

Purpose

To describe the process for the identification, assessment and control of threats to reduce the likelihood of a person falling from any height.

Scope

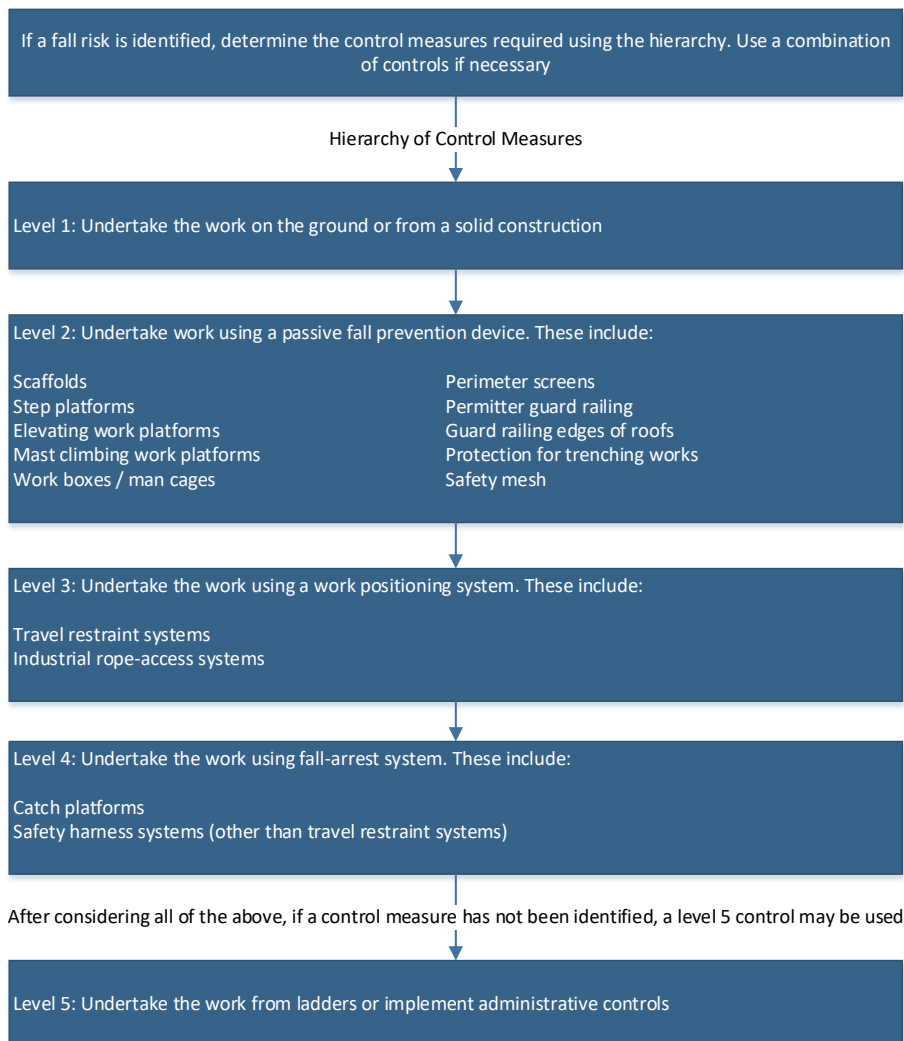
This procedure applies to all assets and premises owned, leased or occupied by Melbourne Water employees and contractors.

The WorkSafe [Prevention of Falls in General Construction](#) shall be followed, with the addition of the contents of this procedure.

Identify the Potential to Fall

Before work commences, all locations and tasks that may involve the risk of a fall need to be identified. If a task involving fall potential has been identified, the risk of a fall needs to be assessed using [Good to Go](#), or equivalent risk assessment tool.

Hierarchy of Control Measures



Undertake Work from Ladders

Ladders can be used when it is not reasonably practicable to use a higher order control measure. Melbourne Waters preferred option when ladders need to be used is a commercially available step platform with a guardrail.

Preventing Objects from Falling

To reduce the likelihood of objects falling from height the following control measures shall be considered:

- keep large equipment at ground level
- stack items so they cannot slide, fall or collapse when they are stored above ground level
- keep the work area tidy and ensure materials, debris, tools and equipment that are not being used are out of the way
- tethering or otherwise secure tools and materials to prevent them falling on people below
- keep tools or other materials away from edges and off of railings or sills

Emergency Procedures

If a risk of a fall has been identified, emergency procedures need to be established that enable the rescue of a worker in the event of a fall, and the provision of first aid to a worker who has fallen. The [Rescue Plan](#) or equivalent, can be used to document the agreed emergency procedures.

Responsibilities

Role	Responsibility
Individual/Team Members	Apply the hierarchy of control and ensure the Most effective control measures are implemented Perform a Good to Go, review and revise risk control measures each time the task is performed Inspect equipment prior to working at height Ensure emergency rescue plans and resources are documented and reviewed prior to undertaking the activity Ensure the appropriate equipment, as detailed on the emergency plan is readily available on site
Managers/Team Leaders	Ensure the team has the physical and financial resourcing available to mitigate the risk to an acceptable level prior to undertaking the activity Ensure emergency rescue plans and resources are efficient and effective

Definitions

Reference	Definition
Fall	A person's involuntary fall of more than 2 meters.
Working at Height	A situation where a person has the potential to fall or drop an object from; <ul style="list-style-type: none"> • a structure used to obtain access to an elevated level • plant or structure which is at an elevated height • an un protected edge • an opening • a slippery, fragile, sloping or unstable surface

Document History

Date	Reviewed/ Actioned By	Version	Action
Nov 2019	Project & Support Coordinator	42	Minor update no change made to context of document. Updated version number in line with Info version control. Removed reference to OHS Act & Standard.
Dec 2020	SHEQ Manager Service Delivery	43	Simplified document Removed content that exists in Prevention of Falls in General Construction Compliance Code Made reference to Prevention of Falls in General Construction Compliance Code in Scope
May 2021	Manager SHEQ Service Delivery	44	Updated the date in the footer
Jan 2022	Controlled Document Administrator	45	Sensitivity added, template updated and saved as PDF.