



OM00033 – Falls Prevention Policy

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1						
2						
3						
4						

1. Falls Prevention Policy

Objective: To prevent falls and falling objects by implementing a risk management approach.

Scope: This policy applies to all workers, including contractors and visitors of A2Z Services exposed to the risk from 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: A2Z Services is committed to preventing injuries caused by falls and falling objects, including falls from trees, unprotected edges and any situation where a fall may occur. 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 suitable risk controls.

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

- In or on plant, equipment or a structure that is at an elevated level;
- In or on 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.

A2Z Services will endeavour to eliminate or reduce the number and severity of injuries caused by falls by implementing procedures to identify and manage falls hazards and the associated risks arising from those hazards.

In consultation with relevant persons, A2Z Services will identify all tasks that have a potential for falls and falling objects

2. Falls Prevention Procedure

Responsibilities:

The WHS Manager/Workplace Supervisor is responsible to:

- Ensure that appropriate procedures and supporting mechanisms/systems are followed in respect of falls at work;
- Ensure that a falls emergency response, 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 that 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 are responsible to:

- Cooperate with reasonable directions when working in situations where there is a risk of a fall;
- Notify their manager/supervisor immediately if a new fall hazard is identified, making the area safe using a temporary control before leaving the fall 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.

Hazard Identification:

An inspection of the intended workplace will be conducted to identify 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 falls hazards, the level of assessed risk and recommended control measures. The Risk Register will be regularly reviewed and updated as required.

Risk assessment and Control:

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

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 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 a risk can be used. E.g., engineering controls like edge protection can be implemented with administrative controls like training and this SWMS, 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.

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 hazardous area;
- Control access to the area at all times;
- Maintain safe distance from 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 work area clear of trip hazards;
- Keep floor clean and clean up spills immediately;
- Never lunge for dropped objects (maintain balance at all times).

FORMS AND REGISTERS

Document number	Document Name


