



## **ALL TRADES ABSEILING**

**- Safe Work Systems Policy**



## Introduction

All Trades Abseiling's (ATA) business is based on providing general repairs and maintenance services for buildings and structures that have difficult access, typically due to the height at which this work needs to be carried out. To facilitate these services, we employ a rope access or abseiling method of operation. As the nature of this work entails working at heights, *the safety of its workers is of prime concern.*

Due to the nature of our business model, with work being generated on a job by job basis, rope access workers are engaged on a subcontract basis. Subcontractors are responsible for their health and safety and providing their own rope access equipment and tools. Therefore safe work practices and the quality, care and maintenance of equipment is the responsibility of the sub-contractor.

Regardless, it is a REQUIREMENT that all subcontractors engaged by ATA abide by our **Safe Work Systems Policy** and or the standards referred to in this Policy.

ATA is dedicated to providing a safe working environment to all its workers and sub-contractors. We trust this Safe Work Systems Policy assists you, our subcontractors, in working safely along with us.

### 1. Scope

- a. ATA's services include but are not limited to:
  - i. Window and general building cleaning or pressure cleaning,
  - ii. Painting,
  - iii. Anchor point installation testing and certification,
  - iv. Remedial work to building externals, (I.e.: masonry, concrete or other)
  - v. Water proofing, sealing or structural caulking,
  - vi. Installation, cleaning or maintenance of building external fixtures, (such as: signage, roof plumbing etc.)
- b. ATA's work place structures can vary from:
  - i. Low rise residential,
  - ii. Multi-level apartment blocks, to
  - iii. High rise commercial buildings.
- c. ATA's work sites can vary from:
  - i. Being part of a major construction project; to
  - ii. Private residential work of a minor nature.
- d. ATA uses its best endeavours to work in with; primary contractors, strata managers and building managers or owners, to provide a safe work place for its workers and others.
- e. As this type of work can carry with it inherent risks, ATA provides this Safe Work Systems Policy to assist subcontractor's establish and maintain a safe working environment and requires its subcontractors meet reasonable safety standards.

### 2. Risk Assessment

- a. Prior to work commencing ATA will conduct a site risk assessment and inform and consult with the subcontractor regarding the assessment.
- b. Despite clause 2.a, sites where the work is of a minor nature ATA may not make a prior risk assessment and will inform the subcontractor that ATA has not assessed the site. In these instances the subcontractor should do the following:



- i. Prior to commencing any work;
    1. make a visual assessment from the exterior of the site and determine if and what P.P.E. is required for safe access to the site. Use appropriate P.P.E. as determined;
    2. check for clear and safe access to the work area/s, including suitable access for any manual handling of equipment;
    3. check for clear and safe access to the area that will form the decent zone. As this is most often from a roof area, ensure access to this area is in accordance with safe work practices (see Safe Work Australia: MANAGING THE RISK OF FALLS AT WORKPLACES Code of Practice);
    4. inspect anchor points to be used are certified (tagged) to ensure they meet the applicable AS standard;
    5. check the building façade for areas that may form a compromise rope access equipment;
    6. check the building façade for areas or materials that could be loosened and fall as a result of the abseiling works;
    7. check the area below the intended work area/s for: workers or public access. If there is any possibility of access to these areas, assess the likely fall zone/s'. Then obtain the necessary permissions and barricade an area 25% larger than the maximum determined zone. Place warning signs at obvious access points;
    8. note any other items or areas of concern.
  - ii. Following the risk assessment, advise ATA of any items of concern and consult over the safety of the site and work area and determine whether to proceed or what actions need to be taken to ensure a safe work environment.
- c. Subject to clause 2.a, subcontractors are still required to make their own risk assessment of the site and work area in accordance with clause 2.b. and notify ATA of any areas of concern prior to work commencing.
  - d. ATA will produce a Safe Work Method Statement (SWMS) for work sites where it is required or as requested. The subcontractor will be given a copy of the SWMS and will be required to sign it. Subcontractors are to adhere to the safe work methods as outlined in the SWMS. Either prior to work commencing or during, if the subcontractor becomes aware of any circumstance not covered by the SWMS or feel they need reviewing due to safety concerns, the subcontractor should cease work immediately, make the area safe, move to safety and contact ATA.

### **3. Rope Access Work**

- a. Subcontractors engaged by ATA for rope access work must be IRATA certified. Contractors that hold IRATA Level 1 certification are to work along with IRATA Level 2 workers. IRATA certification is internationally recognised as being a safe working standard for rope access workers. It is therefore required that subcontractors adhere to the safe work practices that formed part their IRATA training whilst carrying out work for ATA.



- b. All rope access equipment including but not limited to: ropes, harnesses, belay devices, carabiners, etc.; that are used by the subcontractor must meet the standard applicable for the work.
- c. **ALL** tools and or equipment that are used by the subcontractor whilst abseiling must:
  - i. Be secured by a lanyard that meets the appropriate standard;
  - ii. Be secured to an area or component of the tool or equipment that will not foreseeably break or come loose from the securing lanyard;
- d. All clothing worn by the subcontractor should be suitable for the task; being comfortable, safe, secure and provide protection from the elements or the task at hand;
- e. Subcontractors are not to do anything that a reasonable person could foresee would put themselves or others at risk whilst engaging in work for ATA.
- f. Subcontractors are required to ensure that any workers either employed or that are under their control adhere to clause 3.

#### **4. Site Safety**

- a. Subcontractors are to ensure they are aware of any applicable work site evacuation or emergency procedures.
- b. Subcontractors are to ensure they have a height rescue plan for each work site that is in harmony with their IRATA certification. ATA's Height Rescue Plan has been provided to subcontractors to assist them in case of emergency and should be consulted to assist in rescue planning.
- c. Subcontractors should adhere to any reasonable request made to them, especially regarding matters of safety, by: site foreman, building managers, building owners or WorkCover staff. Subcontractors should make such requests known to ATA as soon as is practical.
- d. Subcontractors should not carry out any task in such a way as would create a health or safety risk to others.
- e. Subcontractors are to ensure any exclusion safety barriers and or signage associated with their work remains in place whilst they are working.
- f. Subcontractors are to ensure that; site foreman, building managers, building owners, building residents or applicable others, are made aware of the overhead work they are carrying out.
- g. Subcontractors are required to ensure that any workers either employed or that are under their control adhere to clause 4.

#### **5. General Safety**

- a. The following is a list of general safe work practices required as subcontractors of ATA:
  - i. Not to be under the influence or partake of; alcohol, illicit or recreational drugs, during or immediately prior to a working period.
  - ii. Whilst on or in the vicinity of the work site you must wear appropriate work wear and foot wear that is both suitable for the job at hand and affords the wearer adequate protection.
  - iii. You must not to do anything that a reasonable person could foresee would put yourselves or others at risk.



- iv. You must conduct yourself in such a way so as not to damage ATA's good name and reputation.
  - v. You must comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by ATA for health and safety.
  - vi. You should cease work, move to safety and contact ATA in case of any circumstances in the work place under which either your or others health or safety are compromised.
- b. Subcontractors are to have and adhere to their own safe work practice standards that meet the required standards in accordance with the WHS Act 2011.
  - c. Subcontractors are not to work in contravention of an applicable SWMS, WHS law or ATA policy.
  - d. Subcontractors are required to ensure that any workers either employed or that are under their control adhere to clause 5.

#### **6. Subcontractor's Safety Obligations**

- a. Rope Access workers must:
  - i. Be IRATA certificated and provide proof of such to ATA;
  - ii. Use abseiling equipment that meets the applicable Australian, ISO or ICOP standard as required in Australia at the time of the commence of the work;
  - iii. Have read and understand the standards and recommendations in the IRATA International code of practice for industrial rope access (ICOP2013);
  - iv. Inspect and maintain their equipment in accordance with:
    - 1. the equipment manufacturer's advice; and or
    - 2. IRATA recommendations as listed in the IRATA International code of practice for industrial rope access;
  - v. Hold a current General Construction Induction Card ('White Card');
  - vi. Have a trade licence or have general trade skills that will enable them to carry out a range of the Services as listed;
  - vii. Carry out the work in accordance with Safe Work Practices and WHS legislation;
  - viii. Adhere to the ATA Safe Work Method Statement (SWMS) applicable to the site;
  - ix. Not undertake any work or task for which they do not have the required skills or certifications, including but not limited to:
    - 1. Any rope access work that requires specific skills, such as; anchor point use or using ropes in tandem.
    - 2. Use of unfamiliar tools, machinery or processes.
    - 3. Installation of fixtures that require a certified installer.
- b. Subcontractors are required to ensure that any workers either employed or that are under their control adhere to clause 6.



**Declaration:**

I understand that this Policy provides safe work guidelines; however that as a subcontractor:

1. I am responsible for ensuring the working environment is safe and without risk to health;
2. I am responsible for meeting my obligations under WHS law; and
3. I must do everything reasonably practicable to ensure the health and safety of myself, my employees, my subcontractors or others.

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Signed

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Name

\_\_\_\_\_

Date