be developed by employers on a case-by-case basis in consultation with scaffolders, safety and health representatives (where they exist) and workers who may use the scaffold to carry out their work.

- [Guidance note: Falls from scaffolding](#)

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## Incidents involving scaffolding

### Mobile scaffold collapse

A fourth year electrical apprentice suffered a broken right arm when an aluminum mobile scaffold on hire collapsed while he was working from it.

The collar locking device on the base frame was not properly engaged in the lower position to lock the threaded leg, which allowed the base frame to slip down the threaded leg causing an imbalance sufficient to topple the scaffold.

The collar locking mechanism can be a hazard if operators do not engage the lock correctly. They are progressively being phased out in favour of an adjustable leg that has a compression-locking device, which engages when a weight is applied to the assembled scaffold.

### Factors

1. Persons erecting the scaffold did not ensure the collar lock was engaged in the locked (lower) position of the base frame sleeve to the threaded leg of the castor assembly.
2. Persons erecting the scaffold were carrying out 'prescribed work' (erecting a scaffold from which a person or thing could fall more than 4 metres) and were not competent (certificated scaffolders) to perform that work.
3. Persons erecting the scaffold had no prior instruction or training in the erection of scaffolding.
4. Uncertificated persons carrying out this work must be directly supervised by a certificated scaffolder.
5. The scaffold was moved and then altered without the authority of the main contractor.

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## Scaffold mesh panel failure

A self employed plasterer sustained serious head and back injuries when he fell approximately 4.2 metres from a framed scaffold at a two storey residential construction site.

The erected scaffold had mesh panel type edge protection along the working platform. These mesh panels were attached to the guardrail posts of the scaffold by way of butt welded locating tags.

At the time of the accident the plasterer was leaning against the mesh panel when one of the locating tags snapped at the weld, creating an open edge.

### Factors to consider

- The age and condition of locating tag attachments on mesh panels
- Rust around weld areas to scaffold components
- Cracking to weld areas of scaffold components
- Maintenance of scaffold components
- Site conditions such as corrosive locations (proximity to the coast).

### Recommendations

1. Incorporate a quality control system for the delivery, return and maintenance of scaffolding.
2. Keep records of all tests, maintenance, inspections, commissioning and alterations to scaffold components.
3. Inspect scaffold from which a person or object could fall more than 4 metres is inspected by a competent person at least every 30 days.
4. Ensure that scaffold equipment for use at a workplace complies with the relevant requirements of AS/NZS 1576 parts 1 to 6.
5. Conduct a risk assessment prior to using erected scaffolding.

# Checklists

Supply and hire of scaffolding safety checklist			
	yes	no	n/a
Are the Design Registrations available for the prefabricated Frame, Modular or Tower Scaffolding that is supplied or hired			
Is the manufacturers information such as the Operator Manual, Installation Instructions, SWL and any other Safety information available			
Are maintenance records for Frame, Modular or Tower Scaffolding available onsite			
All scaffolding that is designed, manufactured imported or supplied must comply with AS/NZS 1567			

General scaffolding safety checklist			
Site address:	yes	no	n/a
<b>1. Documentation:</b>			
Is a hand over certificate available on site or such things as scaff tag			
Has steel wire mesh/ shade cloth or containment sheeting been provided where members of the public exposed to a risk of falling materials from the scaffolding			
Has steel wire mesh/ shade cloth or containment sheeting been provided where workers are exposed to a risk of falling materials from the scaffolding			
Scaffold from which a person or object could fall more than 4 metres was erected by a person who holds the appropriate High Risk Work Licence			
Scaffold from which a person or object could fall less than 4 metres was erected by a competent person			
Are procedures in place to inspect scaffolding every 30 days			
System in place to inspect the scaffolding after tradesmen have used it e.g. form workers, concreters, bricklayers, tilers			
Is a work method statement or appropriate documentation available for the management of scaffolding on site once erected			
Is there a system in place to prevent damage from loads suspended from a crane and is it recorded in SWMS			
Have tradesmen been inducted on the safe use of the scaffolding			
Scaffolding alteration is done with the consent by the main contractor			
Is signage present advising of incomplete scaffolding			
<b>2. Supporting structure:</b>			
Is the supporting structure in good condition and adequate strength/has it been assessed by a competent person/ engineers certificate obtained			
Is there a risk of the supporting structure being overloaded from other sources adequately controlled			
<b>3. Foundation/Sole boards/Base plates:</b>			
Scaffolding erected on suitable foundation/footings e.g. not adjacent to trenches, excavation, underground services, soft ground			
Base plates used are a minimum 100mm x 100mm and 6mm thick			
If on soft ground are sole boards being used to distribute the load evenly e.g. unstable ground, gaps			
Are the sole boards continuous and where ever possible support two standards. and a minimum 220mm wide			
Are the sole boards a minimum 220mm wide			
Is packing used under sole boards suitable e.g. hard wood			

## General scaffolding safety checklist

Site address:	yes	no	n/a																
Screw Jacks not to extend more than 600 mm or as per manufacturers requirements																			
<b>4. Openings in scaffolding e.g. driveways:</b>																			
System in place to prevent scaffolding being struck by vehicles and or plant e.g. concrete blocks, guards, fenders, traffic management																			
<b>5. Steel wire mesh/shade cloth/containment sheeting/signage:</b>																			
Has the scaffolding been designed for wind loading where signage is being tied to the scaffolding																			
Are the sheets adequately fixed/tied																			
Are there any rips or gaps in sheeting																			
Is there an engineer's certificate for the ties																			
Is there a minimum 50mm overlap																			
Signs on scaffolding – any engineering calculations - wind loading design																			
<b>6. Over head power lines (OHPL):</b>																			
Is the scaffolding erected close to OHPL																			
Has the OHPL been de energised																			
If the OHPL have not been de energised is there a system of work to ensure the scaffolding complies with local requirements (working close to power lines) during erection, altering, use and dismantling																			
<b>7. Mixed components:</b>																			
Are mixed components being used																			
Are they compatible																			
Engineers certificate available if required																			
<b>8. Ties:</b>																			
Have ties been installed as per manufacturers/suppliers instructions/information and AS/NZS 1576																			
System in place to monitor ties as other trades progress e.g. form workers, bricklaying, tilers etc																			
System in place to monitor ties as the structure is demolished																			
Do the ties pick up 2 standards or ledgers																			
Are single leg ties used –is relevant documentation available																			
Have 90° fittings been used (swivel fittings not to be used)																			
Are ties provided every 4m (vertically) in height																			
Are ties provided as per AS 1576 - Vertical = every 4m Horizontal = 3 <sup>rd</sup> bay																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Height of scaffolding</th> <th style="text-align: left;">Between ground and 15m</th> <th style="text-align: left;">Between 15m and 30m</th> <th style="text-align: left;">Between 30 and 45m</th> </tr> </thead> <tbody> <tr> <td>&lt; 15m</td> <td>Every 3<sup>rd</sup> standard</td> <td>-</td> <td>-</td> </tr> <tr> <td>15m – 30m</td> <td>Every 2<sup>nd</sup> standard</td> <td>Every 3<sup>rd</sup> standard</td> <td>-</td> </tr> <tr> <td>&gt; 30m</td> <td>Every standard</td> <td>Every 2<sup>nd</sup> standard</td> <td>Every 3<sup>rd</sup> standard</td> </tr> </tbody> </table>	Height of scaffolding	Between ground and 15m	Between 15m and 30m	Between 30 and 45m	< 15m	Every 3 <sup>rd</sup> standard	-	-	15m – 30m	Every 2 <sup>nd</sup> standard	Every 3 <sup>rd</sup> standard	-	> 30m	Every standard	Every 2 <sup>nd</sup> standard	Every 3 <sup>rd</sup> standard			
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Where drilled in anchors being used are engineering drawings/calculations etc available on site																			
Do the ties obstruct access along the full length of the working and access platforms																			

## General scaffolding safety checklist

Site address:	yes	no	n/a
<b>9. Temporary ladders:</b>			
Are ladders adequately secured at the top and bottom			
Is the ladder in good condition			
Are ladders no less than 1:4 or no more than 1:6 slope			
Is the ladder extended 900- 1000 mm above the landing platform			
Are temporary ladders no > 6m between successive ladder landings			
<b>10. Platforms (general):</b>			
Are platforms free from obstruction			
Are planks in good condition and a minimum 220mm wide			
Do planks overhang supports by 150-300mm			
Are planks adequately secured where they overlap			
Are loads on any given platform evenly distributed			
Is the duty of the scaffolding suitable for the task i.e. heavy, medium or light			
Is the scaffold width appropriate for the duty e.g. heavy duty 5 planks			
Are signs erected on the bays indicating duty of the bay/s (ie scaffold tag)			
Are any of the platform bays being used to stack/store materials			
Does the weight of these material exceed the rated WLL per platform bay			
Is there any materiel etc being stacked/stored above the height of the guardrail			
Is there any signage indicating scaffolding incomplete where required			
Are openings at working platform level covered and secured eg plywood (17mm), planks			
<b>11. Temporary stairways:</b>			
Has separate stairway access been provided to access scaffolding			
Is the stairway a minimum 500mm wide			
Is the access landing a minimum 500mm x 450mm			
Is a handrail provided along each stairway			
<b>12. Bracing:</b>			
Has face bracing been provided i.e. longitudinal at no more than 3 bays apart, unless otherwise specified			
Has been provided at the end of the scaffolding i.e. transverse bracing			
Does the bracing extend the full height of the scaffolding			
<b>Hop up brackets:</b>			
If hop up brackets are 500mm above or below the working platform has adequate fall prevention been provided			
<b>13. Access:</b>			
Is the access along the working platform - minimum 450mm wide for persons and tools only (2 planks)			
Is the access along the working platform - minimum 675mm wide for persons and materials (3 planks)			

## General scaffolding safety checklist

Site address:	yes	no	n/a
Are incomplete scaffolding platforms etc blocked off and or signs used			
Is there suitable access to and from the working platform e.g. from the building to the scaffold			
Is there safe access between working platform during use, erection and dismantling			
<b>14. Edge protection:</b>			
Is edge protection provided where a person or object could fall (2m or) more			
Handrail, midrail and toe board or brick guard provided			
Where guardrails and toeboards (150mm) only are being used is a suitable infill such as brick guards or infill panels being used			
Are guardrails erected between 900mm and 1100mm above the platform			
Where brick guards are being used is the mesh aperture no > 50mm x 50mm			
Where the gap between scaffolding and supporting structure is > 225mm has edge protection been provided			
<b>15. Trades using the scaffolding:</b>			
Do the tradesmen on site using the scaffolding alter the scaffolding themselves			
Are the tradesmen on site that are using the scaffolding aware that any alterations to the scaffolding is to be done by a scaffolder			

## Suspended scaffolding safety checklist

Site address:	yes	no	n/a
<b>1. Documentation and procedures:</b>			
Hand over certificate provided and available on site scaffold tag			
Are the daily pre operation checks being carried out and recorded in a log book			
Are procedures in place to inspect the scaffolding every 30 days			
Are procedures in place to inspect the scaffolding every time it is altered/moved			
Has the suspended scaffolding been erected by a certificated person as per drawings/instructions			
Has the necessary written instructions and checklists been provided to the user e.g. safety equipment, emergency procedures, communication			
Have the operators been trained in the safe use of the suspended scaffolding e.g. safety equipment, emergency procedures, communication			
Has the operators been inducted on the use of the suspended scaffolding			
Are drawings/calculations available on-site for such things as the suspension rig design and number of counter weights per needle			
Are drawings available where the needles are supported by scaffolding tubing			
Are daily pre operational checks carried out prior to the swinging stage being used and recorded in a log book			
Is there effective means of communication between the occupants of the suspended scaffolding and those at ground level			
Is the maintenance records available on site for all components e.g. cradle, hoists, ropes etc			
<b>2. Cradle</b>			
Does the cradle have a compliance plate			
Is the cradle assembled correctly and in good repair with no obvious defects e.g. cracked welds			
Is there a system in place to prevent the cradle from coming into contact with the structure			

## Suspended scaffolding safety checklist

Site address:	yes	no	n/a
Is there safe access along the entire length of the platform			
WLL (Working Load Limit) clearly marked on the cradle			
Is there a system in place to prevent overloading of the cradle			
Is there a system in place to prevent the suspended scaffolding coming into contact with OHPL (Overhead Power Lines)			
Is there a system in place to prevent lateral movement			
Is the width of the platform between 450mm and 900mm			
Is there a system to secure the suspended scaffolding stage when it is not in use			
Is a guardrail, mid rail & toe board provided along the length of the platform			
Where access and egress is not from ground level is the cradle secured to prevent movement			
<b>3. Access:</b>			
Has safe access been provided for workers to enter and leave the cradle from ground level			
Where access and egress is not from ground level has suitable fall protection been provided e.g. harnesses and (2) lanyards (per harness) been provided			
Is there a safe point of attachment for harnesses if being worn			
Where access and egress is not from ground level has the cradle been secured against movement			
<b>4. Suspension rig counter weights:</b>			
Are the counter weights individually labelled with their weight in kgs			
Are the counter weights installed as per design/drawings			
Are the counter weights purpose designed			
Are they secured to the needles so that removal requires the use of a tool			
<b>5. Suspension rig - needles and supporting beams:</b>			
Has the suspended scaffolding been erected as per drawings/instructions			
Is the outboard ends of the needles higher than the inboard ends			
Do the needles have a positively fixed stop at the end of each needle to prevent ropes from slipping off			
Are anchorage bolts used in conjunction with lock-nuts			
NB – friction anchors and chemically inserted anchors <i>are not</i> to be used			
Are chains/slings protected if running over sharp edges			
Is there a primary and secondary rope fitted to each needle			
Are all wire ropes independently attached to the suspension rig			
Is excess rope allowed to hang freely below the cradle, or inserted into a rope winder to prevent kinking			
For long periods of time is the excess rope and cables stored in the cradle			
Are unauthorised person prevented from accessing the suspension rig			
<b>6. Hoists:</b>			
Are the scaffolding hoists in good condition with no obvious damage/defects			
Has weather proof covers been provided for hoists			

## Suspended scaffolding safety checklist

Site address:	yes	no	n/a
Is the wire rope being used the correct size and type for the hoist (refer to compliance plate)			
Is each hoist provided with a secondary protection device			
<b>7. Falling materials:</b>			
Has the area below the suspended scaffolding been blocked/barricaded off to prevent persons being hit by falling materials			
Is there a system in place to prevent hand tools from falling out of the platform e.g. tool lanyard or meshing cradle			
<b>8. Electrical:</b>			
Has an adequate power supply been provided for the suspended scaffolding			
Is there easy access to the power supply switch board			
Has the electrical cable been installed to prevent accidental removal from the switchboard			
Are unauthorised persons prevented from accessing the electrical supply board			
Does the suspended electrical cable have adequate running clearance			
Is the suspended electrical cable of sufficient length and correct size			
Is there a system in place to prevent damage to electrical cables			
Have all the electrical leads/components etc been tested as required			
Is the central control box fully enclosed, lockable, shatterproof and water proof			
Are the operating buttons/levers of a "dead man" type			

## Mobile Scaffold Checklist safety checklist

	yes	no	n/a
Mobile scaffold from which a person or object could fall more than 4 metres was erected by a person who holds the appropriate High Risk Work Licence			
All mobile scaffold must be constructed, assembled and maintained in accordance with the manufactures specifications			

## Manual tasks safety checklist

	yes	no	n/a
<b>Manual task hazards have been identified</b> in consultation with employees.			
<b>Risk assessments</b> of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, restraining, etc. have been considered.			
<p><b>Practicable control measures</b> have been implemented and maintained to eliminate or reduce manual task risk in consultation with employees, such as: altering the workplace environment, design or layout; changing the systems of work; modifying the load being handled; changing the tools used to do the task or using mechanical aids. Consider:</p> <ul style="list-style-type: none"> <li>• grab rails and adequate steps (three points of contact available);</li> <li>• bins on wheels, use of trolley, use of smaller vehicle;</li> <li>• limit or avoid double handling of things or items;</li> <li>• implement work procedures to limit the manual handling and use appropriate mechanical aides to assist employee with task;</li> <li>• trolleys have been provided - no lifting of large or heavy items;</li> <li>• wheels of trolleys have been properly maintained and move freely;</li> <li>• trolleys are not overloaded when pushing – full visibility is required;</li> </ul>			



## Manual tasks safety checklist

	yes	no	n/a
<ul style="list-style-type: none"> <li>• work is varied through job rotation or other systems to reduce repetitive actions over long periods of time;</li> <li>• adequate equipment has been provided for tasks to be carried out;</li> <li>• no lifting of heavy equipment from one level to another level by stairs;</li> <li>• no lifting of heavy equipment from vehicles - lifting equipment is provided from vehicles;</li> <li>• no reaching over work benches and equipment;</li> <li>• sufficient rest breaks have been provided;</li> <li>• access to shelves, storage areas, cupboards is not obstructed;</li> <li>• ramps are in place where trolleys are used to go from one level to another level;</li> <li>• work benches and other work surfaces are at good height to reduce poor posture;</li> <li>• reaching aids, such as hooks, are available where required;</li> <li>• adequate and regular breaks are provided to avoid risk of fatigue, which may lead to muscle and soft tissue injuries, burns, cuts; and</li> <li>• well-designed controls and monitors in mobile plant and controls and seat maintained.</li> </ul>			
<p><b>Task specific induction and refresher training</b> in relation to manual tasks is provided, refer to pages 17/18 of the Code of Practice Manual tasks or to the manual task training package of the WorkSafe website. Elements of training should include:</p> <ul style="list-style-type: none"> <li>• key sections of the OSH regulations and Code of practice Manual tasks;</li> <li>• the roles and responsibilities of the employers, employees and others and the consultation that should take place between employer and employees in order to identify manual tasks, assess the risk of injury and identify measures to control the risk;</li> <li>• basic function of spine, body postures, types of muscle work and principles of levers;</li> <li>• the relationship between the human body and the risk of injury;</li> <li>• the activities included in manual tasks and resulting types of injuries;</li> <li>• risk factors and potential sources of risks; and</li> <li>• the control strategies to reduce the risk of manual tasks injuries.</li> </ul>			
<p><b>Reported manual task injuries and hazards have been investigated</b> the investigation examined the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented; and outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe.</p> <ul style="list-style-type: none"> <li>• the investigation examined the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented; and</li> <li>• outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe.</li> </ul> <p>For further guidance, refer to the sample template <a href="http://www.worksafe.wa.gov.au">manual task investigation report on www.worksafe.wa.gov.au</a>.</p>			
<p><b>Further information</b>, including a <a href="http://www.worksafe.wa.gov.au">manual tasks toolkit</a> is available from <a href="http://www.worksafe.wa.gov.au">www.worksafe.wa.gov.au</a> and includes</p> <ul style="list-style-type: none"> <li>• Code of practice Manual tasks;</li> <li>• Manual tasks training package;</li> <li>• Video: Manual tasks risk management - Running time: 11:32 mins;</li> <li>• Worksheet: Manual tasks incident investigation (word);</li> <li>• Worksheet: Manual tasks risk management tool (pdf); and</li> <li>• Risk management checklist for manual tasks.</li> </ul>			

Slips, trips and falls safety checklist			
	yes	no	n/a
Ground, floor or any stair or ramp has an unbroken and slip resistant surface.			
Ground, floor or any stair or ramp is free from any obstruction or fall hazards that may cause a person to fall, ie no electrical leads, hoses, tools, mounted power boxes, water across walkways.			
Systems are in place to ensure that the ground or floor is free from fall hazards and obstructions.			
Warning signs are available and erected near spills.			
Access to egress from the workplace is free from obstructions at all times.			
Guard rails or other safeguards are provided on ramps and stairs.			
Appropriate protective equipment, such as safety boots, is required.			
Ramps are available in areas where height of floor levels change and trolley access is required or items are carried regularly.			
<b>Further information</b> <ul style="list-style-type: none"> <li>Prevent slips and trips –Workplace kit</li> </ul>			

Falls from heights safety checklist			
	yes	no	n/a
<b>Falls from heights hazards have been identified</b> in consultation with employees.			
<b>Risk assessments</b> of falls from heights have been conducted. Risk factors have been considered, such as access to and egress from work areas at heights, access in and out of trucks and plant, working on roofs or mezzanine floors and roofs, existence of fall injury prevention systems and adequate.			
<b>Practicable control measures</b> have been implemented and maintained to eliminate or reduce falls from heights risk in consultation with employees. Consider the following: <ul style="list-style-type: none"> <li>adequate means of access to and egress from areas where employees are working at heights;</li> <li>adequate edge protection or fall injury prevention systems are in place when employees have a need to work at heights.</li> <li>height of first step of truck and plant, width and tread on step, grab rails, three points of contact are available;</li> <li>for access to top of truck or plant use scaffold, portable platform ladder, fall arrest system or install railing on top of trucks, plant, etc;</li> <li>no riding on the rear or the side of trucks and plant; and</li> <li>provide plant (ie an elevated work platform or a specifically designed industrial lift truck) to lift persons into position. If this is not practicable, provide a specifically designed man cage that is securely attached to the forklift (no access to work at heights by standing in an excavator bucket or standing on top of a pallet raised by a forklift).</li> </ul>			
Edge protection is in place where a person could fall more than 2 metres from a scaffold, fixed stairs, landing, suspended slab, formwork, or false work. In any other situation where a person could fall 3 or more metres edge protection or a fall injury prevention system (eg catch platform, scaffold, safety nets, safety mesh, or fall-arrest system) is in place.			
Safe means of access to and egress from the work at heights is provided.			
Stairs, walkways, ladders, mechanical lifts are obstruction free.			
People required to work at height have been provided with adequate information, instruction and training for the work being performed.			
<b>Anchorage points and fall injury prevention systems</b> <ul style="list-style-type: none"> <li>Anchorage and fall injury prevention system are of an appropriate design. The fall injury prevention system and anchorage points must be designed, manufactured, constructed, selected or installed so as to be capable of withstanding the force applied to them as a result of a person's fall.</li> </ul>			

## Falls from heights safety checklist

	yes	no	n/a
<ul style="list-style-type: none"> <li>• An inspection regime is in place for each component of the fall injury prevention system and means of attachment (eg harnesses, safety belts, shock absorbers, lanyards, inertia reels) to an anchorage point.</li> <li>• If any signs of wear or weakness are found during the inspection, the components or means of attachment are withdrawn from use until they are replaced with properly functioning components.</li> <li>• Permanently fixed anchorage points are checked by a competent person in accordance with the manufacturer's instructions. If these are not available, anchorage points should be checked by a competent person at least every six months if in regular use or if not regularly used before it is used.</li> </ul>			
Portable ladders provided are in accordance with AS 1892.1 (metal) or AS 1892.2 (wooden). For working at heights near or on electrical installations, lighting, etc. appropriate equipment has been provided.			
Where items are stored on suspended storage areas or on mezzanine floors: <ul style="list-style-type: none"> <li>• a competent person has conducted a risk assessment to ensure the structural integrity of the storage area;</li> <li>• adequate edge protection has been provided; and</li> <li>• the access and egress to and from this storage area is safe.</li> </ul>			

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