



# All Trades Abseiling

## Safe Work Methods Policy

Revision: 02/12/2025 (Updated)

*Incorporating updates for WHS Act 2011 (NSW), WHS Regulation 2017 and current IRATA ICOP*

### 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. ATA acknowledges its own concurrent duties as a Person Conducting a Business or Undertaking (PCBU) under the Work Health and Safety Act 2011 (NSW) and does not seek to transfer those non-delegable duties to subcontractors through this Policy. We trust this Safe Work Systems Policy assists you, our subcontractors, in working safely along with us.

### 1. Scope

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- 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 (e.g. 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 workplace structures can vary from:
  - vii. Low rise residential,
  - viii. Multi-level apartment blocks, to
  - ix. High rise commercial buildings.
- c. ATA's work sites can vary from:
  - x. Being part of a major construction project; to
  - xi. 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 workplace 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 subcontractors establish and maintain a safe working environment and requires its subcontractors meet reasonable safety standards.

## 2. Risk Assessment

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- f. Prior to work commencing ATA will conduct a site risk assessment and inform and consult with the subcontractor regarding the assessment.
- g. Despite clause 2(a), for sites where the work is of a minor nature ATA may not make a prior risk assessment and will inform the subcontractor accordingly. In these instances, the subcontractor must, prior to commencing any work:
  - xii. Make a visual assessment from the exterior of the site and determine what PPE is required for safe access. Use appropriate PPE as determined;
  - xiii. Check for clear and safe access to the work area/s, including suitable access for any manual handling of equipment;
  - xiv. Check for clear and safe access to the area that will form the descent zone. As this is most often from a roof area, ensure access is in accordance with safe work practices (see Safe Work Australia: Managing the Risk of Falls at Workplaces Code of Practice);
  - xv. Inspect anchor points to be used are certified (tagged) to ensure they meet the applicable Australian Standard;
  - xvi. Check the building facade for areas that may compromise rope access equipment;
  - xvii. Check the building facade for areas or materials that could be loosened and fall as a result of the abseiling works;
  - xviii. 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, obtain the necessary permissions and barricade an area 25% larger than the maximum determined zone, and place warning signs at obvious access points;
  - xix. Note any other items or areas of concern.
- h. 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.
- i. 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.
- j. ATA will produce a Safe Work Method Statement (SWMS) for all work sites.
- k. 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.

- I. Either prior to work commencing or during, if the subcontractor becomes aware of any circumstance not covered by the SWMS or feels it needs 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

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- m. Subcontractors engaged by ATA for rope access work must be IRATA certified. Contractors that hold IRATA Level 1 certification are to work alongside IRATA Level 2 workers at all times. Lone working is not permitted for rope access operations. IRATA certification is internationally recognised as a safe working standard for rope access workers.
- n. All rope access equipment including but not limited to: ropes, harnesses, belay devices, carabiners, etc., that are used by the subcontractor must meet the applicable AU, AU/NZS, EN, ISO or IRATA standard in force at the time of the work.
- o. ALL tools and equipment used by the subcontractor whilst abseiling must:
  - xx. Be secured by a lanyard that meets the appropriate standard; and
  - xxi. Be secured to an area or component of the tool or equipment that will not foreseeably break or come loose from the securing lanyard.
- p. All clothing worn by the subcontractor should be suitable for the task, being comfortable, safe, secure and providing protection from the elements or the task at hand.
- q. 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.
- r. Subcontractors are required to ensure that any workers either employed by them or under their control adhere to this clause 3.

### 4. Site Safety

- s. Subcontractors are to ensure they are aware of any applicable work site evacuation or emergency procedures.
- t. 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 in case of emergency and should be consulted to assist in rescue planning.
- u. Subcontractors should adhere to any reasonable request made to them, especially regarding matters of safety, by: site foreman, building managers, building owners or SafeWork NSW staff. Subcontractors should make such requests known to ATA as soon as is practical.
- v. Subcontractors should not carry out any task in such a way as would create a health or safety risk to others.
- w. Subcontractors are to ensure any exclusion safety barriers and/or signage associated with their work remain in place whilst they are working.
- x. 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.
- y. Weather Conditions: Subcontractors must not commence or continue rope access work in conditions that present an unacceptable risk to health and safety, including but not limited to high winds, lightning, heavy rain, or extreme heat. If adverse weather develops during a job, work must cease immediately, the area must be made safe and ATA notified. The decision to suspend work rests with the most senior IRATA-certified operative on site.

- z. Subcontractors are required to ensure that any workers either employed by them or under their control adhere to this clause 4.

## 5. General Safety

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- aa. The following is a list of general safe work practices required of all subcontractors of ATA:
  - xxii. Not to be under the influence of, or consume, alcohol, illicit or recreational drugs during or immediately prior to a working period;
  - xxiii. Not to undertake any work while impaired by prescription medication, fatigue, illness, or any other condition that may affect judgement or physical ability. Subcontractors must assess their own fitness for work before commencing each day;
  - xxiv. Whilst on or in the vicinity of the work site you must wear appropriate work wear and footwear that is both suitable for the job at hand and affords the wearer adequate protection;
  - xxv. You must not do anything that a reasonable person could foresee would put yourselves or others at risk;
  - xxvi. You must conduct yourself in such a way so as not to damage ATA's good name and reputation;
  - xxvii. You must comply with any reasonable directions (such as safe work procedures and wearing personal protective equipment) given by ATA for health and safety;
  - xxviii. You must cease work, move to safety and contact ATA in case of any circumstances in the workplace under which your health or safety, or that of others, is compromised.
- bb. Subcontractors are to have and adhere to their own safe work practice standards that meet the required standards in accordance with the Work Health and Safety Act 2011 (NSW) and the WHS Regulation 2017.
- cc. Subcontractors are not to work in contravention of an applicable SWMS, WHS law or ATA policy.
- dd. Subcontractors are required to ensure that any workers either employed by them or under their control adhere to this clause 5.

## 6. Subcontractor's Safety Obligations

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- ee. Rope access workers must:
  - xxix. Be IRATA certified and provide proof of current certification to ATA;
  - xxx. Use abseiling equipment that meets the applicable Australian, ISO or IRATA standard in force at the time work commences;
  - xxxi. Have read and understood the current edition of the IRATA International Code of Practice for Industrial Rope Access (ICOP — ensure the most current version is consulted);
  - xxxii. Inspect and maintain their equipment in accordance with:
    - 1. The equipment manufacturer's advice; and/or
    - 2. IRATA recommendations as listed in the current IRATA International Code of Practice for Industrial Rope Access;
  - xxxiii. Maintain and make available to ATA on request written records of all pre-use and periodic equipment inspections;
  - xxxiv. Hold a current General Construction Induction Card ('White Card');
  - xxxv. Hold a Safe Working at Heights Certification;
  - xxxvi. Have a trade licence or have general trade skills that will enable them to carry out a range of the Services as listed;
  - xxxvii. Carry out the work in accordance with Safe Work Practices and WHS legislation;
  - xxxviii. Adhere to the ATA Safe Work Method Statement (SWMS) applicable to the site;
  - xxxix. Not undertake any work or task for which they do not have the required skills or certifications, including but not limited to:
    - 3. Any rope access work that requires specific skills, such as anchor point use or using ropes in tandem;
    - 4. Use of unfamiliar tools, machinery or processes;

- 5. Installation of fixtures that require a certified installer;
- xl. Hold a current first aid qualification and carry a suitable first aid kit on site at all times. This is required in accordance with WHS Regulation 2017 obligations relating to the provision of first aid.
- ff. Subcontractors are required to ensure that any workers either employed by them or under their control adhere to this clause 6.

## 7. Incident Reporting and Notification

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- gg. Subcontractors must immediately notify ATA of any incident, near-miss, dangerous occurrence, or injury that occurs in connection with ATA work, regardless of severity.
- hh. ATA, as PCBU, is required to notify SafeWork NSW immediately of any notifiable incident under Part 3 of the WHS Act 2011 (NSW). Notifiable incidents include:
  - xli. The death of a person;
  - xlii. A serious injury or illness; or
  - xliii. A dangerous incident (i.e. an uncontrolled event with potential to cause serious injury or death).
- ii. Where a notifiable incident occurs, subcontractors must not disturb the scene except to assist an injured person, make the area safe or comply with a direction from SafeWork NSW, until clearance is given.
- jj. Subcontractors are encouraged to report near-misses and hazards to ATA even where no injury has occurred, to support a culture of continuous safety improvement.
- kk. Subcontractors are required to ensure that any workers either employed by them or under their control adhere to this clause 7.

## 8. Worker Consultation

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- ll. ATA is committed to consulting with workers and subcontractors on matters that affect, or are likely to affect, their health and safety, in accordance with Part 5 of the WHS Act 2011 (NSW).
- mm. Subcontractors are encouraged to raise safety concerns, hazards, or suggestions with ATA at any time. ATA will consider all safety input in good faith and respond in a timely manner.
- nn. Subcontractors are to consult with their own workers on health and safety matters in accordance with their obligations as a PCBU under the WHS Act 2011 (NSW).

## 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;
3. I must do everything reasonably practicable to ensure the health and safety of myself, my employees, my subcontractors or others; and
4. I acknowledge that ATA retains its own concurrent duties as a PCBU and that this Policy does not transfer those duties to me.

**Signed:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Company / ABN:** \_\_\_\_\_ **Date:** \_\_\_\_\_