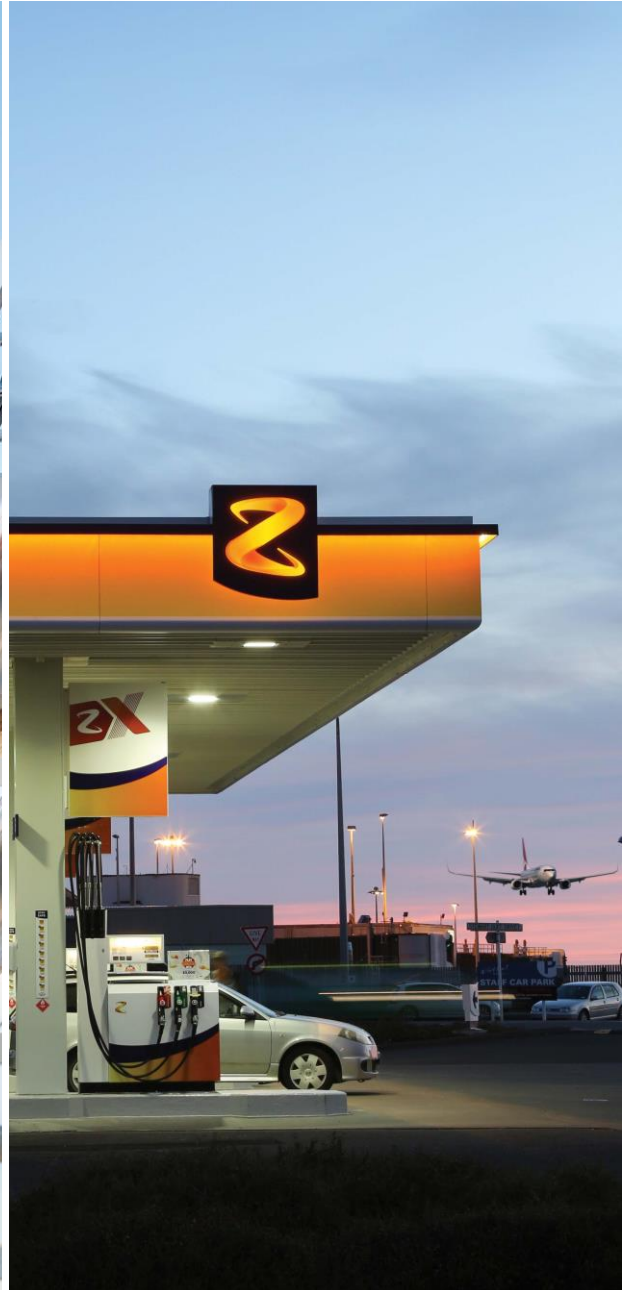


# Working at height

HS-IOA-GUI-010



## Revision Summary

| Version | Author    | Reasons for Change | Approver   | Date Approved |
|---------|-----------|--------------------|------------|---------------|
| 1.0     | M Imamura | New document       | M Guantero | 13 Aug 2018   |
|         |           |                    |            |               |



# 1: Purpose and scope

This document sets the requirements for performing Work at Height for and on behalf of Z Energy Limited (Z). It also sets out requirements for work where there is a potential fall distance but it is of less than 1.8 metres.

## Definition of Work at Height

For purposes of this document, "Work at Height" is defined as work performed where there is a potential fall distance of 1.8 metres or more, inclusive of whether it is at or below ground level or within 2.0 metres or less from an unguarded edge. For the avoidance of doubt, working at height includes any potential fall onto an uneven surface where a potential fall has a distance of 1.8 metres or more from any position regardless of whether there is also a chance that a fall may be from shorter distance than 1.8m.

The potential fall distance is the elevation where a person is standing or sitting to perform work. It includes potential falls to lower levels, such as the lower levels of a structure, excavations, holes, pits, etc.

## Conditions that involve working at heights

- Access between multiple levels
- Work on roofs or edges of roofs
- Work on edges of upper-level floors
- Use of ladders
- Use of mechanical plant: elevated work platform (EWP), crane lift platforms, forklifts
- Penetrations, openings or hoist areas
- Erection and use of scaffolding
- Unprotected shafts and excavations
- Working on or near water within 2 metres of the unprotected edge

## Applicability

This document applies to all persons working for and on behalf of Z or its subsidiaries, i.e. employees, contractors, sub-contractors, franchisees, and retail site staff, as well as visitors and other third parties on premises operated by Z or its subsidiaries.

Compliance shall be the responsibility of all employee, contractor, retailer and retail site staff or 3rd party working for or on a Z area of business. This is a Z procedure and adherence to the procedure it not required in any area controlled exclusively by another third party.

Where Work at Height maybe performed, Z shall include contract provisions that incorporate this procedure.

The requirements of this procedure, shall apply in addition to any applicable laws and regulatory requirements, including the latest fall prevention code of practice as issued by the Ministry of Business, Innovation and Employment (MBIE). This procedure takes precedence only where its requirements exceed those of applicable laws and regulatory requirements.

All applicable laws and regulations shall be complied with when performing any work, either within or beyond the scope of this policy.

Always consider if the job can be done without exposing persons to work at height. If there is a reasonably practicable way, do it.

# 2: Hazards



## Applicable LifeSavers

|   |   |  |  |
|---|---|--|--|
| <p><b>Comply with safety document requirements</b><br/>Always get an approved permit before work starts</p> | <p><b>Prevent all falls</b><br/>Use barriers or fall restraints when working at heights greater than 1.8 metres</p> | <p><b>Stay clear of elevated loads</b><br/>Never walk or work under an elevated load</p> | <p><b>Be clear headed and alert</b><br/>Never let alcohol, drugs or other factors impact your ability to work safely and effectively</p> |
|---|---|--|--|



### 3: References

#### External References

- Health and Safety at Work Act 2015
- Health and Safety in Employment Regulations 1995, Section 35 Requirements of a scaffolder (<http://www.legislation.govt.nz/regulation/public/1995/0167/latest/DLM202780.html>)
- MBIE's Best practice guidelines for working at height in New Zealand, issued April 2012 (<http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand/working-height.pdf>)
- MBIE's Best practice guidelines for working on roofs, issued June 2012 (<http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-on-roofs/roofs-best-practice.pdf>)
- WorkSafe's Good Practice Guidelines-Scaffolding in NZ (<https://worksafe.govt.nz/topic-and-industry/working-at-height/scaffolding-in-new-zealand/>)
- WorkSafe's Good Practice Guidelines for Excavation Safety (<https://worksafe.govt.nz/topic-and-industry/excavation/excavation-safety-gpg/>)
- WorkSafe's Best Practice Guidelines for Mobile elevating work platform (<https://worksafe.govt.nz/dmsdocument/26-mobile-elevating-work-platforms>)
- Approved Code of Practice for Training operators and Instructors of Powered Industrial Lift trucks (Forklifts) (<https://worksafe.govt.nz/dmsdocument/215-acop-training-operators-and-instructors-of-powered-industrial-lift-trucks>)
- AS/NZS 2550.1 Cranes, Hoists and Winches
- Approved Code of Practice for Cranes; Crane Safety Manual Crane Association of New Zealand
- NZS 3404– The Steel Structures Standard
- NZS/ASME/ANSI B56.1 Safety standard for low and high lift trucks

#### ZORM Documents

- Z's Approach to managing operational risks
- Z's Approach to managing operational integrity
- Z's Permit to Work Manual
- Z's Drug and Alcohol Policy
- Managing fatigue at Z - QRG
- PPE Matrix - QRG
- PPE Specifications – QRG
- Working at Height Certificate

### 4: Roles and responsibilities

|   |  |
|---|--|
| <b>General Manager-BU</b>                 | <ul style="list-style-type: none"> <li>• Ensure business unit compliance to this procedure</li> </ul>  |
| <b>HSSE Operations Manager</b>            | <ul style="list-style-type: none"> <li>• Responsible for maintaining and confirming the implementation of this procedure</li> </ul>  |
| <b>Senior Permit Issuer</b>               | <ul style="list-style-type: none"> <li>• Ensure any tasks that involves working at heights is managed under the Z Permit to Work System (PTW)</li> </ul>   |
| <b>Permit Issuer</b>                      | <ul style="list-style-type: none"> <li>• Confirm that the hazards associated with the work at heights have been identified and assessed and that the identified controls are adequate to perform the work in a safe and environmentally-sound manner prior to authorising and issuing the Permit to Work</li> </ul>  |
| <b>Permit Holder</b>                      | <ul style="list-style-type: none"> <li>• Completes a Safe Work Method Statement (SWMS)/Hazard Identification and Task Risk Assessment (HITRA)/Job Safety Analysis (JSA) that reflects the Hierarchy of Control before Work at Height commences</li> <li>• Ensure only a competent person performs work at height</li> <li>• Ensure all equipment used comply with relevant code of practice or regulation, be fit for purpose, well maintained and certified where required</li> </ul> |
| <b>Competent person working at height</b> | <ul style="list-style-type: none"> <li>• Trained and competent in carrying out work at heights (see Section 5.2 for Competency requirements)</li> <li>• Use only equipment (including platforms, guardrails, ladders, etc) that is in good condition and meets the minimum requirements set out in this procedure and MBIE's Best practice guidelines for working at height in New Zealand</li> </ul>  |
| <b>Standby person</b>                     | <ul style="list-style-type: none"> <li>• Know the hazards of working at heights</li> </ul>   |



- Trained and competent in carrying out work at heights (see Section 5.2 for Competency requirements)
- Ensure the conditions and requirements listed in the permit are adhered to
- Be familiar with Rescue Plan requirements, and activate rescue plan without hesitation, and from ground level if using EWP should the need arise
- Get help if an emergency develops, using the site emergency telephone number (where this exists), radio, or other pre-planned means
- Be familiar with use of working at height equipment

## 5: Requirements

All Work at Height shall be managed under the **Z Permit to Work System** (PTW).

**Work permit** is required for all work above 1.8m that is not conducted in a fixed, purpose design and built work platform.

A **Work at Height Certificate** must be used in conjunction with the permit to provide a higher level of detail on the controls to be put in place to manage the activity.

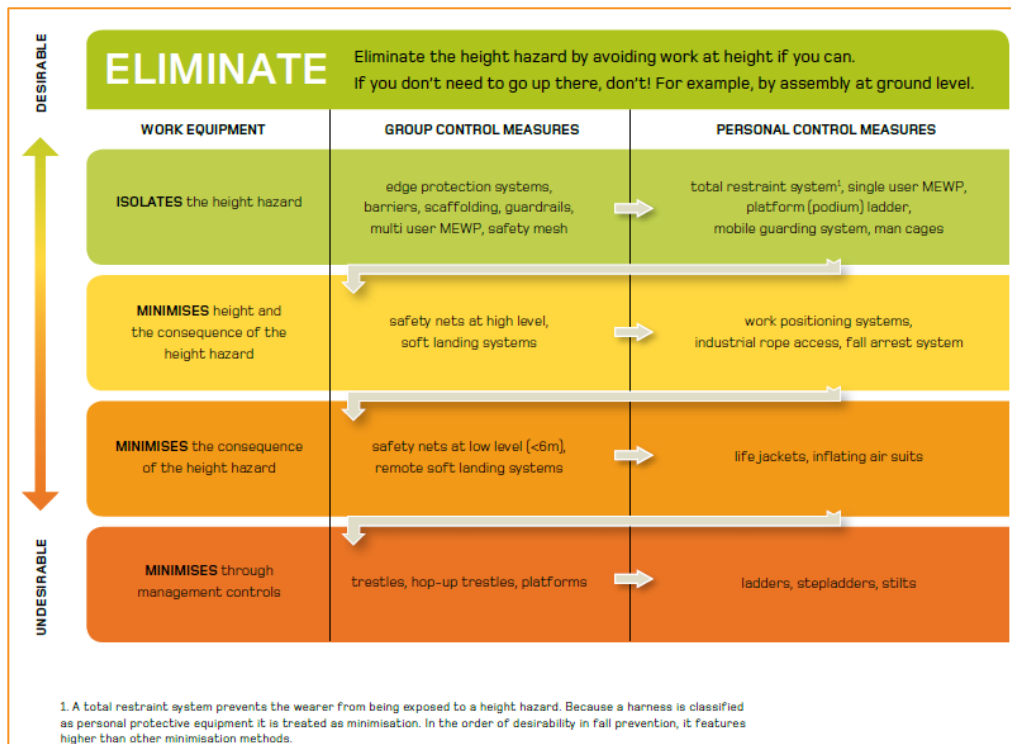
Where a fall arrest system is to be used, a **Rescue Plan** is mandatory to rescue people who have fallen, are suspended in a harness, and could develop suspension trauma.

### 5.1 Hierarchy of controls

At all times, when working at heights make a risk assessment and apply the "Hierarchy of Controls", in descending order. As a minimum, one of the methods described in the Hierarchy of Controls will be used at all times when working at height including to access work at height (i.e. when transitioning from one height level to another). Apply additional risk controls so far as reasonably practicable.

See Figure 1 below, taken from **MBIE's Best practice guidelines for working at height in New Zealand**.

**Figure 1. The selection of work equipment linked to hierarchy of controls.**



At Z, we follow the following hierarchy of controls:



### 5.1.1 Eliminate the risk

Avoid work at height where possible or make plans so work at height can be eliminated. For example, locate assets, plant and equipment in safe locations so work can be conducted where there is no risk of a fall.

### 5.1.2 Isolate the hazard

When working at height is essential, ensure that workers are not exposed to unnecessary risks. The preferred approach is to apply group controls that isolate multiple workers from the risk of falling. Controls such as harness systems and temporary work platforms provide a lesser form of protection, and should only be considered when group controls are not practicable.

#### 5.1.2.1 Edge protection and guardrails

- Work from permanent work platforms provided with edge protection and guardrails. Edge protection is used to prevent persons, objects or materials from falling. Installed in areas where the likelihood of a fall exists and edge protection is used along perimeters of elevated work spaces.
- Work from temporary or movable work platforms (e.g. scaffolds) provided with guardrails, unless the use of or construction of the temporary or movable work platform is not feasible and practical, and presents a greater hazard than using a fall arrest device.
- Guardrails must be constructed to withstand the forces that are likely to be applied to it during as a result of the work. They must be inspected after a storm or other occurrence that could affect its purpose to prevent falls.

#### 5.1.2.2 Barriers

- Barriers should be used to cordon off elevated areas (including open excavations) where edge protection is not provided and people are not permitted access.
- The barriers should be secure and with access restricted to authorised people only. Signs should warn against entry to a cordoned-off area.
- Barriers should be placed **at least 2 metres** in from any unprotected edge or opening. They should be highly visible and capable of remaining in place during adverse weather conditions.

#### 5.1.2.3 Scaffolding

- All scaffolds should comply with the **WorkSafe's Good Practice Guidelines-Scaffolding in NZ** or equivalent guidelines or a higher standard.
- All scaffolds should be erected, altered and dismantled by persons who have been trained and have suitable experience with the type of scaffolding being used. See Table 1 on WorkSafe requirements.

**Table 1. WorkSafe Positions by Height of Scaffolding**

| Height            | Legal Requirement                                    | WorkSafe Position  |
|-------------------|--|--|
| <b>Any height</b> | Section 36, HSWA Primary duty of care                | Scaffolding must comply with AS/NZS1576  |
| <b>0-3 metres</b> | Best Practice Guidelines for Working at Heights 2012 | If there is a potential for a person at work to fall from any height, reasonable and practicable steps must be taken to prevent harm from resulting<br>Erected by a 'competent person' |



|                      |                                   |   |
|----------------------|-----------------------------------|---|
|                      |                                   | All scaffolds should comply with these guidelines   |
| <b>3-5 metres</b>    | Regulation 21/22, HSE Regulations | Erected by a 'competent person'<br>All scaffolds should comply with these guidelines  |
| <b>5-33 metres</b>   | Regulation 53, HSE Regulations    | Scaffolding must comply with AS/NZS1576<br>All scaffolds should comply with these guidelines<br>Erected, maintained, repaired, dismantled by a holder of a current certificate of competence  |
| <b>&gt;33 metres</b> |                                   | Tube and coupler scaffolding higher than 33 metres is outside the scope of AS/NZS1576 Part 6 and these guidelines<br>Requires specific engineering design unless manufacturer's design and instructions cover more than 33 metres in height |

- All scaffolds from which a person or object could fall **more than 5 metres**, as well as all suspended scaffolds, should be erected, altered and dismantled by or under the direct supervision of a person with an appropriate Certificate of Competency. This work must be notified to the Ministry of Business, Innovation and Employment as particularly hazardous work.
- A **scaffold register** should be kept on site as a record of regular inspection.
- All scaffolds shall be supplied with adequate information for the scaffold user, such as a scaffold tag or handover certificate. The information supplied shall include:
  - its intended use
  - the status of the scaffold (e.g. Scaffold Unsafe/Safe)
  - safe working load
  - dates of inspections (as applicable—the scaffold provider can advise the frequency of these dates)
  - manufacturer's instructions for assembly
  - any special conditions and limitations
  - the name and contact number of the certified scaffolder (or erector if under 5 metres)
  - record of each inspection or alteration, including who inspected or altered the scaffold and when it was done
- Inspection of scaffolds must be carried out by a competent person as outlined in the **WorkSafe's Good Practice Guidelines-Scaffolding in NZ:**

**Table 2. Minimum frequency of scaffolds inspection**

| Scaffold type   | Inspection frequency   | Inspection done by   |
|---|--|--|
| All scaffolds, regardless of height, that are in use for a week or more | Weekly while in use<br>Monthly while set up but not in use<br>After each structural alteration, repair, addition or change of anchorage<br>After any storm or event that could adversely affect the safety of the scaffold | Certified scaffolder or competent person, depending on the type of scaffolding |
| Notifiable scaffolds  | As above   | Certified scaffolder   |
| Suspended scaffolds   | As above and before first use<br>Daily as part of the pre-start check  | Certified scaffolder<br>Competent user   |



#### 5.1.2.4 Mobile scaffolds

A mobile scaffold is a type of free standing scaffold supported on wheels, castors or other devices for ease of movement on a firm level supporting structure.

Where work is performed using mobile scaffolds, this should

- Be erected, maintained, altered and dismantled by a certified scaffolder of the correct class if they are more than 5 metres in height
- Be erected, maintained, altered and dismantled by a competent person and used in accordance to the manufacturer's specifications if less than 5 metres in height
- Remain level and plumb at all times
- Be kept at least one metre from open floor edges and openings unless the edge is protected to prevent the scaffold tipping
- Never be accessed until all the castors are locked to prevent movement
- Never be moved while anyone is on it
- Be clear from overhead powerlines
- Have top and mid guardrails on platforms
- Have toeboards to prevent items on the platform falling on people below
- Provide safe means of access to work platforms
- Where the platform incorporates a hatch door, hatch is closed except during access or egress
- Be positioned as closed as possible to the area being worked on
- Have the Safe Work Load (SWL) clearly labelled
- Maintain the height to width ratio (these apply under normal weather conditions only):
  - for scaffolds over 2 m high, ensure that the height of the top working platform is no more than three times the minimum base dimension
  - for scaffolds under 2 m high, ensure that the height of the top working platform is no more than two times the minimum base dimension

#### 5.1.2.5 Mobile elevating work platforms (MEWPs)

These are work platforms where the height of the platform may be adjusted by powered means using articulation, scissor mechanism, telescoping boom or tower, or any combination of these and which are either vehicle mounted, self-propelled, towed, or manually moved, to provide access to work above or below ground level. It includes personnel buckets temporarily or permanently attached to truck hoists. Common forms of MEWPs include cherry pickers, scissor lifts, hoists and travel towers.

- May be used for access to roofs and canopies where the basket is lowered onto the roof more than 2m from an edge
- Must be clearly marked with the rated lifting capacity and has a six-monthly inspection certificate displayed.
- It must be set up level and on firm surfaces.
- Worker must ensure that the MEWP will not create a hazard, eg, the boom will not swing out into the path of other vehicles and that it will not be overloaded or used as a crane.
- A worker in a boom-style MEWP shall wear a safety harness with a lanyard incorporating a short energy absorber attached to a certified anchor point.
- Scissor lifts and other elevating work platforms such as cherry pickers can be used as a means of access to a work area. In this case, the worker should be protected by a double lanyard system fixed to a certified anchor point.
- On a scissor lift a harness should be worn unless a hazard assessment has clearly demonstrated that the work can be undertaken without a harness and there is no risk of falling. The manufacturer's instructions should also be followed.
- Personnel are to work within the basket/cage with feet on the platform, i.e. climbing on handrails is not permitted.
- Egress from a scissor lift at height is prohibited



- A body harness should be worn if hazard assessment shows there is a risk of falling. In which case a scissor lift with a certified attachment point is required. Where no risk exists following Hazard Assessment, a harness is not required.
- EWP Log as provided by the EWP supplier must be filled in daily by the operator.
- Rescue plan must be in place and rehearsed with all those named in the rescue plan before work commences.

#### 5.1.2.6 Forklift Safety Cage/Platform

When a forklift fitted with a safety cage (or work platform) is to be used to elevate personnel, this should be used in accordance with the Approved Code of Practice for Training operators and Instructors of Powered Industrial Lift trucks (Forklifts).

##### **Forklift work platforms should:**

- be made in accordance with Australian Standard AS 2359.1, Powered Industrial Trucks
- be fitted with guardrails, mid rails and kickboards
- only have any gates that open inwards and that are installed with a springloaded latch
- have a two-metre-high guard that is sufficiently wide to prevent any contact with the lifting mechanism fitted to the back of the platform
- have a fall-restraint system comprising a full harness and short lanyard, allowing free movement only within the platform confines, shall be used
- have operating instructions available
- have the safe working load displayed in a prominent position
- have the platform secured to the forklift in such a way that it cannot tilt, slide or be displaced
- only be used by a competent forklift operator
- only be used while an operator is at the controls of the forklift or there is an independent means of access to and egress from the platform.

##### **Forklift operators must:**

- Have completed the training for forklift operation that is approved by WorkSafe.
- Be authorised by Z to operate the forklift
- Hold an appropriate license (F endorsement on the driver license) if forklift will be driven on public place.
- Make sure the lifting mechanism is operating smoothly and properly
- Place mast in a vertical position and never tilt forward or rearward when elevated
- Place forklift controls in neutral and set brake
- Lift and lower smoothly and with caution
- Watch for overhead obstructions
- Keep hands and feet clear of controls other than those in use
- Move the forklift only for minor adjustments in positioning when personnel are on the work platform, and never at more than creep speed
- Remain in control position on the forklift
- Maintain a clear line of communication with any person working in the cage
- Ensure that restraining means such as rails, chains, etc. are in place, or persons on the work platform wear a body belt and lanyard or retractable safety device.

Worker on a forklift platform shall wear a safety harness with a lanyard that includes a short shock-absorber, must be attached to a certified attachment point at all times. Lanyard should be long enough to provide free movement within the confines of the basket.





### 5.1.2.7 Crane lift platforms/man cage

Where no other practical and suitable method is available, a working platform may be suspended from a crane and the worker must be attached to the hook. The crane operator and the person using the platform should discuss the operation and maintain direct communication by line of sight or by telecommunication at all times.

For further guidance refer to AS/NZS 2550.1 Cranes, Hoists and Winches; Approved Code of Practice for Cranes; Crane Safety Manual Crane Association of New Zealand; NZS 3404– The Steel Structures Standard; and NZS/ ASME/ANSI B56.1 Safety standard for low and high lift trucks.

Use of crane lift platform/man cage should only be used as a last resort and request must be escalated to a Senior Permit Issuer for approval.

### 5.1.2.8 Temporary work platforms (TWP)

Temporary work platforms should be constructed by a competent person and should be suitable for carrying out specific work that is most often under five metres in height.

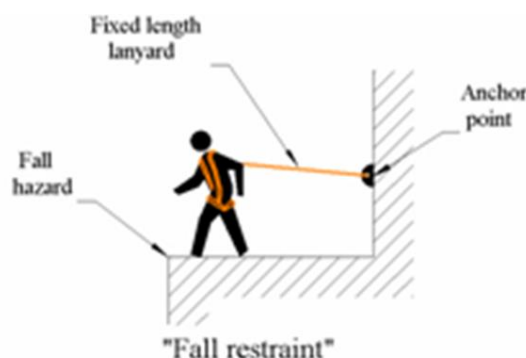
### 5.1.2.9 Platform ladders and stepladders

Platform ladders and step ladders do not offer fall protection and therefore should be the last form of work access equipment to be considered.

- Platform ladders or stepladders should be used only for **low-risk and short-duration tasks**.
- The user should maintain three points of contact with a platform ladder or stepladder to reduce the likelihood of slipping and falling.
- “A” framed ladder can only be used if all other alternatives have been explored and deemed impractical.
- Platform ladders and stepladders should be of trade or industrial standard and be rated at not less than 120 kg. In New Zealand, industrial-use ladders should be compliant with the AS/NZS 1892 standard.
- Platform ladders and stepladders should be:
  - clearly labelled as complying with AS/NZS 1892.1.1996
  - structurally sound
  - free of defects
  - not covered in chemicals or other materials

### 5.1.2.10 Total restraint system

- The preferred harness system for working at height is the **total restraint system** (sometimes referred to as a travel restraint system).



- Use a fall restraint system in preference to a fall arrest system if no other fall protection methods are practicable. Fall Restraint allows a person access to conduct their duties but prevents them from reaching a point where a fall could occur.
- Fall Restraint systems are generally suitable if the person needs to work at the edge of a hazard. For example, where there is a need to maintain gutters along the edge of a roof, or if there are other potential fall hazards such as a fragile roof, roof lights or air vents.
- Fall restraint may consist of a mobile scaffold or scissor hoist, provided that it extends for at least 2.0 meters on either side of a line directly up the slope of the roof to where persons are working. It must also sustain the additional overturning moments of a person sliding down a roof onto it, which may rule out lighter scaffolds and scissor hoists unless ties or additional stability is provided. Care must be



taken to ensure that such mobile scaffolds are constantly moved as work progresses.

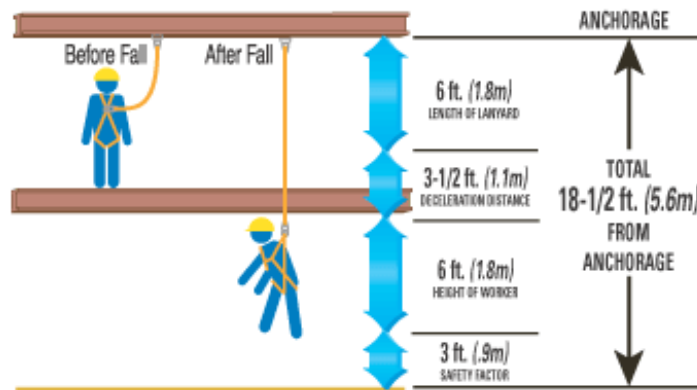
- Fall restraint must be used when working within 2.0 metres of an unguarded edge (i.e. roof edge or work area/platform) without an approved permanent guardrail system.
- Daily inspections should be done by a competent user or operator of the equipment.

### 5.1.3 Protect the worker (minimise the hazard)

Where it is not possible to eliminate the risk of falling, use a suitable fall protection system to minimize the consequences of a fall.

#### 5.1.3.1 Fall arrest system

A fall arrest system is designed to support and hold a person in the event of a fall. Only when total restraint is impractical, should a **fall arrest system** be considered. User is wearing a harness, and secured to a fix anchor point, via a lanyard which includes a shock absorber system. A **rescue plan** is mandatory.



- The risk assessment must incorporate equipment and a plan that will be used to rescue people who have fallen, are suspended in a harness, and could develop suspension trauma.
- When fall arrest systems are used an appropriate safety helmet shall be worn to protect the worker from head injury during an uncontrolled fall.

#### 5.1.3.2 Anchorage for fall restraint and arrest system

##### Permanent anchors

- A permanent anchor point should be designed by a chartered professional engineer.
- Anchors should have a rated load of 15 kN. All fall arrest and abseil anchors should be tagged and recertified annually to remain compliant with AS/NZS 1891.4.

##### Temporary anchorage

- All temporary anchors shall be set up by a competent person. Where a proprietary temporary system is used, it shall be installed in accordance with the manufacturer's or designer's instructions and specifications.
- The roof or other building component to which an anchor is to be attached shall be checked by a competent person to verify that it is suitable for supporting the anchor.
- Anchor points should ideally be positioned above head height of the worker to limit the free-fall distance. This is particularly important when using an inertia reel, as this will prevent the line making contact with an obstruction and to limit the free fall distance to that recommended by the designer/manufacturer.

#### 5.1.3.3 Other Personal Protective Equipment (PPE)

- Safety helmets with chin straps must be worn when working at height if there is a risk of being struck by falling objects (e.g. people working in excavations, constructions, working on or under scaffolds) or when fall arrest system is used.
- Lifejackets/buoyancy aids must be worn by workers when working on or near water within 1 metre of the unprotected edge.

Refer to **QRG-PPE Matrix** (HS-IOA-GUI-006) for the complete list of PPE required when working at height and to **QRG-PPE Specification** (HS-IOA-GUI-004 series) for minimum specification required.



### 5.1.3.4 Safety nets

Safety nets should be regularly inspected by a competent person and periodically tested in accordance with the manufacturer's instructions. The manufacturer's instructions shall also be followed for installation, use and storage.

## 5.2 Competency

Specialised training and competencies are required before an individual is to be assigned to work at height. Table 3 specifies training requirements for personnel involved in performing working at height activities.

**Table 3. Training and competency requirements for Working at height responsibilities**

| Roles  | Training  | Description  |
|--|---|--|
| <b>Person working at heights</b>   | NZQA US 17600                                       | Explain safe work practices for working at heights   |
|  | NZQA US 25045                                       | Employ height safety equipment in the workplace (only if required in the particular work)  |
|  | NZQA US 23229                                       | Use of a safety harness for personal fall prevention when working at height (only if required in the particular work)  |
| <b>Person working on an elevated work platform</b>                                   | NZQA US 17600                                       | Explain safe work practices for working at heights   |
|  | NZQA US 25045                                       | Employ height safety equipment in the workplace (only if required in the particular work)  |
|  | NZQA US 23229                                       | Use of a safety harness for personal fall prevention when working at height (only if required in the particular work)  |
|  | NZQA US 23966                                       | Describe types of elevating work platforms and legislative requirements for their use  |
|  | NZQA US 23960<br>OR<br>NZQA US 23962                | Assess the worksite, prepare and operate a scissors lift EWP (only if required in the particular work)<br>OR<br>Assess the worksite, prepare and operate a self-propelled boom lift EWP (only if required in the particular work)  |
| <b>Standby person for Working at heights</b>   | NZQA US 17600                                       | Explain safe work practices for working at heights   |
|  | NZQA US 25045                                       | Employ height safety equipment in the workplace (only if required in the particular work)  |
|  | NZQA US 23229                                       | Use of a safety harness for personal fall prevention when working at height (only if required in the particular work)  |
|  | <b>And</b><br>Must be familiar with the Rescue Plan |  |
| <b>Person working on crane lifted work platform (man cages) or forklift platform</b> | NZQA US 17600                                       | Explain safe work practices for working at heights   |
|  | NZQA US 23229                                       | Use of a safety harness for personal fall prevention when working at height (only if required in the particular work)  |
| <b>Person erecting the scaffolds up to 5 metres</b>                                  | NZQA US 9184<br>OR<br>NZQA US 13016                 | Erect and dismantle non-notifiable prefabricated frame scaffolding up to five metres in height<br>OR<br>Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height   |
|  | OR<br>NZQA US 13053                                 | Erect and dismantle scaffolding up to five metres in height<br>OR<br>Equivalent training   |
|  |   |  |
| <b>Person erecting the scaffolds 5 meters and above</b>                              |   | Holder of a current certificate of competence with respect to:<br>- basic scaffolding, where the scaffolding being erected, maintained, repaired, or dismantled is basic scaffolding; OR<br>- advanced scaffolding, where the scaffolding being erected, maintained, repaired, or dismantled is advanced scaffolding; OR<br>- suspended scaffolding, where the scaffolding being erected, maintained, repaired, or dismantled is suspended scaffolding |



| Roles  | Training                              | Description  |
|--|---------------------------------------|--|
| <b>Forklift operator using a forklift with platform/ safety cage</b> | NZQA US 10851<br>AND<br>NZQA US 18409 | Operate a powered industrial lift truck (forklift)<br>AND<br>Use a forklift mounted safety platform in the workplace<br><br>Additional requirement if driving the forklift on road:<br>NZQA 18496 Demonstrate knowledge and skills for driving a forklift on a road for endorsement F (forklifts)<br>AND<br>Hold an appropriate license with F endorsement on the driver license |

### 5.3 Fitness for work

- A competent person must be physically fit for the task, must have the ability to identify hazardous conditions, and must take action to maintain a safe workplace.
- If workers are exposed to extreme temperatures or physical demands, refer to **Managing Fatigue at Z guidelines** to address the risks of fatigue (HS-HAW-H-GUI-001).
- Workers must comply with **Z's Drug and Alcohol policy**. Z requires the performance of its staff, contractors and others on Z premises or operating equipment on Z's behalf to be unimpaired by alcohol or drugs.

### 5.4 Equipment inspection

There shall be a system for ensuring that all fall protection equipment is fit for use and that all of the following occur:

- Equipment testing and certification for use is performed and documented by a competent person every 6 months
- It is the responsibility of person working at height to ensure all equipment (including platforms, guardrails, ladders, etc) is in good condition and meets the minimum requirements set out in this procedure and **MBIE's Best practice guidelines for working at height in New Zealand**.
- Equipment is inspected, tested and recertified for use by a competent person after a fall has occurred.
- Equipment is repaired or destroyed where inspection has shown evidence of excessive wear or mechanical malfunction
- Elevated work areas such as but not limited to, roofs, platforms, walk ways, tank lids etc. will be sound, free from surface debris or contamination or incline so as to create a secondary hazard. Additional precautions will be observed as outlined in the **Best practice guidelines for working at height in New Zealand** for incline surfaces and elevated walk ways.

### 5.5 Temporary Access to Work at Height

If, after applying the Hierarchy of Controls set out in 5.1, a temporary means of access using a ladder is still required the following requirements apply:

- A suitable ladder shall only be used for access to and from a suitable working at height platform with no more than 6 metres potential fall distance. For the avoidance of doubt, ladders must not be used in any circumstances where the potential fall distance is greater than 6 metres.
- A ladder is not allowed to be used for accessing a retail site canopy from the ground regardless of height.
- When using a ladder to gain access between a working height of 1.8 and 6 meters, the ladder must be prevented from slipping out from the base and sliding. The first action must be to secure or tie off the ladder before leaving the ladder to move onto the work area. In addition, the base of the ladder must be protected and traffic control and/or barriers provided to prevent access to the work area and under the work area.

### 5.6 Work at Less than 1.8 metres

- Falls from less than 1.8 meters can result in serious harm. All practicable steps must be taken to prevent such harm occurring. An appropriate risk assessment shall be made by individuals working at elevations less than 1.8 metres and appropriate job hazard control measures shall be put in place.
- Work from a ladder is only permitted if the lowest point where the person is standing or sitting at work is less than 1.8 metres and where the potential fall is less than 1.8 metres.



## 5.7 Excavations

Work at height means working in a place where a person could be injured if they fell from one level to another. This can be above or below ground level (such as excavations). Refer to Safe Work Practice for Excavation.

For a more detailed guideline for managing health and safety risks associated with excavation work, refer to **WorkSafe's Good Practice Guidelines for Excavation Safety**.

## 5.9 WorkSafe notifiable work (related to working at height)

The Health and Safety in Employment Regulations 1995 require employers as well as the person who controls a place of work to provide at least 24 hours notice to WorkSafe of particularly hazardous work as defined below:

- Construction work with a risk of falling 5 Metres or more. Excludes:
  - work in connection with a residential building up to and including 2 full storeys,
  - work on overhead telecommunications lines and overhead electric power lines,
  - work carried out from a ladder only, or
  - maintenance and repair work of a minor or routine nature.
- Erecting or dismantling scaffolding with a risk falling 5 metres or more.
- Use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more. Excludes:
  - work using an excavator,
  - work a fork-lift, or
  - work using a self-propelled mobile crane
- Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top.

