



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.

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

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

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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 defined 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 accessing and exiting ? (Examples include: preventative maintenance on HVACs, gutter cleans, roof leak detection, signage lighting and CCTV) Yes No

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

<input checked="" type="checkbox"/> No work on the roof to be done during inclement weather. Yes	<input checked="" type="checkbox"/> Work is on a single story roof that is flat or almost flat and structurally stable. Yes
<input checked="" type="checkbox"/> Fall restraint system will be used in accordance with the SWA Code of Practice for Prevention of Falls. Yes	<input checked="" type="checkbox"/> 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. Yes
<input checked="" type="checkbox"/> 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.

Ladders

Will a ladder be used as part of this job ? Yes No

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

<input checked="" type="checkbox"/> The information below, explaining the selection of a ladder as an appropriate control has been read and understood. Yes	<input checked="" type="checkbox"/> 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. Yes
<input checked="" type="checkbox"/> Only one person will be on each ladder at a time. Yes	<input checked="" type="checkbox"/> 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. Yes
<input checked="" type="checkbox"/> Will an extension or single ladder be used ? Yes No	

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

<input checked="" type="checkbox"/> Extension or single ladders are secured, on firm foundation, level surface, properly fastened at the top, 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 one metre for every four metres of working ladder height). Yes	<input checked="" type="checkbox"/> A person is footing the extension or single ladders to ensure it does not slip (whilst in use) or the ladder is secured at the ground (as well as the top). Yes
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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.

9. Click on Validate Form then Proceed followed by **Close** Collapse All Close to return to the Clearance Form.