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| Unifulllogo-wht2011_03r[1] | **WORKING AT HEIGHT risk assessment** | **Form WHS78** |
| This document is an identification of hazards and a generic risk assessment for working at height. A variety of controls measures are noted.  It is recommended that local areas review this form as a guide prior to commencing any tasks that involve working at height, and the controls applicable to your situation are selected or adapted for local use.  This assessment is applicable to all UniSA workplaces where working at heights is required. However, you should carry out a risk assessment on individual hazards if there is any likelihood that a person may be exposed to greater, additional or different risks. A related generic [Working at Height Standard Operating Procedure](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/resources/safety-and-wellbeing/working-at-height-sop.pdf) developed by UniSA STEM should also be reviewed by UniSA people if required to undertake work at height.  ***Reference:*** [***SafeWork SA CODE OF PRACTICE (June 2020) Managing the risk of falls at workplaces***](https://www.safework.sa.gov.au/__data/assets/pdf_file/0004/136273/Managing-the-risk-of-falls-at-workplaces.pdf) | | |

| **Item** | **Hazard description** | **How exposed to hazard** | **Risk level** | **Risk control measures** |  |
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| 1 | **Human Factors**  May occur through inexperience, user error, complacency, lack of supervision.  Poses a risk of a fall resulting in serious Injury | Fall from height due to inexperience in this work task.  Performing an ad hoc task without due diligence and planning. | Consequence is **Critical** (due to potential fatality). Likelihood is **Unlikely**.  Results in a MEDIUM risk rating.  . | * Appropriate training and instruction for those required to Work at height. This includes Competency Based Training such as:   -*Yellow Card for Elevated Work Platforms*  *-White card for working in a construction site*  *-License for scaffolding work*  *-Inhouse Ladder training by suitably competent staff*   * Work to be performed by competent and mentally alert staff * Supervision of work by responsible line manager * Established SOPs based upon Code of Practice used to perform the work * Review and discuss with a colleague how the work will be performed prior to commencing * Availability of appropriate PPE * Ability to request specialist contractor perform task via CSR * Seek FMU engagement if the task is infrastructure related * Training records showing competency and currency |  |
| 2 | **Falling from the working height** | Staff and students operating at height (could be on structures, equipment, scaffolding, EWP, ladders) | * Select appropriate equipment to enable access (ladder, scaffold, EWP). * Training and instruction provided to staff required to work at heights * Work conducted at height to be in accordance with Unit’s SOP for task * Supervision if required * PPE available * If using a fall prevention device (i.e. working platforms, edge protection, scaffolding) consider if additional control with a fall arrest system to limit and control the free fall distance is required. If so, training and supervision is required to ensure system is used correctly. |  |
| 3 | **Ground or surface uneven and / or slippery** | Equipment becomes unstable due to nature of ground or surface and risk of a fall increases | * Inspection of work area prior to work to ensure surface is suitable and solid base for EWP or ladder can be achieved * Set up on firm, stable and level ground * Established SOPs based upon Code of Practice used to perform the work |  |
| 4 | **Inappropriate or faulty equipment / ladder for task** | Using an inappropriate or poor conditioned scaffold, EWP, ladder or safety system may increase likelihood of incident.  e.g.: equipment may collapse causing injury to worker or others | * Consider task and select appropriate aid using hierarchy of control (eg: Does the work need to be done at height? Would scaffolding or an EWP assist? Is the ladder available appropriate for the task to be performed?) * Variety of ladders available to enable correct selection for task   [Note: extension or single ladders should only be used as a means to access /exit a work area or for light work of short duration that can be carried out safely from the ladder].   * Regular inspection and maintenance of work at heights equipment in accordance with the manufacturer’s recommendations * Pre-use equipment checks performed by operator prior to use. * Equipment certified and maintained where required (Units could consider a Ladder Register refer to *AS 1892.5:2020 - Portable ladders, Part 5: Selection, use & care* * Training and instruction provided to staff in selection and use of equipment * Established SOP for usage * Disposal or repair action for ladders and equipment with identified faults |  |
| 5 | **Working alone when at height** | A worker maybe alone while working at height that exposes them to additional risk | * Review / Assess with Supervisor how the work will be performed prior to commencing * Work to be in accordance with Unit’s SOP for working at height * Ensure buddy system / two workers available for the job * Second person provides supervision and look-out role * Work at heights training must be completed prior to undertaking work at height * Work at Heights Awareness training module available for staff |  |
| 6 | **Reaching / overstretching on ladder** | Fall from over balancing due to extending centre of gravity to unsafe position | * Training and instruction for those required to Work at height in use of ladders, EWP, scaffolding etc. * Appropriate equipment available for task (ladders, scaffold, EWP). * Work to be performed by competent and mentally alert staff. * Supervision of work by responsible line manager * Established SOPs based upon Code of Practice used to perform the work  *e.g. methods to secure ladders - especially for work on uneven ground* * Inspection of work site to ensure access equipment can be set correctly * Relocate ladder during course of work if required |  |
| 7 | **Working near overhead power lines** | Worker or equipment coming into contact with overhead powerlines / electrical services therefore potential for electric shock | * Training and instruction in use of ladders, EWP, scaffolding etc. * Observe / inspect work site prior to commencement to ensure clear unimpeded access and separation from electrical services * Worker to perform quick risk assessment of site hazards Work to be performed by competent and mentally alert staff. * On site supervision of work by responsible line manager * Established SOPs based upon Code of Practice including “*Look up & Live”* * On site supervision of work by responsible line manager * Use a Spotter in place to provide warning of proximity to electrical services |  |
| 8 | **Carrying items up and down ladders** | Fall from loss of balance while carrying items up or down ladders | * Established SOPs based upon Code of Practice used to perform the work * Training and instruction for those required to Work at height * Supervision of work by responsible line manager * Use of tool belt / backpack / carry bag / pulley system to carry tools / equipment   to enable maintaining three points of contact when accessing or exiting the work site   * Lifting system to lift tools or equipment into place |  |
| 9 | **Dropping objects or tools** | Person below is struck by a dropped object | * Establish ‘No-Go’ zone for foot traffic around ladder, EWP etc by use of  cones, bunting, safety signs. * Use of tool belt to ensure tools are retained securely * Use safety nets, kick boards or other means to prevent tools etc dropping from height * Instruction, training and supervision for those required to work at height * Appropriate PPE (hard hats) when working under /near others working at height |  |
| 10 | **Undertaking “High Risk Construction Work”** | Work where there is a risk of a fall from 3mts or above | Only to be performed by staff/students deemed competent through specialised training (eg: *White card for working on a construction site)*   * Specific Risk Assessment and Safe Work Method Statement as described at * <https://www.safework.sa.gov.au/industry/construction/safe-work-method-statements> required for the task * Specialist safety equipment to be available eg: (harness system, fall prevention) * Ability to request specialist contractor perform task via CSR or direct engagement |  |
| 11 | **Work surroundings** | Other activities occurring at or near the worksite, exposing the worker to increased risk of fall. |  | * Allow safe access around work site by use of fencing / barricading / lighting * Traffic Management and control * Use a Spotter in place if required * Signage |  |
| 12 | **Manual handling** | Carrying heavy loads, repeated lifting, and / or poor technique can lead to muscular-skeletal injury | **Major** and **Unlikely**  MEDIUMrisk | * Training and awareness to be provided to staff * Online Module – Manual Handling Safety available for staff * Work to be in accordance with Unit’s SOP for task * Appropriate equipment available to minimise injury from moving loads * Work with buddy for lifting and carrying heavy loads |  |
| 13 | **Working Outdoors**  Tasks performed outdoors will be subject to weather conditions (wind, cold, heat) | Local weather could make a task more hazardous  (eg: sun exposure; winds affecting stability of work platform) | * Weather conditions to be considered prior to work. Consideration of UniSA WHS Guideline [*Heat and Cold at Work*](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/safety-and-wellbeing/heat_and_cold_at_work.pdf) * Review and discuss with supervisor if weather conditions are suitable for work to be undertaken |  |

**Appendix 2 - Risk Assessment Matrix**

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|  | **RISK SEVERITY/CONSEQUENCE** | | | |
| **LIKELIHOOD** | **CRITICAL**  *(may cause severe injury or fatality - more than two weeks lost time)* | **MAJOR**  *(injury resulting in at least one day lost time)* | **MINOR**  *(medical treatment injury - back to work)* | **NEGLIGIBLE**  *(first aid treatment - no lost time)* |
| **VERY LIKELY**  *(exposure happens frequently)* | **High** | **High** | **Medium** | **Medium** |
| **LIKELY**  *(exposure but not frequently)* | **High** | **Medium** | **Medium** | **Low** |
| **UNLIKELY**  *(exposure could happen but only rarely)* | **Medium** | **Medium** | **Low** | **Very low** |
| **VERY UNLIKELY**  *(Exposure can happen but probably never will)* | **Medium** | **Low** | **Very low** | **Very low** |
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Based on SafeWork SA risk assessment matrix April 2015

**Risk Priority Table**

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| **Risk priority** | **Definitions of priority** | **Time frame** |
| **High** | Situation critical, stop work immediately or consider cessation of work process.  Must be fixed today, consider short term and/or long term actions. | **Now** |
| **Medium** | Is very important, must be fixed urgently, consider short term and/or long term actions. | **1 – 3 weeks** |
| **Low** | Is still important but can be dealt with through scheduled maintenance or similar type programming. However, if solution is quick and easy then fix it today. | **1 - 3 Months** |
| **Very low** | Review and/or manage by routine processes | **Not applicable** |