

Contractor Guidance Note

Working at Heights

Purpose

To outline the management and control of Working at Height activities conducted by contractors (including third-party contractors) on the Perth Airport Estate.

Scope

Working at Heights is defined as work in any place where, if precautions were not taken, a person could fall or drop an object, and injure themselves or others.

You are working at height if you:

- work above 2 metres
- work in an elevated location where a tool or object could fall and hit a member of the public or airport worker
- could fall from an edge, through an opening or fragile surface
- could fall from ground level into an opening in a floor or hole in the ground
- work on a roof within 3 metres of an open edge

Examples of Working at Heights include:

- using working platforms such as scaffolds, tower scaffolds, cherry pickers, scissor lifts and elevated work platforms
- work on a roof, piece of plant or equipment
- working on a balcony behind a handrail, but in a position where a tool or materials could drop onto a footpath or public space below
- using ladders or stepladders

Working at Heights does not include:

- ascending or descending solely for gaining access

Process

OSH Works Planning Meeting

An OSH Works Planning Meeting must be undertaken before any works commence. On completion of the OSH Works Planning Meeting the following must be understood:

- The location of the Work at Heights
 - The design and layout of elevated work areas, including the distance of a potential fall
 - The number and movement of all people at, or under the workplace
 - The proximity of workers to unsafe areas where loads are placed on elevated working areas
 - The adequacy of inspection and maintenance of Plant and Equipment, for example, scaffolding
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- The adequacy of lighting within the work area
 - Weather conditions on the day of the works. The presence of rain, wind, extreme heat or cold can cause slippery or unstable conditions.
 - The adequacy of procedures for all potential emergency situations
 - When harnesses are required, are there appropriate rescue procedures in place to retrieve someone in a timely manner, to minimise the risk of suspension trauma
 - What communications systems are required

Working at Heights Permit Request

Contractors **MUST** raise a Permit Request for all Working at Heights which may impact on Perth Airport infrastructure, services, operations or personnel, using the Perth Airport Electronic Permit to Work System (PEMAC). Link to PEMAC available here: <https://hra.perthairport.com.au/PCARE/Security/SignIn.aspx>

NOTE: The Perth Airport Representative is responsible with issuing the Contractor with a PEMAC login.

Contractors must:

- Complete a Perth Airport HRA WORKING AT HEIGHTS Request along with the required Supporting Documentation online at least three (3) working days before the planned works.
- NOT commence the Working at Heights until the Permit Request has been approved and signed by all parties.

Process [continued]

Supporting Documentation

All Supporting Documentation must be submitted with the Working at Heights Request. The type of documents required must be agreed in the OSH Works Planning Meeting:

- Safe Work Method Statement and Methodology
- Rescue plans
- Exclusion zone plans
- Emergency and rescue equipment to be used

Review of Supporting Documentation

The Perth Airport Representative and the Permit Issuer is responsible for reviewing the Working at Heights Request and Supporting Documentation within the allocated three-day period to ensure the request has adequately assessed the hazards and controls associated with work.

Site Inspection

When the Permit Issuer is satisfied the Working at Heights Request and Supporting Documentation is adequate, the Permit Issuer must conduct a site inspection to ensure that the agreed controls in the Supporting Documentation have been implemented on site.

Issue Permit

Once the Supporting Documentation has been reviewed and the site inspection completed the Permit Issuer must sign and issue the Working at Heights Permit to enable work to commence.

Monitoring

Spot Checks may be conducted to ensure the agreed conditions of the Working at Heights Permit are being implemented.

Completion of Work

After the work is completed the Permit Applicant is required to notify the Permit Issuer and the Perth Airport Representative the works are complete. The Perth Airport Representative will close the Working at Heights Permit on PEMAC.

Permit Cancellation

Should a non-compliance occur with the agreed controls in the Working at Heights Permit and Supporting Documentation the Permit Issuer may cancel the Permit. If this happens the Applicant must cease work immediately until further instruction from the Perth Airport Representative.

**Work at Height
Safety Rules**

General Requirements

- A HRA – WORKING AT HEIGHTS Permit is required for all works at heights which are outside the fixed hoarding line of a construction site.
- A Request to Access – Roofs Permit is required for all works on a roof controlled by Perth Airport.
- A SWMS must be drafted and be specific to the Works at Height at Perth Airport.
- The 'Hierarchy of Control' must be applied when planning and/or considering control measures for any working at heights.
- All working at heights activities should be securely barricaded to stop unauthorised access from members of the public and to protect against falling objects.
- All equipment (EWP's, Scaffolding, Ladders, Fall Arrest Systems and Harnesses) should be inspected before HRA use.
- Ensure the right equipment is used for the task at hand.

Ladders

- Assess whether a ladder is the most suitable means of access, consider the length of the task and physical surroundings. Would an EWP or Mobile Scaffolding be more suitable?
 - Only Platform Ladders are permitted when undertaking works off a ladder at Perth Airport. Ensure platform ladders are used as intended. A-Frame ladders must only be used for inspections and access/egress.
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- Only industrial ladders are permitted for use at Perth Airport, domestic ladders are prohibited.
 - Do not use a ladder where there is a risk of fall over a leading edge, consider a more suitable means of access.
 - Ensure the platform ladder is fully open and never over-reach from any ladder.
 - Straight ladders must be securely fastened top and bottom, the 1 in 4 rule must be enforced. Straight ladders must only be used for access/egress and not as a working platform.
 - Always be aware of your surroundings and general conditions.
 - Ladders should be maintained in good order and not painted as damage or essential safety information may be obscured. The SWL of a ladder must be clearly visible.
 - Ladders to be used for electrical installations should be non-conductive.

Elevated Working Platforms

- Operatives of Elevated Working Platforms (EWP) must be trained and competent.
 - An exclusion zone must be established around the entirety of the works area. Under no circumstance should a member of the public be able to walk under an EWP.
 - Inspect the works area before driving an EWP into it. EWPs should only be used on firm stable ground
 - NOTE: most EWPs used at Perth Airport must only traverse over tiles and paving with the use of spreader beams or plywood.
 - Boom Lifts must not be slewed out beyond the work area which has been barricaded.
 - EWP's must be lowered to an appropriate level before travelling with them.
 - Safety Harnesses must always be worn by all occupants when in a Boom Lift. Only stand on the platform floor, never stand or sit on the railing.
 - Do NOT exceed the manufacturer's load capacity limits.
 - Ensure EWPs are maintained and operated in accordance with the manufacturer's instructions.
 - Only electrical EWPs are permitted in buildings controlled by Perth Airport.
 - Consideration must be given to the protection of ground surfaces (paving/tiles) when manoeuvring EWPs in buildings and on the forecourts.
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Roof Access and Leading Edges

- Access to roofs at Perth Airport is covered under Perth Airports “Request to Access – Roofs Permit” and must be in place for all roofing controlled by Perth Airport.
- No lone works are to be undertaken on roofs controlled by Perth Airport.
- Most Perth Airport roof spaces are protected using Fall Arrest System. A harness must be used when accessing these roof spaces.
- Operative must use designated walkways where provided. Under no circumstance should an operative take a short cut.
- Glazed roofs or glazed skylights must not be stood on or traversed under any circumstances.
- Where working within 3m of a leading edge, a HRA - Working at Heights Permit must be in place. The area below a leading edge must be barricaded off to ensure no entry from members of the public or staff.
- Care must be taken when working in adverse weather conditions and wet/windy weather must be risk assessed.
- Under no circumstances are radio transmission antennas to be accessed or interfered with unless prior written approval from the equipment owner and a Perth Airport Representative.

Dropped object Risk in Public Spaces

Members of the public or airport workers being injured by dropped objects is an unacceptable risk to Perth Airport. Where it is identified that there is such a risk, then the following controls must be implemented:

Either:

- An exclusion zone must be set up to adequately guide people around the hazard. For this control type, the method of exclusion should not introduce other hazards such as restrictions in passenger flow, trip, slip or snag hazards, and should prevent all objects that could possibly fall from the works area from entering the public space. This control must not have a detrimental impact on the operation of the airport. Wayfinding signage must be considered.

OR

- An engineered crash platform must be erected to allow pedestrian traffic below the works area. As above, this control should not introduce other hazards such as restrictions in passenger flow, trip, slip or snag hazards, and should prevent all objects that could possibly fall from the works area from entering the public space. This control must not have a detrimental impact on the operation of the airport. Wayfinding signage must also be considered.

**Legislation
and Standards**

Occupational Safety and Health Regulation 1996, Division 5 — Prevention of falls at workplaces,

Occupational Safety and Health Regulation 1996, Regulation 4.34. Certain plant, duty of employer etc. to keep records of etc.
