

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment Falls Prevention Policy
Record

Issue #: 1 Revision #: 0

Reviewed by: Jason Haywood
Managing Director

Approved by: Jason Haywood
Managing Director

Falls Prevention Policy

Objective:

To prevent falls and falling objects by implementing a risk management approach.

Scope:

This policy applies to all workers, including contractors and visitors of Convoy Transport Pty Ltd exposed to the risk from falls and falling objects, including falls from height, falls from one level to another, falls into openings, and falls on the same level (including slips and trips).

Policy:

Convoy Transport Pty Ltd is committed to preventing injuries caused by falls and falling objects, unprotected edges and any situation where a fall may occur. This will occur through the identification of tasks and situations where a risk of fall or falling objects hazard is present and the implementation of suitable risk controls.

This policy includes situations when a worker or other people are:

- In or on plant, equipment or a structure that is at an elevated level;
- In or on plant that is being used to gain access to an elevated level;
- In the vicinity of an opening through which people or objects could fall;
- In the region of an edge over which people or objects could fall;
- On or in the vicinity of a surface through which people or objects could fall;
- On or near a slippery, sloping or unstable surface on which people or objects could fall.

Convoy Transport Pty Ltd will endeavour to eliminate or reduce the number and severity of injuries caused by falls by implementing procedures to identify and manage falls hazards and the associated risks arising from those hazards.

In consultation with relevant persons, Convoy Transport Pty Ltd will identify all tasks that have a potential for falls and falling objects.

Falls Prevention Procedure

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Falls Prevention Procedure

Responsibilities:

The OHS Manager/Workplace Supervisor is responsible to:

- Ensure that appropriate procedures and supporting mechanisms/systems are followed in respect of falls at work;
- Ensure that a falls emergency response, and procedure are in place, are effective, and all workers are trained and familiar with these procedures (including falls rescue procedure for appropriately trained workers);
- Assist with the identification and control of slip, trip and fall hazards such as slippery surfaces, uneven surfaces, trip hazards, unstable surfaces in work areas;
- Ensure that appropriate fall emergency and rescue equipment is at the workplace, in good condition and available at all times when work is being carried out that involves work where falls hazards are present;
- Ensure that workers are adequately supervised at all times when working at height;
- Consult with workers and other relevant persons regarding falls hazards, risks and control measures;
- Monitor and review fall prevention policies, procedures and emergency response as required.

Workers are responsible to:

- Cooperate with reasonable directions when working in situations where there is a risk of a fall;
- Notify their manager/supervisor immediately if a new fall hazard is identified, making the area safe using a temporary control before leaving the fall hazard unattended. Use a standby person if it is not possible to make the area safe while the manager is notified, and corrective action can be taken to ensure people are not placed at risk;
- Assist with the identification and control of slip, trip and fall hazards such as slippery surfaces, uneven surfaces, trip hazards, unstable surfaces in work areas;
- Use appropriate fall prevention devices, work positioning systems, fall arrest systems and PPE at all times when it is required as per the relevant workplace procedures;
- Attend and actively participate in safety meetings and briefings where fall hazards, falls prevention and incidents are discussed.

Hazard Identification:

An inspection of the intended workplace will be conducted to identify fall risks (including elevated falls, falls into void/pits, falls on the same level and falling objects).

These tasks will be recorded on the Risk Register, including details of the falls hazards, the level of assessed risk and recommended control measures. The Risk Register will be regularly reviewed and updated as required.

Risk Assessment and Control:

Eliminate risks wherever possible. Where risk cannot be eliminated, it will be reduced as far as reasonably practicable.

Risk controls will be maintained to ensure they are suitable for the task, installed/used correctly and they remain effective for the duration of the task.

Working adjacent to unprotected edges

All workers will manage the risks associated with falls and falling objects when working adjacent to unprotected edges.

When working adjacent to unprotected edges at a minimum the following will apply (*additional controls may be put in place as a result of a risk assessment*):

- Warning signage and ensure administrative procedures are in place and understood by all workers;
- All workers and visitors are informed of hazardous area (access to the area controlled at all times);
- All workers and visitors must maintain safe distance from edges;
- Workers and Visitors must:
 - Keep trip hazards away from edges;
 - Wear appropriate non-slip covered footwear;
 - Be aware of ground conditions e.g. slippery, oily, or uneven surfaces;
 - Never walk backwards when working adjacent to unprotected edges;
 - Not rush, run or play around;
 - Keep work area clear of trip hazards;
 - Keep floor clean and clean up spills immediately;
 - Never lunge for dropped objects (maintain balance at all times).

Falling Objects:

- Items stored at height (e.g. on storage shelving) must be stable and not fall easily if disturbed;
- Loads must only be placed on racking designed and installed to support the loads (*Loads must never to be placed on damaged shelving/racking*);
- Shelves and racks are in good condition – check regularly;
- Racks are stacked safely and not overloaded;
- Heavier items will be stored on or nearer ground level and lighter items higher up;

- Appropriate and careful methods of stacking, handling and movement of objects will be used to prevent items falling;
- Tall self-standing objects leaning against walls must be positioned to be stable if knocked or secured;
- Objects placed at height must not protrude from shelving where it may be struck by forklifts or other reach equipment;
- Checks for loose equipment/tools must be undertaken when working at height to ensure no items are left behind after completing task.

Slips and Trips:

- Uneven surfaces will be discussed with workers at induction / toolbox meetings;
- Warning strips, tape or other markings and signage will be used to alert pedestrians about changed or uneven ground/floor surfaces and maintained in good condition;
- Damaged walking/working surfaces must be cordoned off and repaired quickly;
- Spill kits will be strategically placed and must be available to clean up fluid or oily spills immediately;
- Adequate lighting will always be in place. All faulty lighting must be reported immediately;
- Workplaces will always be kept clean and rubbish and obstructions regularly removed (*rubbish and recycling bins must not be allowed to overflow*);
- All goods/objects must be stored in their correct location. Not in walkways, driveways or other inappropriate areas;
- All goods/materials must be stacked securely and neatly.

Reference	Title and Description
Document #: OHSMS Manual OHSMS300001	
Document #: OHSF300119	Risk Register (<i>OHSMS Recording Forms</i>)
Document #	
Document #	
Document #	