Work at Height Procedure

Purpose

This procedure will ensure that the risk of injury associated with Work at Height in University activities is eliminated or minimized, with particular focus on the risk of falls.

Scope

This Procedure applies to all work at height (as defined).

Legislative Context

• Occupational Health and Safety Act 2004 (Vic)
• Occupational Health and Safety Regulations 2007 (Vic)

Definitions

A list of definitions relevant to this procedure is contained within the Health and Safety Policy. A further list of definitions specifically relevant to this procedure is included below:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Work at Height Supervisor</td>
<td>A person who has been assessed by a Manager of FedUni's Facilities Services to have the competencies and authority to issue Work at Height Permits under the Work at Height Procedure.</td>
</tr>
<tr>
<td>Fall hazard</td>
<td>The potential for a person to fall more than two metres. Such a fall may occur from a height greater than two metres, but also down a pit or shaft deeper than two metres.</td>
</tr>
</tbody>
</table>
## Actions

### 1. Planning Work at Height

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
<th>STEPS</th>
</tr>
</thead>
</table>
| A. Planning Work at Height| Supervisor/Manager in charge of any person planning to perform Work at Height | 1. Ensure a Job Safety Analysis (JSA) of the proposed work has been completed.  
2. Ensure a Work at Height Permit has been completed for the proposed work.  
3. Submit the JSA and Work at Height Permit to an Authorized Work at Height Supervisor prior to the start of the work. |

### 2. Authorizing, performing and completing Work at Height

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<tr>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
<th>STEPS</th>
</tr>
</thead>
</table>
| A. Gaining authorization to perform Work at Height | Authorized Work at Height Supervisor | 1. Review any Work at Height Permit and JSA submitted to him/her.  
2. Determine whether the permit and JSA have been completed correctly and whether the work can proceed safely, as far as can reasonably be ascertained.  
3. Grant/not grant authorization to proceed with the work at height to proceed under the terms of the Permit and JSA |
### Supporting Documents
- **Health and Safety Policy**
- **Hazard Identification, Risk Assessment and Control (HIRAC) Procedure**

### Forms.
- **Job Safety Analysis** (PDF 24.3kb)
- **Work at Height Permit** (PDF 34.1kb)

### Responsibility
- The **Health and Safety Policy** Committee is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
• The Manager – Risk, Health and Safety is responsible for maintaining the content of this procedure as delegated by the Health and Safety Policy Committee.

Promulgation

The Work at Height Procedure will be communicated throughout the University community in the form of:
• an Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website; and
• an email to the Director and Managers of Facilities Services.

Implementation

The Work at Height Procedure will be implemented throughout the University via an Announcement Notice via:
• an Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website; and
• an email to the Director and Managers of Facilities Services.

Records Management

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work at Height Permit</td>
<td>Faculty/Directorate/College/Centre of staff or students who performed the Work at Height</td>
<td>Executive Dean/Director</td>
<td>Destroy seven (7) years after work has been completed</td>
</tr>
<tr>
<td></td>
<td>Facilities Services for contractors</td>
<td></td>
<td></td>
</tr>
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<td>Job Safety Analysis (JSA)</td>
<td>Faculty/Directorate/College/Centre of staff or students who performed the Work at Height</td>
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