



If you have any questions about this procedures sheet contact Auckland Council Stormwater

1. WHEN SHOULD I USE THIS BMP?

This Best Management Practice (BMP) applies to all sites where work at height is required, regardless of the duration of the task, the reason for the task, or the type of situation the task is to be undertaken in.

Working at Height is defined as:

- Working at a place, above or below ground level, where a person could be injured if they fell from that place - that is, falling from one level to another.
- Access and egress (entry and exit), except by a staircase in a permanent workplace to, or within a place of work can also be work at height.
- Work at height does not include a fall at the same level (for example, falling or slipping at floor level).

2. WHAT IS THE AIM?

To provide a safe environment for employees, contractors, other staff and the public on or around works where Work at Height tasks are being undertaken.

3. WHY IS WORKING AT HEIGHT DANGEROUS?

Work at Height is considered a high-risk activity where the consequence of an incident or accident can easily lead to serious harm or death. Some working at height operations (e.g. working over 5m or using scaffolding) are notifiable to the Ministry of Business, Innovation and Employment.

4. SITE SAFETY MANAGEMENT

Forward Planning

- Spend time doing an in-depth Risk Assessment. The more risks that are identified during the planning process, the better equipped you will be to deal with them during the project:
- Identify and document the methodology that will be used for working at heights. Try to avoid requiring a worker needing to wear "fall arrest" equipment, which should only be used when there are no other options.
- Planning for Emergencies
 - Prior to the work commencing, an emergency procedure must be established (e.g. rescue at height). It cannot be a generic procedure but one developed after assessing the site and the possible hazards on site.
 - Check your equipment to see if it is certified and up to the task of being used in an emergency.
 - Establish who on the staff are able to perform their assigned roles during an emergency.
 - Carry out an emergency drill at an early stage of the project (e.g. rescue) to assess the emergency procedures in a practical and controlled manner to establish what issues may arise and to put processes in place to minimise them.



Note: This is an illustration only.

Safe Practices and Controls

- Identify the best method to access the heights area and the equipment that will be required to safely move personnel, equipment and materials into and out of the area.
- If scaffolding is to be used then that scaffolding must have a current Safe Scaffold tag and be erected, altered and dismantled by a suitably trained and experienced person.
- Consider using edge protection systems instead of requiring workers to wear harnesses and attach to anchor points. If there is no need to access the exposed edge then consider establishing a barrier.
- Any anchor points used are required to be rated to a minimum of 15Kn and must have been tagged and re-certified in the last 12 months by a competent person.
- If a fall arrest system is to be used then only persons holding a minimum of a valid NZQA unit standard 15757 Use, install and disestablish proprietary fall arrest systems when working at height can establish and remove these systems (note: different systems may require different unit standards).
- Refer to the Best practice guidelines for working at height in New Zealand available on the Ministry of Innovation and Employment safety website (see useful links below).
- Send a completed copy of the MBIE (DoL) 'Notification of Particular Hazardous Work' to the MBIE and the Auckland Council Stormwater representative before starting the heights work (if over 5m).
- **If conditions change, stop work and reassess the risks immediately.**

Monitoring

- Monitor and maintain safe work methods.
- Routine maintenance and checks of equipment should be undertaken and documented.
- Perform spot assessments to ensure that the hazard controls or safe work methods are being adhered to.
- Have regular tool box meetings to update the staff on any changes to safe work method statements, new issues that may have arisen and how to control them.
- Ensure that all new staff to site are fully informed on the processes, procedures and requirements for being on site and ensure that any visitors are kept safe while on site.

5. TIPS

- Seek advice from other people that may have done works in the area of your project in the past.
- Make sure that you are trained and competent at working at heights.
- Stop works if you feel there is a safety issue on site.

6. USEFUL LINKS AND INFORMATION

- Auckland Council Stormwater have a range of BMP's that may be relevant to your task: www.aucklandcouncil.govt.nz/EN/environmentwaste/stormwater/Pages/stormwaterguideshome.aspx
- The Ministry of Business, Innovation and Employment has documentation on its website which provides a good source of information on safe methods of Working at Height including Best Practice Guidelines for Working at Height in New Zealand. www.osh.govt.nz/order/catalogue/136.shtml
- There are a number of industry standards that may be relevant to the works you are undertaking. These may include:
 - AS 2865 – 2009 Confined Spaces.
 - AS/NZS 1891.1 – 2007 Fall arrest systems and devices.
 - AS/NZS 1576.1 – 2010 General scaffolding requirements.
 - AS/NZS 4994.2 – 2009 Temporary edge protection.

Disclaimer: All care and diligence has been used in extracting, analysing and compiling this information which is to be used as a guideline only. Auckland Council gives no warranty that the information provided in this BMP is without error or omission. The user is required to ensure they follow any legislative and best practice requirements.

For access to this BMP and to find the other BMP information sheets, go to the link below:
www.aucklandcouncil.govt.nz/stormwater

Important Notice: © Auckland Council 2011. This best management practice sheet is an information guide only and is not technical or compliance advice. Its recommendations may not be complete or appropriate for all situations, and the person doing/arranging the work remains solely responsible for making their own assessments and doing the work properly, safely and in compliance with all laws and regulations.