VERTEC ROOFING

Health, Safety, Environmental & Quality

Roofing Safety Management Plan

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Disclaimer: *This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only. It does not provide legal advice on meeting your obligations.*

Section 1 INTRODUCTION

This Roofing Safety Management Plan guides Vertec Roofing Pty Ltd through our moral and legal duty of care, to eliminate or reduce the risk of death or serious injury from falls or falling objects.

The Code of Practice for How to Prevent Falls at Workplaces defines a "fall" as falling from one level to another.

This plan provides guidance to help manage the risk associated with falls, including procedures to help identify fall risks, worksite inspection checklists, Safe Work Method Statements (SWMS), risk assessment and selection of appropriate controls.

Vertec Roofing Pty Ltd requires all relevant persons to adhere to the contents of this plan. Failure to comply with the requirements of the plan will lead to disciplinary action, which may include possible dismissal, loss of contract and legal action for severe breaches.

1.1 Background Information

Current WHS Regulations defines a fall as any of the following conditions.

a. In or on an elevated workplace from which a person could fall;
b. In the vicinity of an opening through which a person could fall;
c. In the vicinity of an edge over which a person could fall;
d. On a surface through which a person could fall;
e. Any other place from which a person could fall.

Current WHS Regulations require the risk of a fall to be managed by the following:

a. Carry out work on the ground level wherever possible;
b. Provide safe means of access and exit from the working area;
c. Minimise the risk of a fall by using fall prevention systems, work positioning systems or fall arrest systems.

In relation to falling objects, Vertec Roofing Pty Ltd will maintain the site to minimise the risk of falling objects by providing adequate protection and maintaining safe systems of work. Examples may be:

a. Provision of secure barriers;
b. Safe means of raising and lowering items;
c. Exclusions zones;
d. Administrative controls.

All risks associated with falls, and falling objects will be managed through the identification of fall hazards, assessment of risk where required, and implementation of suitable controls for the task.

1.2 Review Procedure

The Managing Directors will review the plan as required, and at least annually for long-term projects. The review schedule is directed in response to organisational and/or legislative changes and requirements. The review will be undertaken in consultation with workers, company representatives and other relevant parties. All relevant persons will be made aware of changes made as a result of the review.

This plan will be reviewed if:

- there are changes in the workplace that may affect the plan;
- the plan is not effective;
- there are legislative changes that affect the plan;
- there is a breach of this plan.

1.3 Document Control

1.3.1 Amendment Record Register

ISSUE #: 1
ISSUE DATE:

Rev. #	Date	Details		Description of Changes	Approved By
		Section #	Para. #		
1	6/12/2021	All	All	Yearly Review of RSMP	Kirby Wright
2					
3					

1.3.2 References

Act and Regulations: NSW & ACT

- NSW Work Health and Safety Act 2011 and Regulation 2017
- ACT Work Health and Safety Act 2011 and Regulation 2011

Codes of Practices:

- First Aid in the workplace code of practice 2020
- Hazardous manual tasks code of practice 2019
- How to manage work health and safety risks code of practice 2019
- Managing electrical risks in the workplace code of practice 2019
- Managing noise and preventing hearing loss at work code of practice 2019
- Managing the risk of falls at workplace code of practice 2019
- Managing the work environment and facilities code of practice 2019
- Managing risks of hazardous chemicals in the workplace code of practice 2019
- Managing the risks of plant in the workplace code of practice 2019Work health and safety consultation, co-ordination, and co-operation code of practice 2019

1.3.3 Standards and Guidelines

ISO 45001:2018 Occupational Health and Safety Management Systems.

Industrial fall-arrest systems
AS/NZS 1891.1:2007 Industrial fall-arrest systems and devices - Harnesses and ancillary equipment
AS/NZS 1891.2:2001 Industrial fall-arrest systems and devices - Horizontal lifeline and rail systems
AS/NZS 1891.2 Supp 1:2001 Industrial fall-arrest systems and devices - Horizontal lifeline and rail systems - Prescribed configurations for horizontal lifelines (Supplement to AS/NZS 1891.2:2001)
AS/NZS 1891.3:2020 Personal equipment for work at height - Manufacturing requirements for fall-arrest devices
AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices - Selection, use and maintenance
Industrial rope access systems
AS/NZS 4488.1:1997 (R2017) Industrial rope access systems - Specifications
AS/NZS 4488.2:1997 (R2017) Industrial rope access systems - Selection, use and maintenance
Cranes, hoists and winches
AS 1418.1-2002 Cranes, hoists and winches - General requirements

Section 2 ROOFING SAFETY POLICY

❖ Scope

This policy applies to all workers, including contractors and visitors exposed to the risk of slips, trips, falls and falling objects, including:

- falls from height
- falls from one level to another
- falls into openings, and
- falls on the same level (including slips and trips).

❖ Policy

Vertec Roofing Pty Ltd is committed to preventing injuries caused by slips, trips, falls and falling objects. This will occur through the identification of tasks and situations where a risk of fall or falling objects hazard is present and the implementation of appropriate risk controls.

This policy includes situations when a worker or other people are:

- in or on the plant, equipment or a structure that is at an elevated level;
- in or on the plant that is being used to gain access to an elevated level;
- in the vicinity of an opening through which people or objects could fall;
- in the region of an edge over which people or objects could fall;
- on or in the vicinity of a surface through which people or objects could fall;
- on or near a slippery, sloping or unstable surface on which people or objects could fall.

Vertec Roofing Pty Ltd will endeavour to eliminate or reduce the number and severity of injuries caused by slips, trips and falls by implementing procedures to identify and manage fall hazards and the associated risks arising from those hazards.

Signature: Trent Simpson **Date:** 06/12/2021

2.1 Responsibilities

The Vertec Supervisor has a responsibility to:

- ensure appropriate procedures and supporting mechanisms/systems are followed in respect of slips, trips and falls at work;
- ensure that a *Falls Emergency Rescue Plan* and procedure are in place, are effective, and all workers are trained and familiar with these procedures (including falls rescue procedure for appropriately trained workers);
- assist with the identification and control of slip, trip and fall hazards such as slippery surfaces, uneven surfaces, trip hazards, unstable surfaces in work areas;
- ensure that appropriate fall emergency and rescue equipment is at the workplace, in good condition and available at all times when work is being carried out that involves work where falls hazards are present;
- ensure workers are adequately supervised at all times when working at height;
- consult with workers and other relevant persons regarding falls hazards, risks and control measures;
- monitor and review fall prevention policies, procedures and emergency response as required.

Workers have a responsibility to:

- cooperate with reasonable directions when working in situations where there is a risk of a slip, trip or fall;
- notify their manager/supervisor immediately if a new hazard is identified, making the area safe using a temporary control before leaving the hazard unattended. Use a standby person if it is not possible to make the area safe while the manager is notified and corrective action can be taken to ensure people are not placed at risk;
- assist with the identification and control of slip, trip and fall hazards such as slippery surfaces, uneven surfaces, trip hazards, unstable surfaces in work areas;
- use appropriate fall prevention devices, work positioning systems, fall arrest systems and PPE at all times when it is required as per the relevant workplace procedures;
- attend and actively participate in safety meetings and briefings where fall hazards, falls prevention and incidents are discussed.

2.2 Roofing Safety Procedure

❖ Working Adjacent to Unprotected Edges

All workers will manage the risks associated with falls when working adjacent to unprotected edges.

When working adjacent to unprotected edges at a minimum, the following will apply *(additional controls may be put in place as a result of a risk assessment):*

- install warning signage and ensure administrative procedures are in place and understood by all workers;
- inform all workers and visitors of the hazardous area;
- control access to the area at all times;
- maintain a safe distance from the edge;
- keep trip hazards away from edges;
- wear appropriate non-slip covered footwear;
- be aware of ground conditions, e.g. slippery, oily, or uneven surfaces;
- never walk backwards when working adjacent to unprotected edges;
- do not rush, run or play around;
- use deliberate motion when working;
- keep the work area clear of trip hazards;
- keep the floor clean and clean up spills immediately;
- never lunge for dropped objects (maintain balance at all times).

❖ Slips and Trips

Slips and trips generally occur due to a loss of traction with the walking surface or inadvertent contact with an object which may lead to a fall. Examples of situations (but not limited to):

- wet floors;
- dry, dusty floors;
- polished floors;
- uneven walking surfaces;
- loose or damaged flooring;
- lack of handrails;
- sloped surfaces;
- electrical cords or cables;
- weather hazards – rain, ice.

All workers must stay alert and pay attention to their surroundings. Avoid rushing or talking on the phone when walking.

❖ Housekeeping

Good housekeeping is essential in maintaining a safe environment. All work areas are to be kept clean and well organised.

Ensure that obstacles, clutter, materials and equipment are removed from aisles, corridors, entranceways and stairwells. Remove or treat hazardous areas as necessary to remove the risk of harm. Where necessary, prevent access to the hazardous area until the risk is reduced:

- keep all working surfaces clean and work areas and in a clean and orderly condition;
- use adhesive marking material or anti-skid coatings where applicable;
- all mats to have bevelled edges. Ensure backing material will not slide on the floor;
- display "Wet Floor" signs as needed;
- have spill kits available for use and clean up spills immediately;
- avoid stringing cords, cables or air hoses across walkways;
- conduct periodic inspections for slip and trip hazards.

❖ Lighting

Lighting from natural and/or artificial sources will be provided to ensure safe working conditions that are appropriate to the nature of the work, the location of the work and the times at which the work is performed. The lighting provided will be free from glare, including reflective glare, flicker and stroboscopic effects.

- ensure common pedestrian access area are well lit, particular in areas with steps or sloping surface
- always turn on lights in darkened or shadowed areas;
- keep poorer lit walkways clear of clutter and obstructions;
- keep areas around light switches clear and accessible;
- workers to report all lighting defects;
- ensure light fixtures, and associated equipment is repaired as soon as possible (limit access to poorly lit areas or provide an alternate light source).

❖ Personal Protective Equipment (PPE)

- Workers are expected to wear footwear appropriate for the duties of their work task. (Select appropriate footwear for a variety of circumstances;)
- Safety footwear should be kept in good condition, checked regularly and discarded if worn or deteriorated;
- Laces should be checked and replaced when necessary;
- Materials lodged into the tread of the sole should be removed, and shoes wiped clean if they come in contact with contaminants that could cause the wearer to slip.

❖ Hazard Identification

An inspection of the intended workplace will be conducted to identify slip, trip and fall risks (including elevated falls, falls into void/pits, falls on the same level and falling objects).

These tasks will be recorded on the *Risk Register*, including details of the hazards, the level of assessed risk and recommended control measures. The *Risk Register* will be regularly reviewed and updated as required.

❖ **Risk Assessment**

All tasks associated with working at heights or risk of a fall will require a risk assessment *(Risk Assessment Form)* to be undertaken. For more complex tasks, advice will be sought from competent persons (such as structural engineers).

A risk assessment will assist in determining the control measures that should be implemented. Ensure to:

- identify which workers are at risk;
- determine what sources and processes are causing that risk;
- identify if and what kind of control measures should be implemented;
- check the effectiveness of existing control measures.

Eliminate risks wherever possible. Where risk cannot be eliminated, it will be reduced as far as reasonably practicable.

In line with the current OHS Regulations, and following this hierarchy, controls will be implemented in the following priority:

1. Work to be done from the ground level wherever possible;
2. Work to be done from existing building or structures with permanently fixed stairwells and platforms that meet Building Code requirements;
3. Installation of fall prevention system (such as guard rails);
4. Installation of work positioning system (such as industrial rope access);
5. Provision of a fall arrest system.

If risk still remains, administrative controls will be used. Implementation of suitable controls will be supported by the development of procedures, SWMS, information, training, and adequate supervision.

Risk controls will be maintained to ensure they are suitable for the task, installed/used correctly, and they remain effective for the duration of the task. *The Vertec Supervisor* will be responsible for monitoring risk controls (such as changing weather conditions) that may affect the adequacy of the controls.

All fall prevention, work positioning and fall arrest systems will be inspected before each use.

Emergency procedures will be put in place and rehearsed for the site. Specific rescue procedures will be documented wherever fall arrest systems are put in place. Emergency planning for rescue activities will be recorded on the *Falls Emergency Rescue Plan*.

Reviews of controls will take place regularly, and in the event of any of the following:

- the control failed to reduce the risk adequately
- changes to the workplace occur that may create new or different risks where the control may no longer be effective
- new hazards are identified
- consultation with relevant persons indicate that a review of the control is needed
- a Health and Safety Representative requests a review in line with the requirements of current OHS Regulations.

The process of hazard identification, risk assessment and control is an on-going process and will be conducted in full consultation with relevant persons for the duration of the project.

2.3 Safe Work Method Statements (SWMS)

SWMS for all "High-Risk Construction Work" will be developed and implemented.

Develop a SWMS *(SWMS Template)* for work before work commences. The SWMS must:

- identify the type of High-Risk Construction Work being done;
- specify the health and safety hazards and risks arising from that work;
- describe how the risks will be controlled;
- describe how the control measures will be implemented, monitored and reviewed; and
- be developed in consultation with workers and their representatives who are carrying out the work.

Controls will be implemented with the following priority:

- ↓ **(Elimination)** Where possible eliminate the risk of falls by avoiding the need to work at height or adjacent to an unprotected edge;
- ↓ **(Substitution)** If elimination is not practicable, substitute a work method or process for one that is less hazardous, e.g. work platform to work on machinery rather than climbing;
- ↓ **(Isolation/Engineering)** If a substitution is not practicable, isolate the person from a fall hazard by providing a passive fall restraint system, e.g. safety barriers.

  If higher levels controls are not practicable then, provide a work positioning system, e.g. industrial rope access or a travel restraint. Note: If using travel restraint or fall arrestors ensure harness and clips are compatible; anchor points have been assessed by qualified individuals.

  If a fall arrest system is utilised, emergency and rescue procedures must be developed for the system;
- ↓ **(Administrative)** If isolation and engineering controls are not practicable, administrative controls, e.g. may be used:
  - safe work method statement;
  - warning signage;
  - barrier tape;
  - toolbox talks;
- ↓ **(PPE**) e.g. safety harness with lifelines, non-slip shoes.

Note 1: More than one of these measures to reduce risk can be used. E.g., engineering controls like edge protection can be implemented with administrative controls like training and this SWI, while wearing PPE (non-slip shoes).

Risk controls will be maintained to ensure they are suitable for the task, installed/used correctly, and they remain effective for the duration of the task.

2.3.1 Falls Risk Register (High Risk Construction Work)

Task	Cause of Risk	Risk Level	Current Controls	Further Actions	Responsible Persons	Due Date	Management sign off when complete
Roofing Activities	Falls from heights above 2m	☐ Acute ☒ High ☐ Moderate ☐ Low	Training, Edge Protection, Scaffold, Safety Harness, Safe Work Procedures	Ensure training of all new workers and refresher training for workers as per Code of Practice reccomendations	Vertec Roofing Supervisor	N/A	Trent Simpson
Roofing Activities	Falling Objects	☐ Acute ☒ High ☐ Moderate ☐ Low	Mesh on scaffold, exclusion zones below, hard hats required, Safe Work procedures	Ensure training of all new workers and refresher training for workers as per Code of Practice reccomendations	Vertec Roofing Supervisor	N/A	Trent Simpson
Movement on Construction Site	Mobile Plant	☐ Acute ☒ High ☐ Moderate ☐ Low	Hi Vis Clothing, Follow TMP, trained plant operators, site induction	Ensure induction of workers onto site. Follow Site Rules. Workers hold White Cards	Vertec Roofing Supervisor	N/A	Trent Simpson
Roofing Activities	Asbestos Discovery	☐ Acute ☒ High ☐ Moderate ☐ Low	Asbestos Awareness training, Site Inspecction performed prior to works commencing.	Ensiure Site Induction. Workers hold White Cards and performed Asbestos Awareness Training	Vertec Roofing Supervisor	N/A	Trent Simpson
		☐ Acute ☐ High ☐ Moderate ☐ Low					
		☐ Acute ☐ High ☐ Moderate ☐ Low					

2.3.2 Risk Assessment Form

This Risk Assessment Form must be completed when assessing risk and implementing control measures. Instructions for completing this template:

1. Consult with relevant workers the task that presents as a hazard, any associated hazards, risks and controls;
2. In column 1 'Hazards Involved', list the hazard/s identified;
3. For each hazard, work through the hierarchy of control (see list below, *One/combination of controls can be used*) and choose a control measure to reduce the risk. Add this to column 2 'Control Measure';

4. Assess the risk using the risk matrix on this page, and then add this to column 3 'Risk Rating';

STEP 1: DETERMINE LIKELIHOOD: What is the possibility that the effect will occur?		
	CRITERIA	**DESCRIPTION**
ALMOST CERTAIN	Expected in most circumstances.	The effect is a common result.
LIKELY	Will probably occur in most circumstances.	The effect is known to have occurred previously.
POSSIBLE	Might occur at some time.	The effect could occur or, heard of it happening.
UNLIKELY	Could occur at some time.	The effect is not likely to occur or, I have not heard of it happening before.
RARE	May occur only in exceptional circumstances.	The effect is practically impossible.

STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?	
LEVEL OF EFFECT:	**EXAMPLE OF EACH LEVEL:**
INSIGNIFICANT/ ACCEPTABLE	No effect – or so minor that effect is acceptable.
MINOR	First Aid treatment only.
MODERATE	Serious injuries, medium business interruption, medium environmental impact.
MAJOR	Extensive injuries/death; significant business interruption, major loss of credibility, Environmental harm, prosecution.
CATASTROPHIC	Multiple Permanent Total Disability injuries; multiple deaths. Business failure, substantial environmental harm, prosecution/imprisonment.

STEP 3: DETERMINE THE RISK SCORE:	**CONSEQUENCE**				
LIKELIHOOD	**INSIGNIFICANT**	**MINOR**	**MODERATE**	**MAJOR**	**CATASTROPHIC**
ALMOST CERTAIN	**3 HIGH**	**3 HIGH**	**4 ACUTE**	**4 ACUTE**	**4 ACUTE**
LIKELY	**2 MOD.**	**3 HIGH**	**3 HIGH**	**4 ACUTE**	**4 ACUTE**
POSSIBLE	**1 LOW**	**2 MOD.**	**3 HIGH**	**4 ACUTE**	**4 ACUTE**
UNLIKELY	**1 LOW**	**1 LOW**	**2 MOD.**	**3 HIGH**	**4 ACUTE**
RARE	**1 LOW**	**1 LOW**	**2 MOD.**	**3 HIGH**	**3 HIGH**

STEP 4: RECORD RISK SCORE ON THE WORKSHEET: (**Note** – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
SCORE	**ACTION**
4A: ACUTE	***DO NOT PROCEED.*** Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3H: HIGH	*Review before commencing work.* Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2M: MOD.	*Maintain control measures.* Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1L: LOW	*Record and monitor.* Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

5. Provide a completed copy to the OHS Manager, so that it can be stored on the central register and retain a copy at the site;
6. Monitor and review the effectiveness of the control measures implemented.

Risk Assessment Form	Name of Assessor:	Date:
	Location:	Review Date:

1. Hazards Involved	2. Control Measure (include resources required)	3. Risk Rating	4. Person Responsible	5. Date Completed
Plant Movment on Construction Site	➢ Hi Vis Clothing, ➢ Follow TMP, ➢ Trained plant operators, ➢ Site Induction	3H	Trent Simpson	6/12/2021
Roofing Activities - Fall from Heights - Asbestos - Falling Objects - Slips Trips	➢ Heights Training ➢ Edge Protection ➢ Use of Scaffold ➢ Safety Harness ➢ Safe Work Procedures ➢ Apprpriate Footwear	3H	Trent Simpson	6/12/2021
Asbestos Discovery	➢ Asbestos Awareness ➢ Pre Site Inspection	3H	Trent Simpson	6/12/2021

2.3.3 SWMS

Workers are trained to follow Safe Work Method Statements, and these on request will be provided to the client.

SWMS address High Risk and activitiy related hazards and controls. All Vertec SWMS meet the requirements under the Workplace Health and Safety Legislation (Act 2011, Regulation 2017)

Workers review the SWMS, and sign oon to the site specific SWMS at the commencement of the work on the job site.

Any changes or modifications to SWMS are then discussed during consultation during the Toolbox Talks.

2.3.4 Roofing Safety Checklist

WORKING AT HEIGHTS RISK ASSESSMENT CHECKLIST				
Site Address:			Risk assessor:	Date:
Job Description:			Supervisor:	
	Yes	No	N/A	Control Measure
General Risks: Covid Sign in and workers not displaying symptoms	☐	☐	☐	QR Code Sign in, Workers social Distancing, Face Masks
Workers have required PPE ?	☐	☐	☐	Eye Protection, Gloves, as required by site
Safe access to work areas?	☐	☐	☐	Scaffolding/ladders
Surface condition: Fragile surface	☐	☐	☐	Fall Arrest/Restraint System
Skylights/Penetrations	☐	☐	☐	Exclusion Zones, Covers, Warning Sigange
Asbestos	☐	☐	☐	SWMS, Warning Signs, Asbestos Register from Client
Other?	☐	☐	☐	Guard Rails, Edge Protection
Is the work area incomplete?	☐	☐	☐	Guard Rails, Edge Protection, Exclusion Zones
Roof surface pitch > 25°	☐	☐	☐	Fall Arrest/Restraint System, Rope Access
Unstable footing (e.g. wet slippery, sloping surfaces)	☐	☐	☐	Fall Arrest/Restraint System, Guard Rails, Edge Protection
Unprotected edges (e.g. rooftops, shafts, balconies) with edge protection less than 900mm high	☐	☐	☐	Fall Arrest/Restraint System, Guard Rails, Edge Protection
Surfaces change level	☐	☐	☐	Edge Protection, Warning Signs
Hazardous weather conditions (rain, wind, fog, dew)	☐	☐	☐	Toolbox Talks
Lack of training (new starters)	☐	☐	☐	Competency,Supervision, SWMS & Toolbox Talks
Equipment to be used or installed	☐	☐	☐	Competency
Risk of falling material?	☐	☐	☐	Exclusion Zones, PPE, Warning Signs
Exposed electrical switchboards/power points	☐	☐	☐	Toolbox Talks, Exclusion Zones, Warning Signs
Power lines or electrical cables nearby	☐	☐	☐	Toolbox Talks, Exclusion Zones, SWMS
Other	☐	☐	☐	

Section 3 FALLS EMERGENCY RESCUE PLAN

Industrial fall-arrest systems
AS/NZS 1891.1:2007 Industrial fall-arrest systems and devices - Harnesses and ancillary equipment
AS/NZS 1891.2:2001 Industrial fall-arrest systems and devices - Horizontal lifeline and rail systems
AS/NZS 1891.2 Supp 1:2001 Industrial fall-arrest systems and devices - Horizontal lifeline and rail systems - Prescribed configurations for horizontal lifelines (Supplement to AS/NZS 1891.2:2001)
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Cranes, hoists and winches
AS 1418.1-2002 Cranes, hoists and winches - General requirements

❖ Definitions

Mechanically Assisted Rescue: The act of safely retrieving a person who has fallen using mechanical means.

Rescue Plan: A pre-planned documented procedure to safely retrieve a person who has fallen and is suspended in a full-body harness. The plan may include self-rescue or mechanically aided rescue.

Self-Rescue: The person who has fallen using their fall protection and rescue equipment to perform their own rescue without assistance from others.

Suspension Trauma or orthostatic shock: Occurs when a person is suspended in an upright position for an extended period while wearing a fall arrest harness. Can lead to the development of presyncopal symptoms and loss of consciousness.

❖ Purpose

1. The purpose of this plan is to establish guidelines for responding to a fall at heights of two (2) metres and above. This plan also recognises the hazards of suspension trauma and will detail measures to prevent and/or treat suspension trauma.
2. The rescue plan will ensure rescue personnel are protected by fall protection equipment at all times during a rescue attempt and that all rescues are conducted safely and professionally.

❖ Scope

This plan will apply at all locations where personnel are conducting work where there is a risk of a fall over two (2) metres in height.

❖ Plan Application

a. All personnel will follow the requirements of this plan; where there is a risk of a fall over two (2) metres in height;
b. Rescue procedures will be documented wherever fall arrest systems are used;
c. Emergency procedures will be rehearsed for the site;
d. This plan should be included in any risk assessment or Safe Work Method Statement (SWMS) where there is a risk of a fall over 2m.;
e. This plan will be reviewed before every new job or if conditions change at an existing site.

❖ **Responsibilities**

Organisation:

a. All personnel will follow the requirements of this plan; where there is a risk of a fall over two (2) metres in height;
b. Working at height personnel to have completed appropriate nationally accredited training and deemed competent;
c. Rescue procedures will be documented wherever fall arrest systems are used;
d. Emergency procedures will be rehearsed for the site;
e. This plan should be included in any risk assessment or SWMS where there is a risk of a fall over 2m.;
f. This plan will be reviewed before every new job or if conditions change at an existing site.

Rescue personnel:

a. Trained and competent in rescue techniques (nationally accredited course);
b. Training must include the use of equipment and systems used where rescue may be required, including:
    - pre-start inspection procedures;
    - installation and hazards associated with each rescue systems;
    - descent control devices;
    - secondary rescue systems;
    - dismantling and storage;
c. Undertake to re-train at least annually or when the nature of the work or the methods of control or rescue change to the extent that existing training is not adequate;
d. Must not attempt any rescue outside of their training scope;
e. Rescue personnel must be competent to assess:
    - fall hazards;
    - fall hazards to determine rescue methods;
    - applicable regulations and current standards.

Rescue Supervisor:

a. Trained and competent in rescue techniques (nationally accredited course);
b. Assessment of fall hazards to determine safe rescue methods;
c. Inspection and recording of rescue equipment;
d. Assessing rescue systems for determining when a system is unsafe;
e. Development of fall protection rescue procedures;
f. Selection and use of anchor points;
g. Qualified first aid;
h. Recognition and treatment of suspension trauma. (orthostatic shock).

3.1 Assembly, Maintenance and Inspection Procedures

a. Assembly and disassembly of all rescue equipment will be conducted as per manufacturers' recommended procedures;
b. A copy of the manufacturer's operation manual, for all items of rescue and fall equipment used, will be kept on-site in an easily accessible location;
c. A site-specific list of the rescue and fall equipment used will be developed by the rescue supervisor;
d. Rescue personnel will conduct a visual and tactile inspection of all rescue and fall protection equipment at a minimum daily and before each use:
    - any defective/damaged rescue and fall protection equipment will be tagged out and removed from service immediately;
e. The manufacturer's recommendations for inspection and maintenance will be followed.

❖ **Disciplinary Violations**

All workers are expected to maintain safety to the highest standard. Safety violations may result in disciplinary consequences. The action taken will depend on the nature and circumstances of each breach and could include:

1. Termination of employment, or;
2. Re-training.

The following violations are grounds for immediate suspension or termination of employment:

a. Failure to follow written or verbal safe work procedures;
b. Wilful damage to equipment;
c. Failure to wear personal protective equipment;
d. Not using safety harnesses and lanyards when fall protection is required;
e. Removing and/or making inoperative safety guards on tools and equipment;
f. Tampering removing tags or locks;
g. Removing barriers and/or guardrails and not replacing them;
h. Failure to follow recognised industry practices;
i. Failure to follow the rules regarding the use of equipment;
j. Engaging in dangerous horseplay;
k. Failure to notify hazardous situations.

Investigations:

Offending workers will be required to cooperate with any investigation. A failure to comply with such a direction may, in itself, result in disciplinary action, including termination of employment.

❖ **Falls Emergency Rescue Plan Considerations**

1. Identify your precise work location:
    - if the work location is remote or difficult to access, consider providing the plan (with map) to emergency services;
2. Identify potential fall scenarios;
3. Consider suitable rescue methods for each scenario;
4. Consider what rescue response may be needed and how quick responses could occur;
5. Consider what may affect the emergency response. For example:
    - atmospheric conditions (confined spaces);
    - lack of sufficient lighting;
    - expected weather conditions;
    - potential for suspension trauma;
    - potential for injuries;
    - available equipment;
6. Consider the safety risks of a 'team rescue':
    - suitable personnel available (trained rescue operators);
    - access to appropriate rescue equipment;
    - first aid;
7. Identify who will conduct the rescue:
    - team-rescue;
    - worker self-rescue;
    - emergency services;
8. Nominate a competent supervisor to monitor work at height and to identify when a rescue may be required;
9. Where a team rescue is to be undertaken, identify:
    - the exact rescue method to be used;
    - the equipment to be used;
    - where equipment will be 'laid out' (i.e. staging area);
    - define responsibilities - Who will lead the rescue and who will participate in the rescue;
    - what communication methods will be used during the rescue;
10. Identify how the team will communicate with emergency services;
11. Communicate the rescue plan to all relevant parties.

3.2 Pre-Planning Checklist

Completed by: Date:

POTENTIAL HAZARD	Y	N	N/A	COMMENTS
Has a risk assessment been developed for this task?	☐	☐	☐	
Has rescue and fall protection planning been conducted?	☐	☐	☐	
Have alternatives to using fall arrest equipment been considered? (using the hierarchy of controls)	☐	☐	☐	
Is equipment adequate for the rescue plan?	☐	☐	☐	
All components compatible, good condition, meet relevant Standards?	☐	☐	☐	
Anchor points have sufficient strength for expected loads?	☐	☐	☐	
Anchor points assessed by competent persons before use?	☐	☐	☐	
Are all rescue personnel familiar with the rescue equipment?	☐	☐	☐	
All persons trained in correct donning techniques, use, maintenance, and storage of equipment?	☐	☐	☐	
Have communications devices been identified and tested?	☐	☐	☐	
Other?	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

3.3 Site-specific Falls Rescue Plan

Site Location:	Date of work:
Location of the closest medical facility:	Approximate response time:
Location of closest emergency services:	Approximate response time:

The rescue equipment is at the Vehicles or at a predetermined location on site.

Pre-work Activities:

1. SWMS & risk assessment have been developed for the task
2. Pre-inspection of all rescue equipment
3. Perform a trial test of the plan
4. ?

Rescue method: ☐ Self-Rescue ☐ Assisted Self-Rescue ☐ Mechanically Aid Assisted Rescue ☐ Aerial Work Platform Assisted Rescue ☐ Mobile Crane Supported Platform Assisted Rescue ☐ Crane as an Anchorage Point ☐ Other?

Emergency Response ➢ Call 000 ➢ Notify Emergency Fall Rescue Team ➢ Notify Emergency First Aid/CPR personnel ➢ Notify Site Manager

Indicate rescue equipment that will be provided (equipment must meet relevant standards):

☐ Fibre rope	☐ Vertical rescue & escape system	☐ Self-retractable lifeline	☐ Winch system
☐ Rescue rope	☐ Pre-rigged control descent device	☐ Auto-stop descender	☐ Rescue knife
☐ Round sling	☐ Crane with a personnel platform	☐ Triple lock karabiner	☐ Rescue stretcher
☐ Recovery pole	☐ Karabiner (number required?)	☐ Crane as an anchorage point	☐ Other? (Specify)

Provide details of communication equipment that will be used: ☐ Verbal (Face-to-face) ☐ Radio Channel (specify channel) ☐ phone number or other forms of communication

	Name	Course Name	Contact	Date of training
Provide details of **trained rescue personnel** (trained within the last 12-month period)				
Rescue Leader (Supervisor)				

The Vertec Supervisor is satisfied this plan fulfils the requirements for safe emergency fall rescue on-site.

Signature: Title: Date:

The Vertec Supervisor authorises the use of this emergency fall rescue plan.

Signature: Title: Date: