

## **BI-SDH.91.20 Pre-planning for work at heights tasks**

### ***Expectation***

Work at heights requirements are considered during the planning phase and appropriate measures (equipment and worker selection, procedures and documents) are developed for implementation.

### ***Specify***

Planning and design activities are implemented to identify if work programmes, deployed equipment and/or contracted works will require work from elevated positions. This process includes:

1. Engineering review to remove the requirement for any hazardous tasks (work at height outside engineered platforms) identifying how tasks could be performed at ground level or on a permanent fixed platform with no reaching required
2. Detailed planning and work area inspections (with associated identification of: external requirements to be addressed; rated anchor points (including static lines); documentation, and; gathering of drawings and photographs) prior to review by a group of appropriate subject matter experts (planning, supervision and operational) [=Risk Assessment/Analysis process] for WaH tasks that could not be engineered out
3. Preparation of safe work method statements, procedures, draft Job Safety Analyses (JSA) or similar to support work crews preparing work authority (and permit) materials. These specify requirements for anchors/static lines, edge protection, catch netting, relocating EWP's/ladders to avoid over reaching, barricading and signage, restricting entry points, and emergency response considerations - it also identifies prohibited items (such as portable extension ladders and non-standard/out-of-code(date) lanyards, anchors, and harnesses) to communicate with contractors and other workers on
4. Formally commission works in line with a permit to work process that confirms all requirements are passed on and understood by workers conducting the tasks

### ***Implement***

1. Design and planning processes for working at height include a review that identifies business input (control) opportunities for removal or engineering over temporary and administrative measures for required tasks. This includes a review by relevant workers with subject matter knowledge as part of finalising the Issue of the designs/plans
2. Procedures are confirmed understood by workers through the JSA, permit to work or supervisor instructions
3. Activities are recorded and passed on to following work crews and the planners and designers

## ***Monitor***

1. Permits are managed as required by the site information management systems and communicated as required
2. Supervisors confirm workers in their area(s) of responsibility are aware of task expectations and understand key requirements. Inspection findings are recorded and passed on as required
3. Improvement opportunities are tracked in site systems and regularly reported on by departments managing these systems
4. Audits of systems confirm that they are performing in line with requirements and trigger follow up opportunities for improvement for consideration by senior leaders as required