

16.6 MANAGING FALL HAZARDS

16.6.1 INTRODUCTION

The Diocese recognises all fall hazards must be, so far as reasonably practicable, risk assessed to ensure appropriate controls are implemented.

Fall hazards include those that occur from working at heights as well as those involving slips, trips and falls. Health and safety laws require specific measure to control the risks associated with working at heights.

16.6.2 PURPOSE

To ensure as far as reasonably practicable that risks associated with fall hazards are eliminated. This procedure aims to manage risks associated with the tasks identified by the Diocese which have a potential fall hazard.

The following tasks have been identified as fall hazards:

- Changing light bulbs
- Cleaning roof gutters
- Ladder use

16.6.3 LEGISLATIVE REQUIREMENTS

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)
- Code of Practice How to Manage Work Health and Safety Risks
- Code of Practice Managing the Risk of Falls
- Code of Practice Safe Work on Roofs – Part 1 – Commercial and Industrial Buildings
- Code of Practice Safe Work on Roofs – Part 2 – Residential Buildings

16.6.4 PROCEDURE

If a worker identifies a NEW fall manual task, also refer to WHS Hazard & Risk Management - Stage 1.

Stage 1 Identify fall hazards

Step 1 Fall hazards must be identified prior to the commencement of work.

KNOWN or common fall hazards for the Diocese include:

- Changing light bulbs
- Cleaning roof gutters
- Ladder use

Fall hazards relating to work tasks include, but are not limited to:

- On any structure or plant being constructed or installed, demolished or dismantled, inspected, tested, repaired or cleaned
- On a fragile surface
- On a potentially unstable surface
- Using equipment to work at an elevated level
- On a sloping or slippery surface where it is difficult for people to maintain their balance
- Near an unprotected open edge
- Near a hole, shaft or pit into which a worker could fall

Workers may identify fall hazards relating to working at heights. If work at heights is required, ensure:

- Workplace induction training is provided before task is commenced
- Appropriate training has been provided for the activity being undertaken
- Safe access and walkways are provided to all parts of the workplace
- The area is stable
- Physical barriers are in place over exposed edges
- Appropriate training has been provided in the use of safety lines (if relevant)
- Appropriate personal protective equipment has been provided

The Diocese shall also identify fall hazards through consultation with workers and inspection of the workplace including:

- Surfaces - Stability, fragility or brittleness, potential to slip, safe movement of workers where surfaces change, strength and capability to support load
- Slope does not exceed 7 degrees
- Levels - Where they change and may be exposed to fall from one level to another

- Structure – temporary or permanent
- Ground – evenness and stability to support scaffolding or work platform
- Work area
- Entry and Exit
- Edges – protection from open edges of floors, roofs, work platforms, walkways etc
- Holes
- Hand grip – places where grip may be lost.

Step 2 A risk assessment shall be conducted on the identified hazard(s) associated with the plant using the Diocese’s risk methodology.

LIKELIHOOD	CONSEQUENCE		
	Minor: First Aid injury or medical treatment	Moderate: Alternate work or lost time injury	Major: Fatality or permanent injury
Almost Certain (Will probably occur)	CHECK	STOP	STOP
Possible (May occur, has happened)	START	CHECK	STOP
Unlikely (could occur - known to happen)	START	START	CHECK

The risk assessment shall include the following, where relevant:

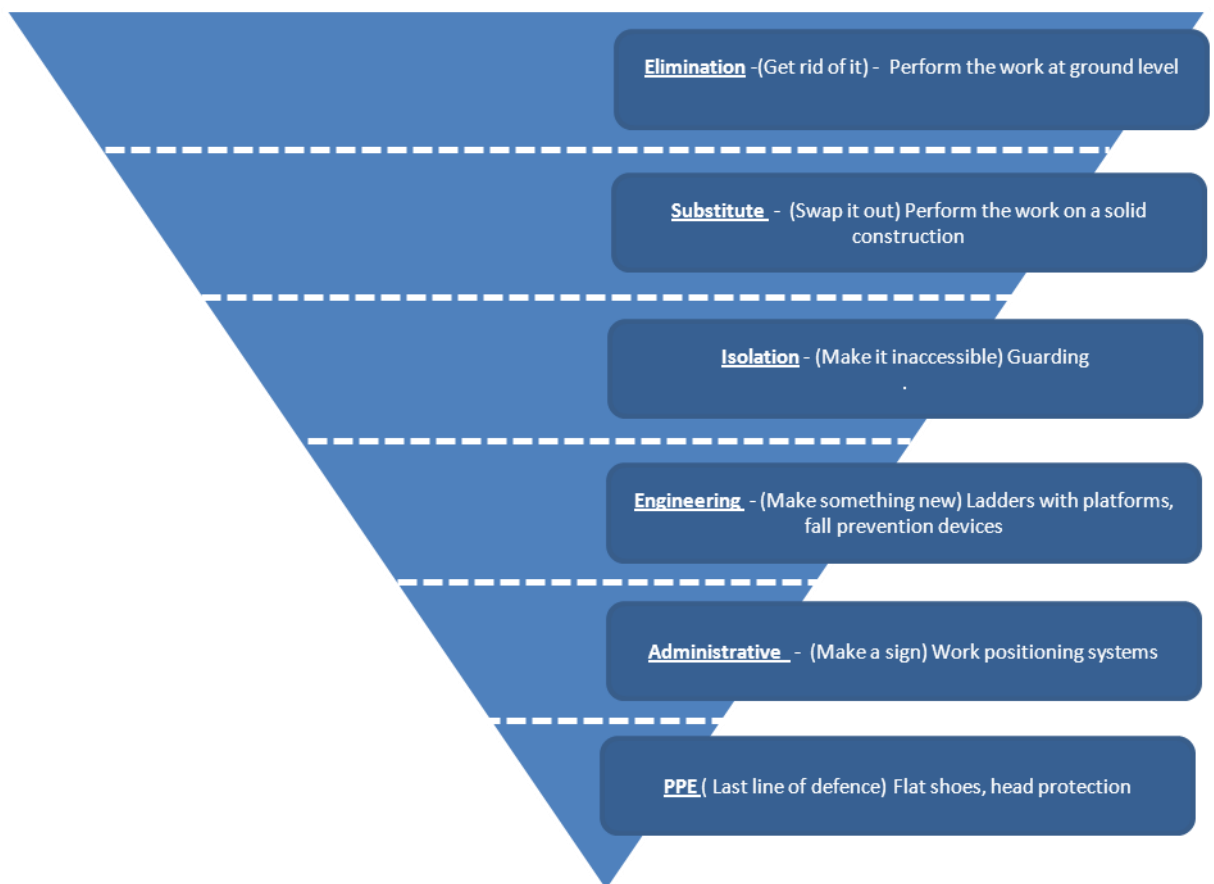
- The design and layout of elevated work areas, including the distance of a potential fall
- The number and movement of all people at the workplace
- The proximity of workers to unsafe areas where loads are placed on elevated working areas and where work is to be carried out above people and there is a risk of falling objects
- The adequacy of inspection and maintenance of plant and equipment (for example, scaffolding)
- The adequacy of lighting for clear vision
- Weather conditions—the presence of rain, wind, extreme heat or cold can cause slippery or unstable conditions
- The suitability of footwear and clothing for the conditions
- The suitability and condition of ladders, including where and how they are being used
- The adequacy of current knowledge and training to perform the task safely (for example, young, new or inexperienced workers may be unfamiliar with a task)
- The adequacy of procedures for all potential emergency situations.

Step 3 Control the risks associated with fall hazards, using the hierarchy of controls

Risk should be eliminated or removed where reasonably practicable as the first option. If the risk cannot be eliminated, then the Diocese will utilise the hierarchy of control (as outlined below) to determine the most appropriate action.

The below diagram shows examples of possible fall hazard control options.

A combination of controls may be suitable.



Step 4 The Diocese has developed a Safe Work Method Statement/Task Risk Assessment for the above identified fall hazards. Controls have been developed and implemented based on the hierarchy of controls

Each parish is responsible for ensuring safe work method statement/task risk assessment is specific to their particular parish's requirements. This shall be done in consultation with all workers who may be at risk of a fall hazard.

The WHS Officer will assist with this step as required.

Step 5 All workers who may be at risk of a fall hazard shall be provided with adequate information, instruction, induction and training on the developed safe work method statement/task risk assessment. This will include information relating to:

- The type of control measures used to prevent falls
- Procedures for reporting fall hazards and incidents
- The correct selection, fitting, use, care, inspection, maintenance and storage of fall-arrest and restraint equipment
- The correct use of tools and equipment used in the work (for example, using a tool belt instead of carrying tools)
- Control measures for other potential hazards (for example, electrical hazards).
- Emergency procedures

Step 6 Ensure only competent workers who have received training and instruction in relation to the safe work method statement/task risk assessment are authorised to carry out the work and use any fall control measure in the correct manner.

Confirm workers', in particular volunteers, ability to perform tasks.

The Parish Priest/ Incumbent or Parish Council Safety Delegate shall discuss with the worker, prior to undertaking any work, that he or she:

- Is physically fit for the task they are being asked to perform
- The worker has an appropriate trade background and qualifications (if required) for the work they are performing
- Has the appropriate tools or safety equipment for the task they are to perform. (It is the Diocese's duty to see they are provided with the equipment needed)
- Is not working alone

If there is any doubt about their ability to complete a task safely **do not let them proceed.**

Step 7 Each parish shall retain records of any information, instruction and training provided to workers. The Diocese shall assist with providing and updating forms as required.