

DATE

TIME

SITE / PROJECT

PRESENTED BY



Working at Heights

Falls from height are a leading cause of death and serious injury on Australian sites — and even a fall from a ladder or low edge can be fatal. Almost every fall is preventable with planning and the right controls.

⚠ Key hazards

- ! Unprotected edges, floor openings, penetrations and voids
- ! Ladders — overreaching, wrong type, poor footing, near power lines
- ! Fragile or sloped surfaces, skylights and unmarked roof areas
- ! Scaffolds and EWP's incorrectly set up, accessed or used
- ! Falling objects and tools striking people below
- ! Wind, wet or slippery surfaces and poor lighting

✓ Safe work controls

- ✓ **Eliminate first** — do the work from the ground where you can (assemble at ground level, use extension tools).
- ✓ **Pick the right access** — prefer an EWP or scaffold with guardrails over a ladder; install edge protection where practical.
- ✓ **Ladders are a last resort** — industrial-rated, 1:4 angle, secured, 3 points of contact, no overreaching, never near live electrical.
- ✓ **Protect openings** — cover and label penetrations and voids; guardrail open edges.
- ✓ **Fall protection** — restraint or arrest harness correctly fitted and anchored; inspect before use; tag out defects.
- ✓ **Drop zone** — barricade below, use tool lanyards, keep loose materials away from edges.
- ✓ **Rescue plan** — agreed and ready before anyone works at height (suspension trauma is time-critical).
- ✓ **Competency & permit** — only trained workers; Working at Heights permit and exclusion zones in place where required.

Discuss with the crew

- 1 What work at height are we doing today — and can any of it be done from the ground?
- 2 Where are the unprotected edges, openings or fragile surfaces in our area?
- 3 What is our rescue plan if someone falls while in a harness?
- 4 Is everyone trained and competent for the access equipment we're using today?

SITE-SPECIFIC HAZARDS & CONTROLS TODAY

ACTIONS / FOLLOW-UP & WHO IS RESPONSIBLE

Attendance — I attended this talk and understand the points covered

NAME	COMPANY / ROLE	SIGNATURE

NAME	COMPANY / ROLE	SIGNATURE

PRESENTER NAME & SIGNATURE

NO. OF ATTENDEES

DATE

Guidance only. This toolbox talk is a general safety briefing aid. Managing the risk of falls is a legal duty under the **WHS Regulation 2017** (and the Safe Work Australia *Managing the risk of falls* Code of Practice); fall-arrest and restraint equipment must comply with **AS/NZS 1891** and ladders with **AS/NZS 1892**. Always assess the specific task, complete a SWMS / permit where required, and ensure a rescue plan and competent, trained workers before anyone works at height.