

How to complete WPCG electronic Minor Work at Height Checklist

1. The status of the Minimum Control Checklist starts as **Draft** Your name, the date and the Job Number will auto populate



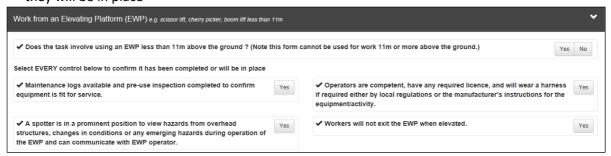
2. Complete the **General Requirements For All work Above Ground Level** - You must select every box agreeing all controls will be in place.

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

3. Then it asks you a question in relation to the **Use Of Tools At Height**- Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place

Use of Tools at Height	*
✓ Will tools be used above ground level as part of this job? Yes No	
Select 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.	Yes
Vhen 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.	Yes
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.	Yes

4. Work From An EWP - Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place



5. Work From Any Scaffolding - Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place

Work from any Scaffolding or erecting, dismantling or modifying scaffolding 4m or less	~
Vill work be conducted from a scafold of any height or will scafolding be erected, modifed or dismantled that is 4m or less above the ground ?	Yes No
Select EVERY control below to confirm it has been completed or will be in place	
Scaffold is level, and on firm Yes Adequate platforms are provided Yes Good condition. Yes Scaffold is level, and on firm Yes of the boards in place and secure.	Yes
✔ Guard rails (hand rail and mid rail) provide perimeter protection to all exposed edges of the platform.	Yes
✔ Will any scafolding greater than 4m be accessed ?	Yes No
Select 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.	Yes



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6. **Safe Approach Distances**- Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place Safe Approach Distances to power lines

Safe Approach Distances	*
✓ Will work be conducted in or near powerline exclusion zones as defned by local regulators ?	Yes No
Select 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	Yes

7. Work on a roof within 2m of exposed edge - Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place.

Work on Roof within 2m of Exposed Edge			*
✓ Will work be conducted on a roof within 2m of exposed edge excluding cleans, roof leak detection, signage lighting and CCTV)	accessing and e	xiting ? (Examples include: preventative maintenance on HVACs, gutter	Yes No
Select EVERY control below to confirm it has been completed or will be in p	olace		
No work on the roof to be done during inclement weather.	Yes	\checkmark Work is on a single story roof that is flat or almost flat and structurally stable.	Yes
✓ Fall restraint system will be used in accordance with the SWA Code of Practice for Prevention of Falls.	Yes	A minimum of two personnel are present on site to enable one to activate response in the event of an incident on the roof.	e the Yes
✓ Only minor maintenance or repair work will be conducted.	Yes		

8. Ladders - Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place.

/ Will a ladde	er be used as part of this job ?	Yes No	
lect EVERY of	control below to confirm it has been completed or will be in pl	ace	
	ation below, explaining the selection of a ladder as an approp een read and understood.	riate Yes	✓ 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 pe	erson will be on each ladder at a time.	Yes	- 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. γ_c
/ Will an exte	ension or single ladder be used ?	Yes No	
will all exte			
	control below to confirm it has been completed or will be in pl		
lect EVERY of Extension of kiting the top	or single ladders are secured, on firm foundation, level surfact b, and with adequate inclination (i.e. the distance between the	ace e, properly fas	tened at the top, side rails extend at least 1m above the upper landing surface if d the supporting structure should be about one metre for every four metres of
elect EVERY of Extension of xiting the top vorking ladde	or single ladders are secured, on firm foundation, level surfac o, and with adequate inclination (i.e. the distance between the r height).	ace e, properly fas ladder base ar	

to the Clearance Form.