Procedure No:	CS-PTW-HAZ-02
TRIM Ref No:	B/D/11/19581
Reviewed:	10/22
Amended:	10/22
Review Due:	10/24

CS ENERGY PROCEDURE

WORKING AT HEIGHTS
CS-PTW-HAZ-02

Responsible Officer: Corporate PTW Administrator
Responsible Manager: Head of Operations Services
Responsible Executive: Chief Executive Officer (CEO)

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Issue of Document				13/08/1995
Updated definitions and wording	PTW Committee	PTW Committee		04/06/1998
Reviewed CS-OHS-14 and renumbered	PTW Committee	PTW Committee		29/12/2000
Complete review and reformat to new CS Energy	D Clarke	A Brown	A Brown	08/02/2012
Reviewed by H&S Taskforce	D Clarke	H&S Taskforce	A Brown	03/09/2012
Update Appendix 2 – Working at Heights Cheat Sheet	D Clarke	PTW Committee	A Brown	27/03/2013
Minor Corrections	D Clarke	HSSE / PTW	K Ussher	13/01/2014
Review – include 2021 Code of Practice requirements and feedback from workshops held at Kogan and Callide – refer comms pack B/D/22/8859	N Seibel	A Cashin L Hartley	P Matha	05/10/2022

CONTENTS

1 PURPOSE

This procedure outlines the requirements for persons in control of and / or performing work at heights at all CS Energy sites. This procedure is designed to ensure the health and safety of personnel working at heights.

It provides for a safe system of work by identification and subsequent control of work hazards associated with work at heights.

The content of this procedure applies to all CS Energy sites and is applicable to CS Energy personnel and external contractors.

2 SCOPE

This procedure details the requirements for safely working at heights on CS Energy's sites to prevent the risk of injury or illness and seeks to ensure that standards prescribed in the Workplace Health and Safety Act 2011 and Regulations 2011 legislation are satisfied.

3 RESPONSIBILITIES AND ACCOUNTABILITIES

3.1 Site General Manager

Site General Managers are responsible for ensuring that:

- Systems are in place to ensure appropriate working at heights tools and equipment are available to workers;
- Systems are in place for ensuring working at heights equipment is certified, inspected and fit for purpose;
- Sufficient resources are provided to effectively conduct working at heights; and
- Provision of appropriate training.

3.2 Managers and Supervisors

Managers and Supervisors are responsible for ensuring that:

- They monitor compliance with this procedure and the risk control measures being implemented by the work party members;
- provide of appropriate training and other support to all personnel in application of this procedure;
- conduct and/or assist personnel with JSEAs; and
- the authorise a completed JSEA where the residual risk is moderate.

3.3 Permits to Work Officer

The PTWO is responsible for ensuring that:

- If applicable, the PTW 'Hazards' section, Working at Heights, is selected for any work scope that involves working at heights;
- If applicable, the Working at Heights Control Checklist is attached to the PTW prior to the transfer of the PTW to the OIC; and
- If applicable, a copy of the Working at Heights Control Checklist is retained with the PTW documentation.

3.4 Officer in Charge (OIC)

The OIC must ensure safe assessment, control implementation and overall safe working at heights practices in accordance with this procedure. They are responsible for ensuring that:

- If applicable, the Working at Heights Control Checklist is attached to the PTW prior to the transfer of the PTW to the OIC;
- If applicable, the Working at Heights Control Checklist is completed as specified before work begins; and
- Controls in the JSEA / SWI are effective to manage the work at heights activity.

3.5 Person in Charge of Work (PICW)

The PICW is responsible for ensuring that:

- compliance with the JSEA, safe assessment, control implementation and overall safe working at heights practices in accordance with this corporate procedure and the Working at Heights Control Checklist for the job;
- PICW may complete responsibilities of the OIC e.g. work at heights checklist.

3.6 Height Safety Supervisor

Height Safety Supervisor is responsible for ensuring that:

- They are involved in height safety risk assessments;
- Approve temporary anchor points;
- Supervise working at heights tasks (as required.

3.7 Work Party

Employees and contractors are responsible for ensuring that:

- They utilize the appropriate equipment provided for working at heights;
- They perform visual inspections on ladders and working at height equipment before use;
- They ensure working at height requirements are followed when work is being performed where there is the potential to fall causing injury;
- Report and tag as “out of service” any faulty or defective equipment; and
- Be involved with risk assessments.

4 TRAINING

For minimum training requirements for high-risk work, including VOC requirements, refer to CS-OHS-69. For specific working at heights relating to permit to work, refer to CS-PTW-SOP-02.

Authorisation	Licence	Competency or licence code
Work Safely at Heights		• RIIWHS204E or equivalent
Height Safety Supervisor		• RIIWHS204E or equivalent, RIIRI201E
Boom Style Elevating Work Platform (11m or more)	WP	• TLILIC0005 **Note:** CS Energy has expanded this licence requirement to all boom type EWPs
Dogger		• CPCCLDG3001A • RIIHAN208E

Authorisation	Licence	Competency or licence code
Scissor Lifts		• RIIHAN301E
Rope Access		• Must meet requirements for Australian Rope Access Association (ARAA's) based on type of rope access work being performed (i.e., Level 1, 2 ,3).

- Anyone who is required to wear fall prevention or arrest systems must be trained in Work Safety at Heights. Any deviations from this (e.g., inspections) must be risk assessed and approved by Manager level.
- Anyone who is required to sign off a Working at Heights Control Checklist and supervise a working at heights task must be trained in Work Safely at Heights.
- The Height Safety Supervisor must appoint in writing an engineer or competent person to assess anchor points are suitable to use fall arrest systems.
- Refresher training for all personnel is required and intervals must not exceed three years or as otherwise specified by legislation.

5 WHAT IS WORKING AT HEIGHTS?

Working at heights is where a person or other person in the vicinity is **exposed to a risk of a fall from one level to another that can cause injury** to the worker or other person, including working near unprotected edges.

This procedure is to be read in conjunction with the requirements of the following procedures:

- CS-PTW-01 – Permit to Work Manual
- CS-OHS-52 – Ladders
- CS-PTW-HAZ-05 – Unprotected Edges
- CS-OHS-70 – Scaffolding
- CS-OHS-79 – Cranes and Lifting

6 REQUIREMENTS FOR WORKING AT HEIGHTS

Any activity that involves working at heights must be risk assessed to identify hazards that may cause injury. Control measures must be implemented to prevent a fall. The below risk tools should be used to assess the risk associated with the working at heights activities.

An initial assessment must be undertaken using the following risk management tools:

- 2x2 Personal Risk Assessment and/or;
- Job Safety Environment Analysis (JSEA); and/or
- Standard Work Instruction (SWI).

A Working at Heights Control Checklist (S1972) is required when:

- SWIs, JSEAs, or risk assessments for a task requires work at heights task;
- It is considered necessary to control the risk to an acceptable level; or
- For activities where a rescue from heights may be required (e.g. fall restraint, arrest systems, EWP, man box) Part 2 of the Working at Heights Control Checklist (S1972) is to be completed to ensure a plan for emergencies in place. Consideration should be given to the nature and location of the working at heights task, the rescue and resuscitation equipment required, the capabilities of the rescuers.

6.1 Permit to Work

A Permit to Work is required when plant is to be isolated to safely complete the working at heights task – refer to CS-PTW-01 Permit to Work (PTW) Manual. Where no isolation or PTW is required, the risk assessment is to determine if other processes are to be utilised. This may include:

- A minor task to appropriately notify operations of the work; and
- Access only PTW to facilitate use of danger tape for drop zone control, other high-risk tasks for the work, interaction with plant that doesn't require an isolation.

6.2 How to Control Working at Heights Risk

There are several ways to control the risks of falls. The highest possible level of protection is to be used for each job. Due to the risks involved, personnel must not work alone if a person is deemed to be working at heights.

The below hierarchy of controls must be followed in selecting the best control measure to manage the risk of personnel falling or being struck by a falling object.

1. Work on the ground or on a solid construction
2. Use a temporary work platform
    - Scaffolding
    - Elevating Work Platforms (EWP)
    - Workboxes
    - Fixed Ladders
    - Portable ladders and work platforms
3. Use fall prevention devices
    - Fall restraint systems
4. Use fall arrest systems

Design of new plant and equipment must be considered to minimise the need for working at heights activities. Consideration must be given to all aspects of the life cycle of plant and equipment, i.e. construction, commissioning, operation, cleaning, maintenance and repair, modification, return to service, emergency, demolition and / or decommissioning

6.3 Working on the ground or on solid construction

Eliminating the need to work at heights is the most effective way of protecting workers from the risk of falls. If practicable work should be brought to ground level. Working on a solid construction provides an environment where the likelihood of a fall may be eliminated. Solid construction means an area that:

- Is structurally capable of supporting workers, material and any other loads applied to it;
- Has edge protection, mid rails including toe boards, around its perimeter and around any openings through which a person, material or tools could fall;
- Has an even, accessible surface and gradient; and
- Has a safe means of entry and exit.

Edge protection for a solid construction must meet the requirements of *AS 1657: Fixed platforms, walkways, stairways and ladders – Design, construction and installation*, and in accordance with the manufacturer or supplier or an engineer or competent person.

6.4 Temporary Work Platforms

A temporary work platform is a working platform, other than a permanently installed fixed platform, used to provide a working area for the duration of the job. The design of the platform prevents workers from falling (e.g. scaffolds, elevated work platforms, mast climbers, work boxes, building maintenance units, portable or mobile fabricated platforms).

When used, risks must be controlled through the use of stable and secure work platforms (such as scaffolding or other forms of portable work platform) with guard railing or fencing as appropriate.

Temporary work platforms must be suitably stabilised at all times while a worker is suspended and there must be an effective means of communication between any person being suspended and the operator/supervisor. Safety gates must be self-locking and shut when in an elevated position.

6.4.1 Guardrails or Barriers

Continuous guard railing satisfying the requirements of *AS 1657 Fixed platforms, walkways, stairways – Design, construction and installation* and ladders must be provided on the side and ends of all platforms and walkways, except at points of access from a stairway or ladder, or where there is a permanent structure not more than 100mm distance from the edge of the platform or walkway.

6.4.2 Scaffolding

Scaffolding must comply with the requirements of CS-OHS-70 Scaffolding Procedure.

Where scaffold has be constructed and deemed safe for access using the scafftag system, accessing the scaffold is not working at heights unless stated otherwise on the scafftag.

6.4.3 Elevating Work Platforms

Where mobile Elevating Work Platforms (EWP) are used, the manufacturer guidelines must be followed.

All persons in boom-type EWP must wear a full body harness and energy absorber type or retractable type lanyard attached to an anchor point in the basket of the EWP.

A Working at Heights Control Checklist must be completed prior to its use, including details relating to emergency rescues.

As set out in *AS 2550.10 Cranes, Hoists and Winches – Safe Use – Mobile Elevated Work platforms* – EWPs are designed as a work area and not for access purposes. Persons should only egress from an elevated EWP in an emergency or if a thorough risk assessment identifies that as the only practicable means of gaining access to an area.

EWPs must only be used on firm level surfaces unless the equipment is designed for non-level surfaces and the manufacturer's instructions state this.

Any EWP used must be inspected for defect prior to use and records of pre-start inspections kept.

Any use of a boom-type EWP requires a spotter on the ground to facilitate rescue.

6.4.4 Scissor Lifts

Scissor lifts present hazards similar to scaffolding when extended and stationary, however, using scissor lifts safely depends on considering equipment capabilities, limitations and adopting safe practices to the manufacturer's instructions. Key safety factors which must be risk assessed and implemented include:

Stabilisation

- Operators are to ensure that scissor lifts are stable and will not tip over or collapse;
- Follow manufacturer's instructions safe movement and travel. This usually requires moving lift in a lowered position;

- Select work locations with firm, level surfaces away from hazards that can cause instability e.g. drop-offs, hole, loose soil / gravel, ground obstructions/debris; and
- Use scissor lifts outside only when weather conditions are good.

Positioning

- Position the scissor lift to avoid crushing hazards. Apply risk management principals to manage scissor lift near a fixed object or passing under a fixed object such as a support beam or door frame;
- Position the scissor lift to avoid power lines. Never enter an exclusion zone in a scissor lift;
- Implement traffic control measures to prevent vehicles or moving plant from accessing the designated work area.

Fall Protection

- Scissor lifts must have guardrails (top rail, mid rail and kick boards) installed to prevent workers from falling;
- Operators are to only stand on the work platform and not on the guardrails;
- Operators are to keep work within is easy reach to avoid leaning away from the scissor lift;
- If scissor lift has anchor points installed, operators are to use harnesses as per the manufacturer's instruction.

Maintenance

- Manufacturer's maintenance and inspection instructions are to be followed, including:
  - test and inspect controls and components before each use;
  - ensure that the guardrail systems are in good working condition; and
  - verify that the brakes once set will hold the scissor lift in position.

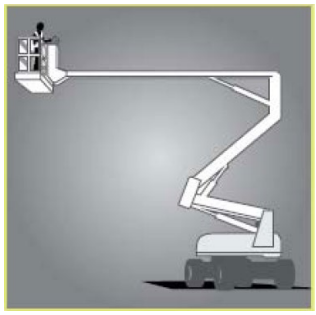

Figure 1 – An example of a boom-type elevating work platform. The safety harness and lanyard are not shown for the purpose of clarity.

Figure 2 – An example of a scissor-lift elevating work platform

6.4.5 Work Boxes

A work box is a personnel-carrying device designed to be lifted from a forklift or suspended from a crane. The work box provides an elevated working area for persons working from the box.

Persons using a workbox must be attached, at all times, by a full body safety harness, lanyard and energy absorber to a suitable anchorage point located within the workbox (or to the main sling ring above the workers' heads for a crane lift). A Working at Heights Control Checklist must be completed.

Workers are to remain within the workbox at all times when they are being lifted or suspended.

Where a workbox is used with a crane, at least one person in the workbox must be competent in crane signals, for example a Dogger.

6.4.6 Ladders (Fixed, Portable and Platform)

If a permanent ladder is used, fall protection must be provided where a free fall in excess of 6 metres is possible. Fall protection could include a cage around the ladder, or a fall arrest system attached to the ladder. If fall protection is used, a Working at Heights Control Checklist must be completed.

Refer to CS-OHS-52 for more instruction relating to selection, use and work from ladders.

6.4.7 Edge Protection

Working near unprotected edges must comply with the requirements of CS-PTW-HAZ-05 – Unprotected Edges

6.5 Fall Restraint System

A fall restraint system consists of a harness connected by a lanyard to an anchor point or horizontal life line. Personnel conducting work using a fall restraint system must remain connected to an anchor point at all times. Use of a twin tail or adjustable lanyard may be necessary to obtain this requirement. Twin tail lanyards enable users to maintain 100% tie off when at heights. The use of body belts is not permissible.

Industrial Rope Access Systems

Due to the high level of training and skill involved with the use of industrial rope access systems, it is only considered practical for specialised personnel specifically trained in its use, e.g. emergency personnel.

Guidance on the use of industrial rope access systems is available in *AS/NZS 4488 (series) – Industrial rope access systems*.

6.6 Fall Arrest Systems

Where a higher level of control is not practicable or possible, a fall arrest system must be considered. Fall arrest systems may also be used to supplement a higher level of control if the higher levels are not fully effective in preventing a fall on their own. Fall arrest equipment, including anchor points, must comply with the requirements of *AS/NZS 1891 (series) – Industrial fall arrest systems and devices*.

Personnel conducting work using a fall arrest system must remain connected to an anchor point at all times. Use of a twin tail lanyard or an adjustable lanyard (e.g. working on a roof) may be necessary to comply with this requirement. Full body harnesses must be used with fall arrest systems.

Fall arrest systems must incorporate a shock absorbing lanyard. The fall arrest system should be installed so that the maximum distance a person would fall before the fall arrest system takes effect is 2 metres.

There must be sufficient distance between the work surface and any surface below to enable the system, including the action of the shock absorber to fully deploy. Calculations to ensure there is sufficient distance available for the shock absorber to be effective must take in to account:

- The worker's height;
- The height and position of the anchor point;
- The length of the lanyard;
- Any slack in the horizontal life line;
- Any stretching of the lanyard or horizontal life line when extended by a fall;
- The length of the shock absorber when extended by a fall.

Shock absorbing lanyards must not be used in conjunction with inertia reels.

Anchorage lines or rails can be installed to provide continuous fall protection for persons using ladders or climbing towers.

Attachment hardware (lanyard hooks, karabiners, etc.) must consist of double action mechanisms as a minimum. Where carabineers are used it is preferred that these are triple mechanisms. All karabiners must be rated with a minimum breaking strength of 22 kN.

Anchorage systems that have been used in arresting a fall must be tagged Out-of-Service until inspected by a competent person.

A Working at Heights Checklist (with the rescue plan) must be in place when fall arrest equipment is used as a control for working at heights, Fall Arrest Platform or Net.

A fall arrest platform is a temporary platform located below a work area. The platform should be of robust construction and designed with a full risk assessment to sustain the impact of a person falling onto it. A catch platform should be placed as close as possible to the underside of the work area to minimise the distance a person can fall from the work platform. The manufacturing instructions and requirements

6.7 Anchorage Points

Anchorage points used to attach a harness and lanyard assembly must comply with requirements of *AS1891.4: 2009 Selection, Use and Maintenance*. The anchor point chosen must be designed, rated and capable of withstanding the forces imposed.

All anchorage points should be approved by a competent person (e.g., Engineer or Height Safety Supervisor) before use.

Each anchorage point must be located so that a lanyard of the system can be attached to it before the person using the system moves into a position where the person could fall.All permanently installed anchor points are to have a sign/plaque attached or nearby the anchor point (sign detail: installer, installed date, ultimate strength rating and number of people who can be connected at one time).

Type of Fall	Description	Anchor Point Strength
Restrained Fall/Total Restraint	Limited to any situation where the person suffering the fall is partially restrained by a restraining device such as a pole strap or is sliding down a slope on which it is normally possible to walk without the assistance of handrail, and not possible of falling over a vertical edge.	6 kN
Limited Free Fall	Limited to any situation where there is no risk in which the distance a person using the fall arrest harness system is likely to fall vertically before the system starts to take the load is not more than 600mm.	12 kN
Free Fall Single Person	Single point anchor in which the distance a person using the fall arrest harness system could fall vertically before the system starts to take the load is more than 600mm but no more than 2 metres.	15 kN
Free Fall Two Persons	Two-person point anchor in which the distance a person using the fall arrest harness system could fall vertically before the system starts to take the load is more than 600mm but no more than 2 metres.	21 Kn

- Permanent fall arrest/restraint anchorage points must be inspected at intervals not exceeding 12 months with consideration to the location, modes of use and environmental conditions. Permanent anchor points must comply with *AS1891.4 - Selection, use and maintenance*. The anchor point chosen must be designed, rated and capable of withstanding the forces imposed and maintained in a register

Barricades, barriers, and signage must be used to demarcate the drop zone. Refer to CS-OHS-36 Barricades and Signage Procedure.

7 OTHER WORKING AT HEIGHTS HAZARDS

7.1 Electrical Lines (Exclusion Zones)

Encroachment into exclusion zones is strictly prohibited. This includes both overhead powerlines and transformer earthing mats. Refer to Schedule 2 of the *Electrical Safety Regulation 2013* that lists of dimensions for the maximum exclusion zone around electrical parts.

7.2 Adverse Weather

Personnel must ensure that the work at heights is postponed or ceased while weather conditions (high winds, electrical storms, rain, hail, fog, low light or extreme heat) may endanger health or safety. Similarly, works should be delayed if surfaces (ladder rungs, sloped roofs etc) are slippery. This restriction is not intended to apply to rescue procedures.

7.3 Vapours, Fumes and Gases

Fume extractors, combustible or flammable fuel vents and or exhaust ports from generators may be located on roof areas. Walkways over vessels or baths may also potentially expose personnel to atmospheric contaminants. Personnel should identify any potential sources before accessing the area and implement appropriate controls.

7.4 Fragile or Brittle Roofs

Persons working on, or passing across roofs covered by brittle or fragile roofing materials (e.g. asbestos cement – refer to Asbestos Management Plan or skylights) are to be controlled by:

- installing permanent walkways; or
- installing a fixed and secure fall protection cover, capable of withstanding the impact of any person who may reasonably be expected to fall onto it; or
- if this is not practicable, adequately secured temporary walkways or other means to prevent the fall of persons working on or passing across the roof.

7.5 Dropped Objects

Where overhead work is being performed and there is a risk of equipment, materials and tools falling from the elevated position, an appropriate drop zone must be established – refer to CS Energy Dropped Objects Procedure

8 INSPECTION, MAINTENANCE AND REPAIR

A trained and competent person in fall protection testing must formally inspect all personal fall arrest equipment at the following intervals;

Device Type	Inspection Intervals
Personal equipment including harnesses, lanyards, assemblies, fall-arrest devices and common use devices such as ropes, slings, fall-arrest devices, mobile attachment devices, etc.	Inspection by Operator before and after each use
Fall arrest devices – external check only	6 months – by competent person
Harnesses, lanyard assemblies and associated personal equipment (including Type 1, 2 & 3 fall arrest	6 months (or as specified by the manufacturer or supplier)

Device Type	Inspection Intervals
devices)	
Permanently installed anchor points Fall-arrest devices – full service including dismantling Horizontal lifelines and rails, including integral components and permanently installed mobile attachment devices	12 months (or more frequently if recommended by the manufacturer or supplier) When a free fall has occurred on that fall arrest system (including anchor point) All inspections must meet manufacturer specification

Each harness must be identified via its equipment serial number and recorded on the equipment register.

All equipment should have an inspection tag fitted showing date for next inspection or another system equal or better.

- All height safety equipment must be dedicated equipment and must be used only the purposes of height safety.

8.1 Maintenance and Repair

Maintenance and repair of working at heights equipment must be carried out by a trained, assessed and authorised person. Any equipment that has been subject to unauthorised maintenance is to be classified as non-compliant equipment and tagged out of service until it can be deemed serviceable.

Any non-compliant equipment id to be removed from service and tagged Out of Service. Non-compliant equipment must be segregated or quarantined to prevent use until repair or disposal can be completed.

8.2 Storage

Equipment should be stored in a cool, dry place and not in direct sunlight. The equipment should not be subjected to unnecessary strain or pressure, and must be kept free from contact with sharp implements, corrosives and other possible causes of damage.

9 EMERGENCY PROCEDURES AND RESPONSE

Emergency response processes for falling from heights are to be documented in site Emergency plans as well as in the Working at Heights Control Checklist. They are to cover rescues from likely fall from height scenarios.

The following should be considered when establishing emergency response processes;

- Location of the work area;
- Communications;
- Rescue equipment;
- Capabilities of rescuers;
- First aid;
- Local emergency services—if they are to be relied on for rescue.

When any fall-arrest systems are used appropriate ERT is to be onsite to respond in the event of an emergency.

The provision for emergency access/egress for the job is to be discussed/arranged with the site ERT before the job gets underway when the work at height task is complex or may require a complex rescue (i.e. may require confined space or rope access rescue). The OIC/PICW must discuss the emergency response process with work party during the pre-start for the job.

10 CONTRACTOR MANAGEMENT

Where contractors that may be unfamiliar with CS Energy procedures are procured to undertake working at heights activities on site, relevant site-specific information is to be communicated during pre-contract consultation, the site induction process and pre-work Supervisor/Site Contact/OIC communication. The following is to be communicated:

- Details regarding site specific rules and access restrictions;
- Details regarding site specific hazardous areas and the need to adopt signage requirements; and
- Details about the specific working at heights to be performed and any site-specific hazards.

Prior to contractors being procured and confirmed to undertake work on site, information such as the following is to be verified as part of contractor management processes and pre-work consultation – refer to Contractor Management Procedure:

- Work experience, training and competency evidence to verify that contractors can perform the work and conversant with industry hazards;
- Work procedures or safe work method statements (SWMS) that identify key high-risk tasks, hazards, and controls to be implemented; and
- Details listing the plant and equipment to be brought onto site with respect to Australian Standard compliance, inspection and maintenance details (i.e. inspection records, logs, etc.)

11 DEFINITIONS

Term	Definition
Anchorage Point	A secure point of attachment on a building or other structure to which a fall-arrest device, lanyard assembly or other line may be securely attached.
Competent Person	A person who has through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform correctly a specified task. *For example, a Competent Person for determining the selection and location of fixed anchorage system would be an Engineer.* *A Competent Person for determining the selection and location of a temporary anchorage systems (e.g. anchorage slings) in instances where it is clear that the anchorage system is structurally adequate, would be person trained in height safety theory and relevant assessment capabilities (e.g. Height Safety Supervisor or qualified Rigger with a nationally recognised Work Safely at Height course).*
Elevating Work Platforms	A telescopic device, scissor device, or articulated device, or any combination thereof used to position personnel, equipment and materials at work locations above or below the base support surface.
Fall Arrest System	Fall arrest systems should only be used in situations when it is not reasonably practicable to use either temporary work platforms or guardrails. A fall arrest system is designed to catch a person once they have fallen from a height. It consists of an anchor, lanyard, personal energy absorber or restraint device and harness.
Fall Restraint System	A travel restraint system is designed to prevent a person from entering into a position where they could fall. It will typically involve an anchor (this may be a fixed point or a static line), lanyard to attach the person to the anchor and a harness to securely attach the person to the lanyard.

Term	Definition
Height Safety Supervisor	A person who is able to perform harness based work at heights, to supervise other worker working at height including those at entry level and to participate in first response rescue. They are also deemed to be a competent person for assessing and approving the use of anchorage systems (i.e. Anchorage Slings) if it is clear that the anchorage system and the proposed structure are structurally adequate for the task to be performed, as specified under AS 1891 - Industrial Fall Arrest Systems and Devices
Ladder	Includes portable single, extension and step type ladder
LMS	Learning Management System
Must	Indicates that compliance with the requirement is mandatory.
Safe Work Method Statements (SWMS)	Safe Work Method Statements are required for all high risk construction activities. For the purposes of this procedure this would include all working at height activities above 2 Metres (S291 WHSR).
Twin Tail Lanyards	Twin tail lanyards (Y-shaped lanyards) are required in a number of working at heights conditions, such as tower climbing and accessing work areas, where fixed running lines are not in place or feasible alternatives. Twin tail lanyards enable users to maintain 100% tie off when at heights. When using twin tail lanyards, the following points must be complied with: The twin tail lanyard meets AS1891.1 (2020): Personal equipment for working at height and must be used in accordance with AS1891.4 (2009): Industrial fall-arrest systems and devices – Selection, use and maintenance. Ensure personnel have been trained in the use of twin tail lanyards. Where only one tail is required to be attached to an anchor, the second tail should be either attached to the same anchor point or attached to a point on the harness specifically designated for that purpose (designed to break away in the event of a fall). The second tail must not be wrapped around the person's body and must not be hooked onto the harness.

12 REFERENCES

Reference No	Reference Title	Author
	Work Health and Safety Regulation 2011	
	Codes of Practice - Managing the risk of falls at workplaces - 2021	
B/D/11/19582	Procedure - CS-PTW-01 - Permit to Work (PTW) Manual	CS Energy
B/D/14/22741	Procedure – CS-OHS-70 Scaffolding	CS Energy
B/D/12/1362	Procedure – CS-OHS-52 Ladders	CS Energy
B/D/12/11085	Procedure – CS-OHS-36 Barricades and Signage	CS Energy
B/D/14/20521	Procedure – CS-OHS-69 Minimum Training Requirements for High Risk Work	CS Energy
B/D/11/19583	Procedure - CS-PTW-SOP-02 Training for Roles in PTW System	CS Energy
B/D/12/1361	Procedure - CS-PTW-HAZ-05 Unprotected Edges	CS Energy
B/D/11/30966	Procedure – CS-OHS-43 Asbestos Management Plan	CS Energy
B/D/13/34521	Procedure – CS-OHS-68 Contractor Management	CS Energy
B/D/12/2876	Form - S1972 - Working at Height Control Checklist	CS Energy
B/D/12/2873	Form - S1973 - Unprotected Edge Control Checklist	CS Energy
AS 1891 (series)	Industrial Fall Arrest Systems and Devices	
AS 4389	Safety Mesh	
AS 4488.2	Industrial Rope Access System	
AS 1657	Fixed Platforms, walkways, stairways and ladders – Design, construction and installation	
AS 2550.1	Cranes – Safe use – Elevating Work Platforms	

13 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of registered documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

Government Owned Corporations must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.