

# Safety Memo

CORAL HOMES

Title:	Working at Height – Managing the Risk of Falls																			
Date:	31/03/2023																			
Location:	All Sites																			
Background:	<p>Falls from height continue to be one of the highest risks across the construction industry. Advice from WHS regulators is that they are concerned with the number of 'Fall from Height' incidents across industry and will be conducting targeted enforcement activities on construction sites in Queensland and New South Wales in the upcoming months.</p> <p>Additionally, with an increasing number of "raked" ceiling and other designs being built by Coral Homes, it is imperative that all safety documentation is reflective of the specific tasks being conducted.</p> <p>Working above 2m NSW and 3m in QLD is classed as High-Risk Work and requires contractors to have a site-specific risk assessment. This risk assessment is to be conducted before commencement of work and must cover the specific risks and controls for the task.</p>																			
Directions to Sub Contractor	<p>All contractors undertaking tasks that involve a 'Fall from Height' risk must ensure that hazards specific to the tasks being performed have been considered and appropriate controls are documented in your SWMS.</p> <p>Generic language in the SWMS such as '<i>fall control measures to be in place</i>' is not acceptable.</p> <p>Specific methodology to be documented and followed for the tasks that are required, e.g., "<i>trusses to be stood with use of trestles and planks, with planks to be less than 2.0m from floor level.</i>"</p>																			
<table border="1"> <thead> <tr> <th>Step No</th> <th>Job Steps</th> <th>Hazard Identification</th> <th>Initial Risk Rating [1 – 6]</th> <th>Controls Measures Implemented</th> <th>Revised Risk Rating [1 – 6]</th> <th>Person/s Responsible</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Installing speed bracing</td> <td>Identify any potential hazards associated with each step – and any related risks that may cause harm to workers or the public. Detail the hazards and risks in this column and enter the risk rating in the next column.</td> <td>1</td> <td> <p>Decide what control measures to use to eliminate or minimise the risks. Detail the control measures in this column and enter the revised risk rating in the next column.</p> <p><b>Note:</b> If the revised risk rating is still 1, 2 or 3 do not start work until better control measures are implemented and the revised risk rating is 4, 5 or 6.</p> <ul style="list-style-type: none"> <li>○ When trusses are at 600mm centres have 3 points of contact at all times.</li> <li>○ When trusses are over 600mm centres plank and wailing plate method will be used planks fastened with clamps. Wailing plates screwed with 12/20 hex head screws 2x every member touched</li> <li>○ Using extension ladder to access plank system. Have second person to secure ladder on the ground whilst being used.</li> </ul> </td> <td>4</td> <td>Supervisor All Workers</td> </tr> </tbody> </table>							Step No	Job Steps	Hazard Identification	Initial Risk Rating [1 – 6]	Controls Measures Implemented	Revised Risk Rating [1 – 6]	Person/s Responsible	1	Installing speed bracing	Identify any potential hazards associated with each step – and any related risks that may cause harm to workers or the public. Detail the hazards and risks in this column and enter the risk rating in the next column.	1	<p>Decide what control measures to use to eliminate or minimise the risks. Detail the control measures in this column and enter the revised risk rating in the next column.</p> <p><b>Note:</b> If the revised risk rating is still 1, 2 or 3 do not start work until better control measures are implemented and the revised risk rating is 4, 5 or 6.</p> <ul style="list-style-type: none"> <li>○ When trusses are at 600mm centres have 3 points of contact at all times.</li> <li>○ When trusses are over 600mm centres plank and wailing plate method will be used planks fastened with clamps. Wailing plates screwed with 12/20 hex head screws 2x every member touched</li> <li>○ Using extension ladder to access plank system. Have second person to secure ladder on the ground whilst being used.</li> </ul>	4	Supervisor All Workers
Step No	Job Steps	Hazard Identification	Initial Risk Rating [1 – 6]	Controls Measures Implemented	Revised Risk Rating [1 – 6]	Person/s Responsible														
1	Installing speed bracing	Identify any potential hazards associated with each step – and any related risks that may cause harm to workers or the public. Detail the hazards and risks in this column and enter the risk rating in the next column.	1	<p>Decide what control measures to use to eliminate or minimise the risks. Detail the control measures in this column and enter the revised risk rating in the next column.</p> <p><b>Note:</b> If the revised risk rating is still 1, 2 or 3 do not start work until better control measures are implemented and the revised risk rating is 4, 5 or 6.</p> <ul style="list-style-type: none"> <li>○ When trusses are at 600mm centres have 3 points of contact at all times.</li> <li>○ When trusses are over 600mm centres plank and wailing plate method will be used planks fastened with clamps. Wailing plates screwed with 12/20 hex head screws 2x every member touched</li> <li>○ Using extension ladder to access plank system. Have second person to secure ladder on the ground whilst being used.</li> </ul>	4	Supervisor All Workers														
<p>Coral Homes requires all contractors performing working at height tasks to review their existing SWMS and update in line with relevant regulatory requirements (Codes of Practice) and Coral Homes Construction HSE Management Plan minimum requirements for working at heights.</p> <p><i>Scan QR Code to review Coral Homes Construction HSE Management Plan:</i></p>																				
																				

Authorised:	Geoff Idzikowski	Position:	HSEQ Manager
Contact No:	0400 774 480	Date:	31.03.2023