



# MINOR WORK AT HEIGHT CHECKLIST

Version 3: 01/10/2021



EVERYONE HAS THE AUTHORITY AND OBLIGATION TO STOP UNSAFE WORK **VALID ONLY ON DATE OF ISSUE**

**THIS CHECKLIST DOES NOT AUTHORISE ANY WORK, AUTHORISATION IS VIA A WPCG WORK CLEARANCE FORM FOR THE JOB # BELOW**

This form CANNOT be used for all types of Work at Height. Work which requires a Work Permit includes:



- Use of an EWP 11m or more above the ground
- Major Working at Height within 2m of an exposed edge
- Erection, modification and dismantling of scaffolding >4m
- Use of industrial rope access systems or any similar specialist height equipment
- Working from a workbox (man basket) attached to a crane, or forklift

All sections must be completed. Additional WPCG Checklists may be required if the work involves Minor Hot Work or Ground Disturbance.

Full name

Date

Job number

## GENERAL REQUIREMENTS FOR ALL WORK AT HEIGHT

Tick  EVERY control right to confirm it will be in place

- Work will comply with work health and safety regulations.
- People are appropriately trained and competent to work at height.
- Safe means of access to, and exit from, the work area/work platform has been provided.
- Raised work area/work platform will support the required load (including workers and all tools/equipment)
- The drop zone below the work area/work platform will be barricaded to prevent personnel from entering or working in the line of fire.
- A rescue plan is in place to respond to an incident that may occur at height

## USE OF TOOLS AT HEIGHT

Will tools be used above ground level as part of this job?

No  Yes

Tick  EVERY control below to confirm it will be in place

- The use of electrical tools (mains or battery operated) at height requires the use of a lanyard or lockable clips to prevent the tool from falling.
- When not in use, all tools shall be protected from falling with toe board provided on the scaffold/EWP or stored within a secure tool box/bag.
- Tools and equipment will be transported to and from a height safely, e.g. via a rope, pulley system, EWP, tool bag, tool belt or similar.

## WORK FROM AN ELEVATING PLATFORM (EWP) e.g. scissor lift, cherry picker, boom lift less than 11m

Does the task involve using an EWP less than 11m above the ground?

No  Yes

Tick  EVERY control below to confirm it has been completed or will be in place

Note this form cannot be used for work 11m or more above the ground.

- Maintenance logs available and pre-use inspection completed to confirm equipment is fit for service.
- Operators are competent, have any required licence, and will wear a harness if required either by local regulations or the manufacturer's instructions for the equipment/activity.
- A spotter is in a prominent position to view hazards from overhead structures, changes in conditions or any emerging hazards during operation of the EWP and can communicate with EWP operator.
- Workers will not exit the EWP when elevated.

## WORK FROM ANY SCAFFOLDING or erecting, dismantling or modifying scaffolding 4m or less

Will work be conducted from a scaffold of any height or will scaffolding be erected, modified or dismantled that is 4m or less above the ground?

No  Yes

Tick  EVERY control below to confirm it has been completed or will be in place

- Scaffold is level, and on firm foundation.
- Guard rails (hand rail and mid rail) provide perimeter protection to all exposed edges of the platform.
- Adequate platforms are provided.
- Bracing and connections in good condition.
- Toe boards in place and secure.

Will any scaffolding greater than 4m be accessed?

No  Yes

Tick  EVERY control below to confirm it has been completed or will be in place

- Scaffolding status tag (e.g. scafftag) is in place and within date to confirm it has been built and checked by a licensed scaffolder.

## SAFE APPROACH DISTANCES

Will work be conducted in or near powerline exclusion zones as defined by local regulators?

No  Yes

Tick  the following control to confirm it will be in place

- All regulatory requirements are in place and will be complied with which may include spotter, network operator approval, special provisions, as applicable



## WORK ON ROOF WITHIN 2M OF EXPOSED EDGE

**Will work be conducted on a roof within 2m of exposed edge excluding accessing and exiting?**

Examples include:  
preventative maintenance on HVACs, gutter cleans, roof leak detection, signage lighting and CCTV

No  Yes

Tick  **EVERY control below to confirm it has been completed or will be in place**

No work on the roof to be done during inclement weather.

Work is on a single story roof that is flat or almost flat and structurally stable.

Fall restraint system will be used in accordance with the SWA Code of Practice for Prevention of Falls.

A minimum of two personnel are present on site to enable one to activate the response in the event of an incident on the roof.

Only minor maintenance or repair work will be conducted.

## LADDERS

**Will a ladder be used as part of this job?**

No  Yes

Tick  **EVERY control below to confirm it has been completed or will be in place**

The information below, explaining the selection of a ladder as an appropriate control has been read and understood.

Ladders comply with AS/NZS 1892 series, a pre-use inspection has been performed to confirm they are in good condition, and they have a load rating of at least 120kg.

Only one person will be on each ladder at a time.

Personnel are to maintain 3 points of contact with ladders at all times during the work unless standing on the platform of a platform ladder.

**Will an extension or single ladder be used?**

No  Yes

Tick  **EVERY control below to confirm it has been completed or will be in place**

Extension or single ladders have non-slip feet, set up on firm foundation, level surface and secured at top or bottom, or if necessary at both ends.

Ladder or side rails extend at least 1m above the upper landing surface if exiting the top, and with adequate inclination (i.e. the distance between the ladder base and the supporting structure should be about 1 metre for every 4 metres of working ladder height).



Any type of ladder should only be used if it is not reasonably practicable to use a higher level of control to access height, e.g. EWP, or scaffolding. Ladders are primarily a means of access and egress. Many falls take place when people are working from ladders. Consider whether an elevating work platform or scaffolding would be safer and more efficient. A step platform or platform ladder shall be utilised in preference to working off an extension or single ladder if it is reasonably practicable to conduct the work from a step platform or platform ladder. Extension or single ladders should only be used as a means of access to or from a work area unless it is light work of short duration that can be carried out safely compliant with the Safe Work Australia Code of Practice for the Prevention of Falls.