

Safe Work at Heights

Scope	This Standard Operating Procedure applies to all CFA members/operational employees involved in operational and training activities.
Definitions	<p>The following definitions apply to this Standard Operating Procedure:</p> <ul style="list-style-type: none">▪ Accredited CFA members: CFA members/operational employees who have been trained and are authorised to operate Safe Work at Heights Systems.▪ CFA member: A person who is registered by the Authority as a volunteer officer or member of a brigade and/or a person who is employed by CFA.▪ HART: High Angle Rescue Team.▪ HART Technician: A person who has successfully completed a CFA or MFB HART Technician course AND maintained the skills to the technician level.▪ Incident Controller: The individual designated by the control agency to have overall management of the incident and is responsible for all incident activities. For the purposes of training, the Incident Controller is the person responsible for and at the training session.▪ Operational activities: CFA approved coordinated or pre-planned action, or series of actions, in response to and in support of a potential or existing emergency incident, including training and exercises.▪ Operational employee: An employee of the Authority who is an operational staff member (per the Country Fire Authority Regulations 2014).▪ Personal Protective Clothing (PPC): Includes clothing used to provide protection to CFA members from the risks associated with performing a specific operational task for which they are competent and endorsed.▪ SWH: Safe Work at Heights.
Objective	To ensure the safety of CFA members/operational employees undertaking work at heights, including compliance with the Victorian Occupational Health and Safety Act and associated Regulations related to working at heights.

1. Only accredited CFA members/operational employees who have maintained their competence in SWH shall undertake the task of using SWH equipment.
2. CFA SWH system is intended for the following situations;
 - Undertaking work on a residential roof up to two storeys
 - Activities being undertaken within 2m of an unprotected edge on a building.
3. SWH operators shall not use SWH equipment to undertake rescue operations of other persons (other than within the SWH scope of 'self rescue' capability).
4. SWH operators shall not use SWH equipment to undertake work at height during hot firefighting operations.
5. The Incident controller shall consider the following when determining the requirement to deploy a SWH system;
 - Is there a fall hazard that cannot be eliminated by other means?
 - Is there a requirement to work at height where other strategies and tactics cannot be used?
 - Can the work be performed from ground level?
 - Can the work be performed from an aerial ladder platform?

SWH systems shall only be used for operational activities where there is no other option but to perform work where a fall hazard exists, AND there is no safer alternative work practice.

6. A dedicated Safety Officer shall be in place when using SWH Systems during all practical training and operations. The Safety Officer must be a SWH operator with the relevant skills and experience in the systems.
7. All personnel must be briefed on their role, the tasks being undertaken, the identified hazards and control measures to eliminate or reduce the risks identified, prior to activities commencing. For training activities these hazards and hazard control measures should be documented at the earliest opportunity.
8. SWH operators may use other agencies equipment (such as MFB and VICSES) providing CFA members/operational personnel adhere to CFA work practices.
9. The issued SWH kit contents or equipment shall not be altered, or added to.

Safety notes

- Before any task is undertaken, a Dynamic Risk Assessment (DRA) is to be conducted in line with JSOP 8.02 Dynamic Risk Assessment and communicated and understood by all crew members.
- Risks and Control measures should be documented in the incident log as soon as practical.
- Training activities should have a documented Risk Assessment prior to commencing the activity.
- If there is a risk that a fall may occur, measures must be put in place to eliminate or control the risk. The primary goal is to eliminate the risk or, reduce the risk as far as reasonably practicable.
- The preferred hierarchy of control for working at heights is:
 - Work from Ground
 - Assess the need to undertake the work at height
 - Use Ladder Platform
 - Use SWH systems.
- Some situations outside the scope of the SWH training may require specialist skills, such as HART Technician.
- Appropriate PPC to be worn at all times with consideration for mobility and altering a person's centre of balance with PPE etc. Consideration must be given to the requirement for respiratory protection (CABA) only where that level is required.
- Consideration must be given to using SWH systems where persons unfamiliar with climbing ladders are undertaking training or operations.



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Environmental notes

- Nil.

Related Documents			Other Links and References	Delegations
Policies	Standing Orders	SOPs		
	Fires and Incidents – Management of Health & Safety	Personal Protective Clothing Power Lines and Electrical Conductors – Working Near Safety Officer/Field Safety Advisor – Role and Responsibilities JSOP 8.02 Dynamic Risk Assessment	OH&S Act 2004 Country Fire Authority Act 1958 Country Fire Authority Regulations 2014 CFA Training Manuals (Safe Work at Heights)	Incident Controller

Date to be Reviewed:	Date to Cease:	Date Endorsed:	Endorsed By: