

1. Purpose

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

2. Scope

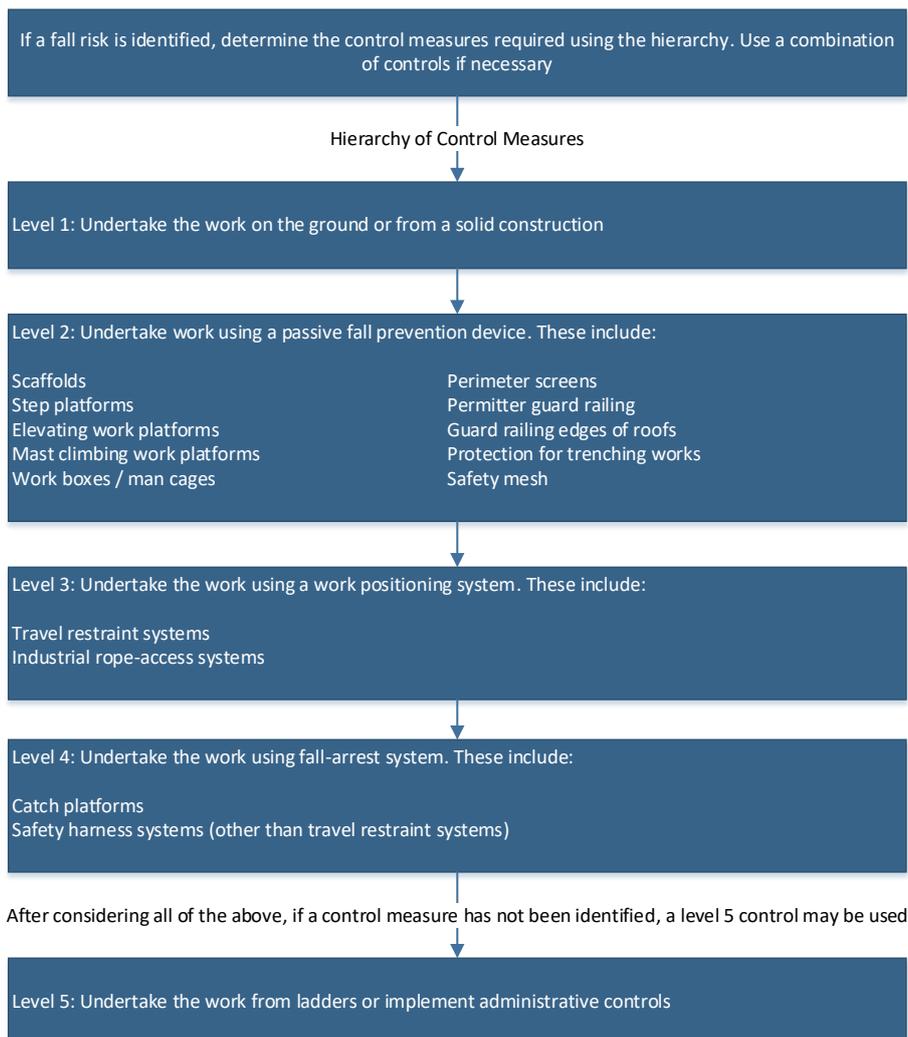
This procedure applies to all assets and premises owned, leased or occupied by Melbourne Water employees and contractors.

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

3. 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.

4. Hierarchy of Control Measures



5. 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.

6. 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

7. 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.

8. 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 |

9. 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 |

10. Document History

| Date | Reviewed/ Actioned By | Version | Action |
|----------|-----------------------------------|---------|--|
| Jan 2022 | Controlled Document Administrator | 45 | Sensitivity added, template added and saved as PDF |
| Mar 2022 | Systems Integrated Specialist | 46 | Reverted to word |