

OVERVIEW

The following Safety Practice outlines the minimum requirements for planning, managing and undertaking work at height to eliminate or minimise the risk of falls and falling objects. It applies to all Perkins Builders employees, subcontractors and visitors involved in work where there is a risk of a person falling from one level to another and supports compliance with applicable legislation, Codes of Practice and relevant Australian Standards.

RESPONSIBILITIES

Management	Ensure adequate resources and systems are provided to manage work at height safely.
HSEQ Team	Maintain this procedure, provide guidance, and monitor compliance.
Project Managers	Ensure work at height activities are planned and appropriate controls are in place.
Site Managers	Ensure work at height is risk assessed, controlled, supervised, and carried out in accordance with this procedure.
Workers and Subcontractors	Follow site requirements, use equipment correctly, and report hazards, defects or unsafe conditions.
Visitors	Follow site instructions and remain clear of work at height areas unless authorised.

1. RISK ASSESSMENT

Guidance:

A project risk assessment will be completed at the time of handover to Site Manager to assess working at height. The risk assessment will aim to identify, assess and control working hazards at height using the hierarchy of control. The outcome of the Risk Assessment will be documented within the [HSE Management Plan \(Form 967\)](#) and the [Project Risk Register \(Form 996\)](#). A Safe Work Method Statement (SWMS) will be reviewed by the Site Manager for high-risk construction work that includes work involving a risk of a person falling from one level to another.

2. WORKING AT HEIGHT PERMIT

Guidance:

A [Working at Height Permit \(Form 971\)](#) is required for any work requiring access to an unprotected area where there is a risk of a person falling from one level to another and if a fall protection system is required to be worn. (ie. no edge protection or other engineering control).

Any person requiring the use of fall protection systems shall have been issued with a nationally recognised statement of attainment in working safely at heights.

3. CONTROL MEASURES

Guidance:

Control measures should be considered to prevent falls from height in accordance with the Fall from Height Hierarchy of Control. These may include:

Elimination

Conduct works on ground or on solid construction, preassemble on ground and lift into place, where practicable to do so.

Guardrails / Handrails

Guard railing is a protective barrier generally attached directly to a building or structure providing an edge protection system with a handrail of not less than 900mm or more than 1100mm from the working surface. It shall include a mid-rail or mesh panel, and a kick board securely fixed and constructed (in accordance with AS 1657) to withstand a force of 0.55kN (approx. 55kg) applied at any point of the guardrail system.

NOTE: Non-proprietary Plant and Equipment shall require approval and sign off by an appropriately qualified engineer. (Refer [SOP 9.004 Temporary Works](#)).

Permanent fixed platform / walkway

All permanent and fixed platforms/walkways must conform to AS 1657 – Fixed platforms, walkways, stairways and ladders - Design, construction and installation.

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Refer [SOP 9.004 Temporary Works](#)

Detaching and Re-Attaching Harnesses at Height

If it becomes necessary to re-attach a lanyard while at height a safe system shall be developed to eliminate the risk of falling. Such a system may include:

- A second lanyard **MUST** be used, ensuring the user remains always attached. Care must be taken to ensure the spare lanyard does not become a trip hazard when not in use; and
- The second lanyard should be secured to the second anchorage point prior to detaching the primary lanyard.

Scaffolding

Scaffold Plan requirements:

Where the working deck is greater than 4m and risk of a person falling greater than 4m, a Scaffold Plan shall be developed by the relevant qualified person followed by review and sign off by a qualified person prior to scaffold erection and use ([refer 9.001 - SOP Scaffolding.pdf](#)).

Additionally, the following types of scaffolds shall require a Scaffold Plan to be developed and provided by the qualified scaffolding company to the Site Manager prior to erection and use:

- Suspended scaffold.
- Perimeter Catch Scaffold or Fan Scaffold.
- Hung Scaffold.
- Spur Scaffold.
- Loading Platforms (see [9.001 - SOP Scaffolding.pdf](#)).
- Overhead protection (where protection for public/workers is required).
- Cantilever Scaffold.
- Non-standard scaffold assembly outside configuration specified by manufacturer (design required by Engineer).
- Or as requested by Perkins Builders.

Any changes to the installation design of scaffolds shall be authorised and signed off by relevant qualified person. Site Manager to complete daily visual check of scaffold.

Scaffold Handover Checklist and Scaffolding Tag Requirements:

When the scaffold working deck exceeds 4m in height and risk of a person falling is greater than 4m, a Scaffold Handover Checklist shall be provided to Perkins Builders by the scaffold company on completion of any erection or modification of scaffolding or edge protection.

As the Scaffold Handover Checklist is provided by a licensed Scaffolders who is competent in conducting scaffolding activities, when signed complete by identified parties, the Scaffold Handover Checklist is to be viewed as written verification, it's suitable for its intended use as per manufacturer's instructions.

To enable safe access, scaffolding must not be used unless the appropriate scaffolding tags are in place at each access point.

Once the Handover Checklist and Scaffold Tag has been completed by a licensed Scaffolders, photographic evidence is to be obtained by the Perkins Site Manager. Upon receipt it's then uploaded by the engaged contractor within the designated Hammertech Online Portal Scaffolding Register to ensure effective records management by applying the following process.

Hammertech Scaffold Register Access - How To:

1. Within the Hammertech Homepage proceed to the **Company Overview Tab**.
2. Select the applicable current **Project Region** E.g. South West then select your specific project.
3. Select **Registers**.
4. Select **Create New**.
5. Within the dropdown menu select **Type** E.g. Scaffold.
6. Document **Title**.
7. Document **Description**.
8. Upload your **Scaffold Checklist**.
9. Upload your **Scaffold Tag Photos**.
10. Document your **Next Inspection Due Date**.
11. Select **Create** when required information has been inputted. Note: If not, all required information has been received, then **Save as a Draft**. Once complete, select **Create**.

Ongoing Register requirements:

Once initially uploaded, when saving additional Handover Checklists and Scaffold Tags, please return to the original Scaffold Register to streamline document

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accessibility by avoiding duplication. Additionally, for prompt reference, the completed Scaffold Handover Checklist is to be held on-site and be accessible when required.

- Perkins Builders shall ensure that any scaffolding used is erected, modified and dismantled is completed by a licenced Scaffolders in accordance with the requirements of the Australian Standard 1576 Parts 1-4 and AS 4576 – Guidelines for Scaffolding as well as the manufacturer's instructions.
- All scaffolds shall be inspected by a licenced Scaffolders after erection, alteration or repair prior to use.
- Scaffolding must not be used unless the appropriate scaffolding tags are in place at each access point.
- Work on scaffolding shall only be on complete scaffolding deemed safe to use unless the work involves erection or dismantling.
- All personnel involved in scaffolding work shall hold a current and appropriate High Risk Work licence for the work being undertaken (SOP Scaffolding 9.001).

Erection and Dismantling of Scaffolding:

- Erection and dismantling of scaffolds shall be conducted in a clear area free of hazards.
- An exclusion zone using flagging or similar demarcation shall be provided to prevent people accessing the work area during erecting and dismantling scaffolding. The work area includes the drop zone directly below where the scaffolders are working, and where the work area can be accessed from the ground. When determining the size of demarcation, the scope of work undertaken at the time shall be considered. . . Signage shall be posted to warn others of scaffolding in progress.
- When erection, alterations or dismantling of scaffold is to be carried out adjacent to an opening or edge of a structure where a person is at risk of falling from one level to another, a safety harness must be worn before being exposed to the risk. Fall prevention system must be in place, and an approved anchor point issued.

To prevent damage when dismantling scaffolding, scaffold components must be carefully lowered to the ground and never thrown or dropped. Where practicable, once lowered, it's to be stacked or contained to an identified safe location away from main traffic flow and work teams to assist with maintaining effective housekeeping and mitigate other potential hazards.

Inspection of Scaffolding

- Prior to use, the scaffold shall be inspected by a qualified person who is responsible to ensure the scaffold complies with relevant Australian Standards / Regulations and meets the site requirements. Scaffold with a working platform equal to or over 4m in height shall have a Scaffold Inspection Tag attached. All scaffolding access points shall be fitted with a scaffolding tag which must be clearly marked to be easily read identifying the scaffold load capacity, date erected, erected by, inspection date, inspectors name.
- If satisfied, the qualified person shall sign the appropriate section of the green Scaff tag in-set and locate the in-set into the Scaff tag holder. The scaffold shall remain safe for its designated use if the green tag is displayed.
- The scaffold shall be inspected on a regular basis and after adverse weather. For scaffolds of 4m or higher the formal inspection period shall not exceed 30 days, and all checks must be conducted by a licenced scaffolder.
- If at any time an Inspector declares the scaffold unsafe for continued use, they shall remove or request the removal of any persons on the scaffold and display the "do not use this scaffold" tag.
- The scaffold shall remain out of service until it has been repaired, inspected and authorised for use by a competent person.
- Scaffolds shall be re-inspected following incident or significant weather event.

Partial Use Provisions

- Where a large scaffold section is being erected, some sections of the scaffold may be approved for use. A Scaff tag warning tag showing "Scaffold Not to Be Used Beyond This Point", shall be fixed by the qualified person to a temporary secure barricade preventing access to that section of the scaffold.
- Unauthorised Persons are NOT permitted to alter or interfere with any scaffold at any time. Special access or alteration requests must be directed toward the Scaffold Company and / or Perkins Site Manager. To ensure person's requiring general access, understand potential hazards and controls implemented, they are to be captured within a (SWMS) relevant to the scope of work and communicated accordingly prior to access being granted. To prevent unauthorised access, authorised personnel are to sign onto the (SWMS).
Additionally, ongoing monitoring of who has access will be undertaken by the Site Manager and other Perkins key stakeholders when attending site, to prevent unauthorised access.

Mobile Scaffolding

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Protocol for using mobile scaffolding,

- Only use the scaffold on a hard, flat surface. If using a mobile scaffold on sand, sole boards of adequate thickness must be placed under the castors.
- For castors with no height-adjustment, the surface must also be level.
- For castors with adjustable legs, scaffolds must not be used on surface gradients greater than 5 degrees, unless provision is made to take the load off the castors during the use of the scaffold.
- The scaffold must not be accessed until all castors are locked to prevent movement.
- The scaffold must be kept clear of live electrical powerlines. Minimum Safe Distances referenced in the Work Health and Safety (General) Regulations 2022 shall be adhered to.
- The scaffold must not be positioned closer than 1 m to any slab edge, penetration or step-down unless a positive means to prevent it crossing the edge is in place, such as a fixed fence or rail.
- The scaffold must not be moved or relocated while anyone is on it.
- Load rating for the working platform shall not be exceeded.
- The scaffold must not be covered with containment sheeting such as shade cloth, unless it has been specifically designed for the purpose and it is only used in an enclosed, wind-protected environment.
- Scaffold guardrails should never be used to gain extra height or to support equipment or loads.

Changes to installation design

Any changes to the installation design shall be authorised and signed off by a qualified person prior to being erected.

As part of the scaffold design process to determine its safe use, a Product Verification and Assessment Report must be provided by a qualified Competent Person / Engineer prior to its use (Refer to Appendix B - SOP Scaffolding 9.001 for an example of this type of report).

Once received, this report is to be saved within the Hammertech Scaffold

Register, via the Scaffold Access Register How To, located within page 6 of SOP Scaffolding 9.001 and Appendix B of this procedure.

Falling Objects

The potential risk of falling objects shall be assessed and controlled in accordance with the Hierarchy of Control. Kickboards, toe boards, mesh gates, hoardings etc. shall be erected on all scaffold and edge protection where there is a risk of falling objects.

Where a risk of falling objects is present a drop zone shall be established and clearly identified by use of flagging/ bunting and signage.

Overhead activities shall be stopped, and all materials, tools and equipment must be controlled where there is a requirement for workers to enter the drop zone. As exclusion zones on-site can be transient, to ensure awareness when established, they are to be communicated to other workers on-site.

Other controls such as tool bags, tool lanyards and drop mats shall be considered to prevent tools and equipment falling from heights.

Signage

Signage shall be in place to warn others when work at height tasks is conducted.

Edge Protection on Roofs

- Only a licensed scaffolder can erect modify and dismantle scaffolding and edge protection on site.
- Only licensed scaffolders can place scaffolding tags and approve scaffold/edge protection for use.
- Site Manager shall conduct informal daily visual checks of scaffold/edge protection.
- Licensed scaffolders shall inspect scaffold (of 4 meters or higher) and edge protection every 30 days as a minimum.
- Fall arrest systems may also be required in conjunction with other methods for personnel working at height.
- Contractor to complete Safe Work Method Statement (SWMS) for the erection, modification or dismantling of edge protection. Note: When general access is required by other workers to inspect work, how potential hazards and risks are to be controlled are to be referenced, communicated and signed onto accordingly.
- Works required to be conducted at height with an unprotected edge may proceed however flagging or tape shall be installed a minimum of 2m in from the open edge. No persons are permitted to be within 2m of an open edge or where there is a risk of falling from one level to another. Signage stating 'No access beyond this point' should be erected.

Lift Wells

- A Lift well must have a lift shaft protection barrier with lift opening gates, signage, and night latch.
- The Site Manager will visually check the lift well shaft protection daily.
- Subcontractors who complete lift installations will complete a Safe Work Method Statement (SWMS) which will be submitted to the Site Manager.

Ladders

Only platform ladders are permitted for use on Perkins sites unless authorised by Site Manager. The hazards associated with the use of ladders in various work situations shall be identified, assessed, and a control mechanism put in place to ensure the safety of those using the ladder.

All ladders purchased must be of industrial level and approved to the appropriate standard for the type of ladder and its intended use.

Person using a ladder will ensure that:

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- When used, 3 points of contact are maintained.
- Every ladder is securely fixed so that it cannot move either from its top or bottom points of rest. If such fixing is impractical a person should be positioned at the bottom of the ladder to prevent slipping.
- Ladders are not used at a slope of greater than 4 in 1.
- Ladders extend at least 1m above the platform to be reached.
- Users are to stand no higher than the third rung from the top when in the working position.
- Welding and /or cutting activities are not carried out from a ladder.
- Ladders are stored in conditions that will prevent damage and deterioration.
- All ladders considered unsafe / damaged are tagged 'Out of Service' then removed from work location
- Metal ladders are not used in the vicinity of electrical wires or equipment where there is the possibility of contact between live wires and the metal ladder.
- Barriers and signage are to be erected to protect ladders from contact from mobile equipment, personnel, and other hazards.
- Safe means of access and egress shall be provided to any area where risk of fall is present.

4. MOBILE EQUIPMENT FOR WORKING AT HEIGHT

Guidance:

Boom Lift

- A WorkSafe Licence to Perform High-Risk Work - (WP) Boom Type Elevated Work Platform is required for work from an EWP at heights of 11m and above.
- Where the boom-type EWP has a boom length BELOW 11-m, the Operator is permitted to have the WorkSafe Licence to Perform High-Risk Work - (WP) Boom Type Elevated Work Platform or the Unit of Competency – RIIHAN301E – Operate Elevating Work Platform.
- Boom Lift Operators are to conduct an inspection prior to use as per the manufacturer's recommendations. Maintenance and Servicing shall also be completed as per the manufacturer's requirements.
- The Site Manager and Operators are to inspect the work area for underground services, overhead and underground electric lines, unstable / uneven ground before operating the EWP on site.
- If working near overhead power lines, the minimum safe distances referenced in the Work Health and Safety (General) Regulations 2022 r. 166A shall be followed. The Site Manager must ensure that no worker or any plant or material used or controlled by a worker enters the danger zone of an overhead electric line or aerial bundled conductor line as per r. 166A.
- If required to encroach on the minimum safe distances (Danger Zone), a permit from the electrical facility/service owner along with ensuring the electrical line has been adequately insulated and effectively cordoned off to protect the safety of persons must be in place.
- Fall arrest equipment must be worn by all those within the boom type EWP. An adjustable lanyard is the preferred method of attachment to the approved anchor point within the basket.
- Where a worker does not hold a WorkSafe Licence to Perform High-Risk Work - (WP) Boom Type Elevated Work Platform for an EWP at heights of 11m and above or the Unit of Competency – RIIHAN301E – Operate Elevating Work Platform BELOW 11-m, and is assisting in works from an EWP, the worker MUST have a RIIWHS204 - Work Safely at Heights ticket whenever a harness is to be worn.
- The boom EWP will be immobilised at the end of each day's work.

Scissor Lift (SL) and Vertical Lift (VL)

- Operators shall be competent and provide evidence of competence for work platform operations. The method of competency that can be provided is:

Unit of competency RIIHAN301E – Operate Elevating Work Platform (eg. Scissor Lift (SL) and/or Vertical Lift (VL))

- Scissor Lift and Vertical Lift Operators are to conduct an inspection / prestart prior to use as per the manufacturer's recommendations to ensure that they are familiar with the safe operating procedures of each piece of new plant. Maintenance and Servicing shall also be completed as per the manufacturer's requirements.
- The Site Manager and Operators are to inspect the work area for underground services, overhead and underground electric lines, unstable / uneven ground before operating the Scissor Lift or Vertical Lift on site.
- If working near overhead power lines, the minimum safe distances referenced in the Work Health and Safety (General) Regulations 2022 r. 166A shall be followed. The Site Manager must ensure that no worker or any plant or material used or controlled by a worker enters the danger zone of an overhead electric line or aerial bundled conductor line as per r. 166A.
- If required to encroach on the minimum safe distances (Danger Zone), a permit from the electrical facility/service owner along with ensuring that the electric line has been adequately insulated and effectively cordoned off to protect the safety of person must be in place.
- The Scissor Lift or Vertical Lift shall be immobilised at the end of each day's work

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Man Cages

- Man cages are not permitted for use on Perkins owned Telehandlers.
- Travelling is not permitted when man cage is in use.
- Man cages shall only be permitted on telehandlers that have stabilisers. Stabilisers shall be always used when man cages are in use.

5. FALL PREVENTION SYSTEMS AND PERSONNEL PROTECTIVE EQUIPMENT (PPE)

Guidance:

Fall Prevention Systems

Fall prevention systems including anchor points shall be installed in accordance with the manufacturer's instructions, relevant Legislation, Codes of Practice and Australian Standards. Fall prevention systems and structures shall be installed by competent persons and handover certificates and/or engineering certification to verify correct installation shall be provided to Perkins by the installation contractor prior to use. All fall prevention systems and structures shall be inspected by a competent person who has been formally trained in the Original Equipment Manufacturer (OEM) installation procedure or who holds (OEM) specified training, at intervals identified by the manufacturer, relevant Legislation, Codes of Practice and Australian Standards.

A fall arrest system is a safety mechanism designed to protect workers in the event of a fall from heights of 2 meters or more.

Personnel Protective Equipment (PPE) is usually comprised of but not limited to safety harnesses, safety lanyards or retractable fall arrester blocks. These working at height PPE items work only in combination with fall protection systems type anchor points, horizontal and vertical fall arrest systems and safety ladders.

Personal fall arrest system means a system used to arrest a worker in a fall from a walking-working surface. It consists of an anchorage point, connector and body harness. The means of connection may include a lanyard, deceleration device, lifeline, or a suitable combination of these.

There are three main parts to a fall arrest system. They are;

1. The anchorage point
2. The connection – either a rope line or lanyard
3. The harness

Each section plays a vital role in eliminating or reducing the impact of a fall. Regular inspection ensures that each part of the system is in good condition and able to perform correctly in the event of fall. All fall arrest system equipment MUST be inspected prior to use, every quarter and or 12 monthly as legislation requirements state and records kept on a register which will be submitted to the Site Manager via Hammertech.

Anchorage Points:

The anchorage point is the main attachment point. This can be in the form of a single roof anchor point, cable system, rail system or even part of a structure. Each anchorage point for an Individual Fall Arrest Systems must comply with the anchor strength specified in AS/NZS 1891.4:2025: Industrial fall-arrest systems and devices – Selection, use and maintenance and be installed to the Original Equipment Manufacturers instructions and recommendations.

Under AS/NZS 1891 any anchor point used in fall protection, fall arrest or abseil systems must be installed, inspected and marked compliant annually by a qualified height safety certifier. Personnel installing temporary or permanent fall protection anchor points/systems must provide evidence that they have been formally trained in the installation of the system to the (OEM) requirements, i.e., by the Supplier or (OEM).

Anchorage should be tested in accordance with the original equipment manufacturer's specifications and the relevant standards and be approved by a competent person before use.

For insert type anchors, i.e., anchors installed in partial depth holes in concrete or other masonry, including friction, chemical and screw type anchors, should not be used for fall arrest anchors where the potential loading is a direct pull-out load. AS/NZS 1891.4 clearly states that anchor points should have details of the installer, install date and other data relevant to the user. If an anchor point has not been tagged, it must not be used. The installer must be a competent person formally trained in the installation of the system to the Original Equipment Manufacturer (OEM) requirements, i.e., by the Supplier or (OEM). A competent person is considered by anyone who through training, education and experience can assess compliance. However, most manufacturers of systems require a person to be authorised by them to be considered competent to install and assess their systems.

Connections:

A connector attaches a worker's harness to a secure attachment point, making a complete personal fall arrest system. Connectors intended for individuals typically include:

- Fixed, retractable or adjustable Lanyards (typically 2M in length) When used in Fall Restraint a shock absorber must be in place within the lanyard to reduce the falling forces transmitted to the wearer. Where adjustable lanyards are used, they are to be locked off by the user prior to the required length, to prevent falling from height.

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- Anchorage slings are used to secure to an anchor point or structure.
- Carabiner is a specialized type of shackle, a metal loop with a spring-loaded gate used to quickly and reversibly connect components (**carabiners MUST be as a minimum “double action” NOT “single action”**)
- Double Lock Snap Hook features a double action, self- locking gate mechanism. A snap hook is used as end hardware terminations on a personal fall protection system such as ropes and lanyards.

Harness:

On all Perkins projects, if the height is 2m or more, then height safety systems are required. Similarly, they are required if working within 2-m of a fall edge.

A fall arrest system will minimise the impact of a fall resulting in contacting the ground, while a fall restraint system will reduce the risk from you reaching the edge, not allowing you to fall. The preferred method of either ‘fall arrest’ or ‘fall prevention’ will be determined by risk assessment in accordance with the hierarchy of control.

When performing a safety harness inspection, they are to be documented, and include checking the following:

- **Damage:** Check for any signs of damage to the webbing, stitching, or metal components of the harness. Look for cuts, tears, burns, or abrasions that could compromise the integrity of the harness.
- **Wear and Tear:** Look for any signs of wear and tear on the harness, such as frayed edges or stretched webbing. Also, check for any signs of rust or corrosion on the metal components.
- **Fit:** Ensure that the harness fits properly and is adjusted correctly for the wearer. The harness should be snug but not too tight, and all straps should be fastened securely.
- **Buckles and Connectors:** Check that all buckles and connectors are in good working condition and are fastened correctly. Ensure that the connectors are properly aligned and seated securely in the anchor point.
- **Labels and Markings:** Check that all labels and markings are legible and visible. Look for the date of manufacture and the inspection date, as well as any other relevant information such as weight limits and usage instructions.

It is important to conduct a thorough inspection of the harness before each use, and to replace any harness that shows signs of damage, wear and tear, or other defects.

The maximum lifespan of height-safety Personal Protective Equipment (PPE) in Australia is 10 years from the date of manufacture.

6. EMERGENCY RESCUE PROCEDURES

Guidance:

Whenever there is a risk of a fall from working at height, emergency procedures must be established, and first aid equipment is provided. Typical injuries from falls can include unconsciousness, blocked airway, impalement, serious head or abdominal injuries and fractures. A person using a fall arrest system could also suffer suspension intolerance because of being suspended in a harness after a fall.

Appropriate rescue procedures must be in place for the rescue of a person in an emergency. An emergency rescue plan shall be developed as part of the approved (SWMS) and Working at Height Permit and reviewed with all workers prior to using fall protection equipment and systems.

Emergency procedures (including fall rescue) shall be tested to ensure adequacy and provide training opportunities for personnel to safely conduct fall rescue procedures. All personnel shall be adequately trained in fall rescue procedures. As the scope of work can significantly change from one site to another Rescue Plans will require adjustment to coincide with the scope of work undertaken at the time E.g. Some Rescue Plans may be basic in nature and others may require complex methods to enable rescue.

7. INDUCTION & TRAINING

Guidance:

The Site Manager shall ensure that all employees and subcontractors who attend a site where working at height is a hazard, are informed during the site induction of the selected control measures for the site.

Any person whose duties require the use of fall arrest and/ or fall restraint equipment **MUST** be able to show this competence to the Site Manager. This will be by showing evidence of either:

- A WorkSafe Licence to Perform High-Risk Work - (WP) Boom Type Elevated Work Platform
- A nationally recognised statement of attainment in working safely at heights.

NOTE:

A worker cannot wear a harness and work at heights if they have only been trained for wearing a harness in an EWP as this does not meet the requirements for any other working at heights scenario. Wearing a harness in an EWP is only specific for that work.

Perkins Builders employees will be provided with training in the prevention of falls which should include:

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WORKING AT HEIGHTS – SAFETY PRACTICE



- Identifying hazards
- Assessing risks
- Hierarchy of control
- Safe work practices to prevent falls.

Correct selection, use, fitting, care, maintenance and storage of fall arrest or restraint systems and devices.

LINK TO SUPPORTING DOCUMENTS

- | | |
|---|---|
| <ul style="list-style-type: none">• HSE Management Plan (Form 967)• Project Risk Register (Form 996)• Working at Height Permit (Form 971) | <ul style="list-style-type: none">• SOP 9.004 Temporary Works• 9.001 - SOP Scaffolding.pdf |
|---|---|

REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022
- National Code of Practice: Prevention of Falls in General Construction.
- WorkSafe WA Code of Practice: Managing the risk of falls at workplaces.
- AS 1576 Scaffolding.
- AS 1657 Walkways, Access ways, Guardrails and Ladders.
- AS/NZS 1891.4-2025 Industrial Fall Arrest Systems and Devices – Selection, Use and Maintenance
- AS 4576:2020 Guidelines for Scaffolding

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APPENDIX A

Competency Requirements for Work at Height Tasks

The Table below outlines typical competency requirements for various work at height tasks.

RTO = Registered Training

Organisation SB = Scaffolding

Basic

SI = Scaffolding Intermediate

OEM = Original Equipment

Manufacturer RB = Rigger Basic

RI = Rigger

Intermediate RA =

Rigger Advanced

Work at Height Task	Description	Licence / Competency	Who
Boom Lift (greater than) >11m reach operation	The operation of telescoping devices, hinged devices, or articulated devices used to support a platform on which personnel, equipment and materials may be elevated to perform work at height.	National High Risk Work Licence WP	Operator
Boom Lift (less than) <11m operation	The operation of telescopic devices, hinged devices, or articulated devices used to support a platform on which personnel, equipment and materials may be elevated to perform work at height.	- National High Risk Work Licence (WP) - Unit of Competency RIIHAN301E – Operate Elevating Work Platform	Operator
Dogging	Dogging work at height the application of slinging techniques to move a load (including the selection and inspection of lifting gear) and/or the directing of a crane/hoist operator in the movement of a load when the load is out of the view of the crane/hoist operator. Note: see also Work Box Use /First Aid Cage Use	DG	Worker
Edge Protection / Handrails Proprietary System installation	Instruction and training in the method of installation and dismantle to the OEM specification, e.g., DOKA, Peri or other proprietary system	- Training and instruction in the method of installation and dismantle to OEM. - Nationally recognised statement of attainment in working safely at heights from a RTO	Worker

WORKING AT HEIGHTS – SAFETY PRACTICE



Edge Protection / Handrails Formwork installation	Instruction and training in the method of installation and dismantle, e.g., internal training by the Formwork Subcontractor and Supplier of the system.	• Training and instruction in the method of installation and dismantle. • Nationally recognised statement of attainment in working safely at heights from a RTO	Worker
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WORKING AT HEIGHTS – SAFETY PRACTICE



Work at Height Task	Description	Licence / Competency	Who
Edge Protection General installation (excl. proprietary / formwork systems)	Instruction and training in the method of installation and dismantle	- Training and instruction in the method of installation and dismantle. - Nationally recognised statement of attainment in working safely at heights from a RTO.	Worker
Fall arrest height safety system installation wort at height to the Original Equipment Manufacturers Specification	Person formally trained in the OEM installation procedure or person who holds OEM specified training. NOTE: Load bearing adequacy (of the anchor/tie-off points) and the overall system must be verified by a Qualified Engineer.	- Training and instruction in the OEM installation procedure / person who holds OEM specified training. - Nationally recognised statement of attainment in working safely at heights from a RTO.	Worker
Industrial Rope Access	Undertake work at height using industrial twin rope access.	Min. IRATA Rope Access Technician Level 1 or equivalent	Rope Access Technicians
	Supervision of industrial rope access work and emergency rescue.	Min IRATA Rope Access Technician Level 3 or equivalent	Supervisor of Rope Access Technicians
Mast Climbing Work Platform	Installation of mast climbing work platform.	Min. Rigger Basic (RB) or intermediate scaffolding high risk work licence (SI).	Installers
	Operation and work from a Mast Climber.	Nationally recognised statement of attainment in working safely at heights issued by a RTO. Supplier training and instruction in the safe operation of the Mast Climber.	Operators/Workers
Rigging Basic work safely at heights	Rigging work involving any of the following: - structural steel erection - hoists - precast concrete members of a structure - safety nets and static lines - mast climbing work platforms - perimeter safety screens and shutters, and - cantilevered crane loading platforms	RB	Worker

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WORKING AT HEIGHTS – SAFETY PRACTICE

WORKING AT HEIGHTS – SAFETY PRACTICE



Work at Height Task	Description	Licence / Competency	Who
Rigging Intermediate Work at Height	Rigging work involving any of the following: • hoists with jibs and self-climbing hoists • cranes, conveyors, dredges, and excavators • tilt slabs • demolition of structures or plant, and • dual lifts	RI	Worker
Rigging Advanced Work Safely at Heights	Rigging work involving any of the following: • gin poles and shear legs • flying foxes and cable ways • guyed derricks and structures, and • suspended scaffolds and fabricated hung scaffolds	RA	Worker
Roofing / Roof Plumbing work safely at heights	Persons installing roof safety mesh / roof cladding / spouting / guttering.	Nationally recognised statement of attainment in working safely at heights issued by a RTO.	Worker
Scaffolding Basic Work Safely at Heights	Scaffolding work involving any of the following: • modular or prefabricated scaffolds cantilevered materials hoists with a maximum working load of 500 kilograms ropes • gin wheels • safety nets and static lines, and • bracket scaffolds (tank and formwork)	SB	Worker
Scaffolding Intermediate Work Safely at Heights	Scaffolding work involving any of the following: • cantilevered crane loading platforms • cantilevered scaffolds • spur scaffolds • barrow ramps and sloping platforms • scaffolding associated with perimeter safety screens and shutters • mast climbing work platforms, and • tube and coupler scaffolds (including tube and coupler covered ways and gantries)	SI	Worker

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WORKING AT HEIGHTS – SAFETY PRACTICE

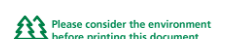
WORKING AT HEIGHTS – SAFETY PRACTICE



Work at Height Task	Description	Licence / Competency	Who
Scaffolding Advanced Work Safely at Heights	Scaffolding work involving any of the following: • cantilevered hoists • hung scaffolds, including scaffolds • hung from tubes, wire ropes or chains • suspended scaffolds	SA	Worker
Scissor Lift Operation and Work Safely at Heights	The operation of an elevating work platform used to support personnel, equipment, and materials to perform work at height.	Unit of Competency RIIHAN301E – Operate Elevating Work Platform NOTE: HRWL WP licence does not cover competency requirements for Scissor Lift Operations and will not be accepted.	Operator
Swinging Stage Scaffold Operation and Work Safely at Heights	Use Swing Stage Scaffolds Safely - Certificate of Competency (NAT10910001) - issued by a RTO.	Certificate of Competency issue by an RTO.	Operator
Work Box / First Aid Cage	Use of a Work Box for elevating workers and work at height or Use of a First Aid Cage for a rescue at height.	All persons required to be elevated in a Work Box must have completed the Nationally recognised statement of attainment in working safely at heights issued by a RTO. At least one person in the Work Box / First Aid Cage must hold a Dogging high risk work licence.	Workers / Dogger
Work Safely at Heights	Equips workers with the knowledge and skills to safely work at height in various situations e.g., using fall arrest or other equipment. Applicable for: • Persons using fall arrest/fall restraint equip • Other persons in EWPs or conducting work at heights.	Nationally recognised statement of attainment in working safely at heights issued by a RTO. RIIWHS204 - Work Safely at Heights	Worker / Supervisor

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APPENDIX B

Example Only – Product Verification and Assessment Report

The attached Product Verification and Assessment Report is to be used as guidance (only) for when scaffolding is non-standard in nature requiring design by a qualified engineer.



8 April 2016

Doc. No 031289/1

PRODUCT VERIFICATION AND ASSESSMENT REPORT

Client: BSL AUSTRALIA PTY LTD (PERTH)
Address: 20 AVERY STREET, NEERABUP WA 6031
Subject: TESTING OF SCAFFOLD SYSTEM
Client Reference: MR GURMMET SINGH
Client's Order No: 02303161
Identification: KWIKSTAGE SCAFFOLD SYSTEM
Specification: AS/NZS 1576.1 "Scaffolding Part: 1 General Requirements" -2010 and AS/NZS 1576.3 "Scaffolding Part: 3: Prefabricated and Tube-and-Coupler Scaffolding" - 2015
Correlation/Report No.: 031289/1
Test Location: 450 DYNON ROAD WEST MELBOURNE
Testing personnel: ALEX PLYSHKO

1.0 INTRODUCTION.

It was requested that load testing be performed on a prefabricated modular scaffolding system in accordance with AS/NZS 1576.3 "Scaffolding Part 3: Prefabricated and Tube-and-Coupler Scaffolding" 2015. The load testing is verifying the vertical load-carrying capacity of the prefabricated modular scaffolding system. The supplied system was a heavy duty scaffolding with adjustable legs. It was requested by the client that the testing be targeted to a 30m scaffold system with a heavy duty rating.

2.0 SCAFFOLD INFORMATION

Type of scaffolding – independent/perimeter scaffold

Manufacturer's name of the system – modular, kwikstage scaffolding

Marking – 'BSL' and the month and year of manufacturing hard stamped



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3.0 COMPONENTS INFORMATION

Components ID and mass was provided by the client
Maximum design height of 30m and quantities for 30m were specified by the client (see Table 1)

Table 1

Component ID	Mass/item (kg)	QTY 1 bay tested	QTY 1 bay 30m
Standards 1m 48.3mm OD x 4mm wall	5	0	0
Standards 1.5m 48.3mm OD x 4mm wall	7.6	4	0
Standards 2m 48.3mm OD x 4mm wall	10.2	4	0
Standards 3m 48.3mm OD x 4mm wall	15.2	4	40
Ledgers 2.4m 48.3mm OD x 3.2mm wall	8.8	16	30
Transoms 1.2m 50mm angle 4mm thick	8	8	30
Braces 3.2m 48.3mm OD x 3.2mm wall	11.8	0	14
2xboard stage bracket	5.4	0	2
Tie bar 48.3mm OD x 4mm wall	5.7	0	1
Planks 2.4m WLL=225kg	15	10	7
Base screw jack solid shaft, base plate 150x150x6mm	6.8	4	4
Total mass			1425.9 kg

4.0 LOAD TEST ON SCAFFOLD

A pair of standards in transverse direction of one bay of the assembled three bay scaffold was loaded vertically using test parameters as per AS/NZS 1576.3 appendix B;

Test platform height: 7 m
(Three lifts with base jacks fully extended)
Base jacks extension: 0.5 m
Mass of one bay scaffold as tested (Gt): = 514 kg
Mass of one bay scaffold at design height (Gd) of 30m (Gd30): = 1426 kg
Live load on one bay – heavy duty (Q): = 673 kg (6.6kN)

As per AS/NZS 1576.3 B5.2 (a) **Settling load** on each standard for 300 s (0.5Q): = 337 kg
Preload on each standard (0.2Q): = 135 kg

As per AS/NZS 1576.3 As per B5.2 (b) **Working load test**
Load on each standard for 300 s $P_w = (Gd30 - Gt)/2 + (0.5Q)$: = 794 kg
Preload on each standard (0.2Q): = 135 kg

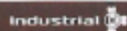


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As per AS/NZS 1576.3 B5.2 (b) Design load test

Load on each standard for 300 s $P_d = (1.5G_d30-G_t)/2 + 1.5(0.5Q)$:=

1419 kg

Preload on each standard (0.2Q): =

135 kg

As per AS/NZS 1576.3 B5.2 (d) Minimum strength load test

An attempt to load on each standard (for 300 s) $P_m = (2.25G_d30-G_t)/2 + 2.25(0.5Q)$:= 2107 kg

Deflection measurements

Horizontal distance from the loaded standards to independent data points was measured and recorded in following locations:

- (i) At the load application level.
- (ii) At each lift height.
- (iii) At mid-height between lifts on each side
- (iv) At top of the screw nut

Test Result:

Working load test and Design load test

Maximum deformation recorded was 6 mm at top lift height

No evidence of structural failure observed

Acceptance criteria

0.1% of the height of the loaded standards and

No visible structural failure upon reaching test loads

-Complies

Minimum strength load test.

The pair of test standards buckled at the load of

2720kg. No evidence of cracking welds or individual components was observed.

Acceptance criteria

The scaffold assembly shall reach the specified test load and upon removal of load show no evidence of cracking welds or individual components.

Test date:

30/3/2016

Test Personnel:

Alex Plyshko

Test Witness:

Gangadhar Aadlvarekar



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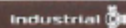
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Scaffold assembly design height calculation

Minimum strength load of scaffold assembly under the test should be less than maximum test load achieved with Capacity factor for strength limit state of 0.9 applied as per AS 4100. Also the calculated theoretical mass of one bay scaffold at design height (Gd) should be less than mass of one bay scaffold at design height used for calculation of Minimum strength load in Clause B5.2 (d) where safety factor of 2.25 applied. Based on that the calculated maximum design height would be 36m with a single working platform and components used as specified by the client (see Table 2).

Table 2

Component ID	Mass (kg)	QTY 36m Max. design height x 1 work platform
Standards 1m 48.3mm OD x 4mm wall	5.0	0
Standards 1.5m 48.3mm OD x 4mm wall	7.6	0
Standards 2m 48.3mm OD x 4mm wall	10.2	0
Standards 3m 48.3mm OD x 4mm wall	15.2	48
Ledgers 2.4m 48.3mm OD x 3.2mm wall	8.8	40
Transoms 1.2m 50mm angle 4mm thick	8.0	40
Braces 3.2m 48.3mm OD x 3.2mm wall	11.8	17
2xboard stage bracket	5.4	2
Tie bar angle 40 x 40 2.4m	4.7	1
Planks 2.4m WLL = 225kg	14.5	7
Base screw jack solid shaft 38 OD, b. pl. 150x150x6mm	6.8	4



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Figure: 1

Subject: Scaffold system test assembly.



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Figure: 2

Subject: Scaffold system assembly test set up.



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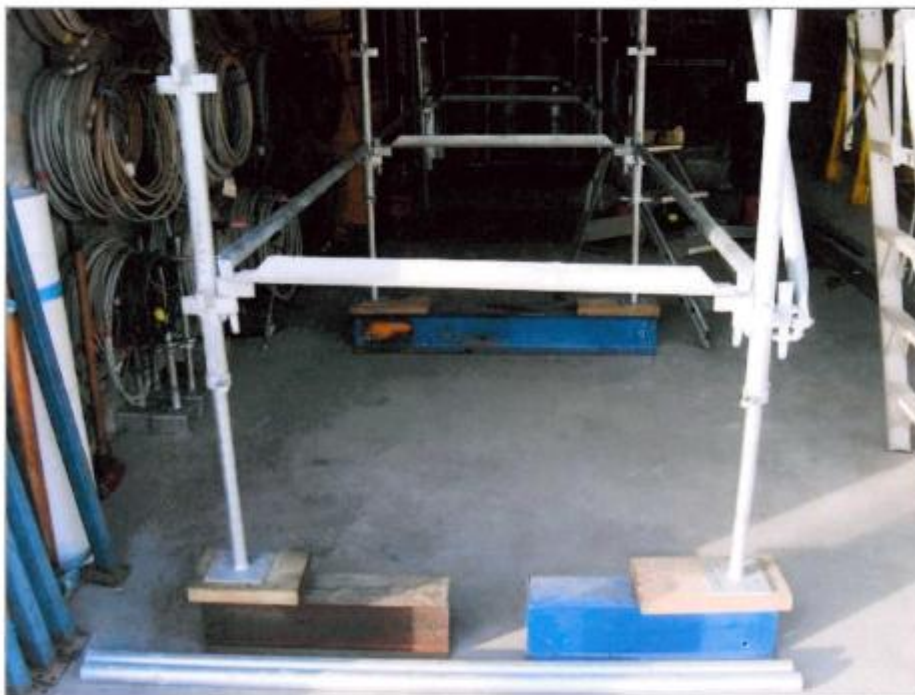


Figure: 3
Subject: Base jacks fully extended



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Figure: 4



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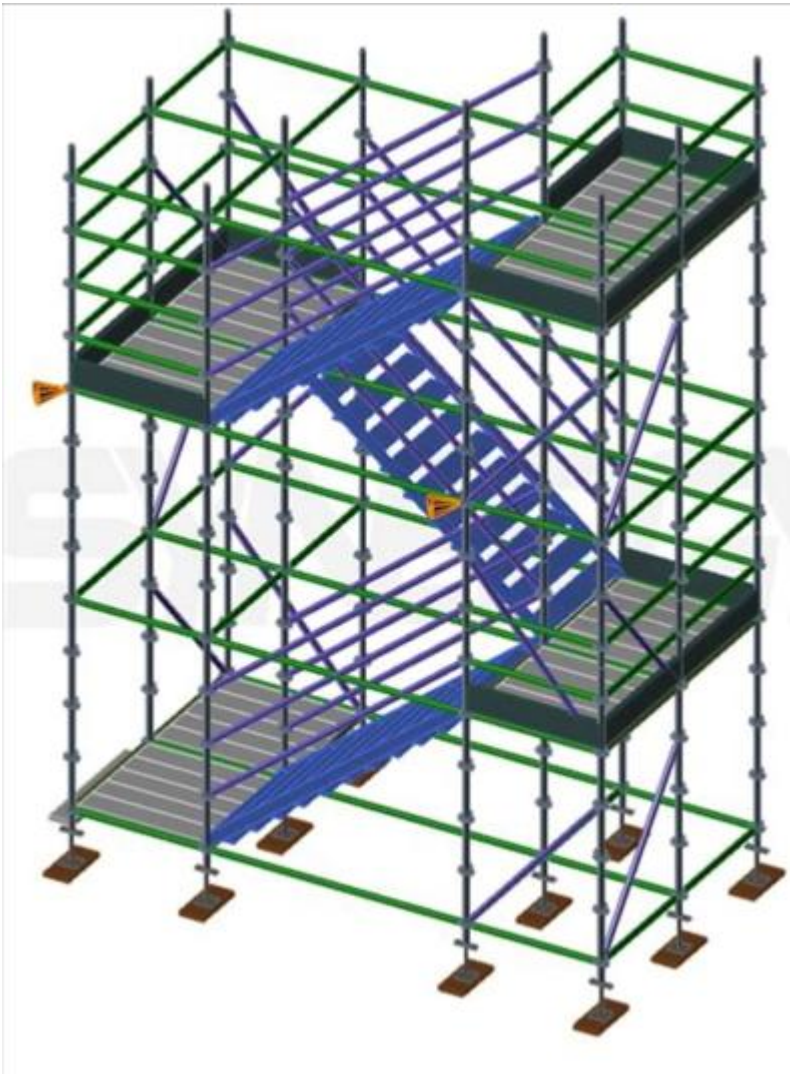
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Appendix B: 6m Stretcher Stair Access Tower



Appendix B: 9m Single Stair Tower (Medium Duty)



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