Working at Height Requirements (includes Rooftop Access Rules)

Auckland Airport

Introduction

WorkSafe NZ defines working at height as 'working at a place, above or below ground level, where a person could be injured if they fell from that place – that is, falling from one level to another. Access and egress, except by a staircase in a permanent workplace to or within a place of work, can also be 'work at height'. Working on or accessing a rooftop also constitutes 'working at height'.

Working at height in most circumstances is considered a high-risk activity, which can result in serious injuries such as death to not only the person working, but others in the vicinity.

Scope

This document applies to all persons working for and on behalf of Auckland Airport. It summarises the expectations from the Health and Safety at Work Act 2015 & supporting regulations, guidance issued by WorkSafe NZ and Auckland Airport's Safety Management System (SMS).

For more details on working at height please refer to relevant legislation, regulations, WorkSafe Best Practice Guidance, and components of Auckland Airport's SMS.

Definitions

Term	Definition
Approved Incumbent Licence (AIL)	A non-transferable licence granted by the PTW office for a maximum of three (3) months under section 3.3 of the PTW Manual to an incumbent worker to undertake certain inspections or minor short duration maintenance tasks without a PTW. At present, AILs can be granted for 'rooftop access' and for 'use of Mobile Elevated Work Platform (MEWP)' for inspections, testing or minor changing of consumables.
Certified scaffolder	Someone who holder a current Certificate of Competence (COC) appropriate to the type of scaffold being erected, used, maintained, repaired, or dismantled.
Crane lift platforms	A work platform engineered and certified to be suspended from a crane.

Forklift platform	A work platform construction to be raised or lowered using a forklift. All forklift platforms should: • Be made in accordance with AS 2359.1, Powered Industrial Trucks • Be fitted with guardrails, midrails and toeboards. • Only have gates that open inwards and that are installed with a spring-loaded latch. • Have a two-metre-high guard that is sufficiently wide to prevent any contact with the lifting mechanism fitted to the back of the platform. • Be operated with the tilt lever on the forklift controls locked out or made in-operable; alternatively, a fall restraint system compromising a full harness and short lanyard, allowing free movement only within the platform confines shall be used. • Have operating instructions available. • Have the Safe Working Load (SWL) displayed in a prominent position. • Have the platform secured to the forks in such a way that it cannot tilt, slide or be displaced. • Only be used by a competent forklift operator. • Only be used while an operator is at the controls of the forklift or there is an independent means of access to and egress from the platform.
Fragile/brittle roofing	Consists of any flat, trough or corrugated material such as asbestos cement, plastic or glass, whether reinforced or otherwise, or any other roofing material, that, due to its properties, age or weathering, will not safely support a person at all points on its surface.
Group control measures	Protect multiple workers from falling.
Handover certificate (Scaffolding)	A certificate issued to the client that advises them that the scaffold: • Has been build according to the agreed specification, duty rating and any limitations on the use of the scaffold. • Has been left in a suitable condition for its intended use. • Complies with the relevant statutory requirements.
Harness systems	Enable workers to be positioned and safely supported at a work location for the duration of the task being undertaken at height.

MEWP	Mobile Elevated Work Platform – a mobile machine which consists as a minimum work platform with controls, an extending structure, and chassis; that is intended for work at height. Includes but is not limited to: • Cherry pickers. • Scissor lifts.
Minor scaffold	Lightweight, portable, single bay scaffolding, with a working platform that cannot be higher than 2m.
Personal control measures	Protects individuals and rely on active judgement by the user for them to work safely.
Scaff tag	A visible tag on scaffolding that identifies: • The status of the scaffold (ie, SCAFFOLD UNSAFE or SCAFFOLD SAFE). • The name and contact phone number of the certified scaffolder (or erector if under 5m). • The purpose (intended use) of the scaffold. • The duty loadings of the scaffold. • The maximum number of platforms or bays that may be loaded. • Any limitations on the use of the scaffold. • A record of each inspection or alteration, including who inspection or altered the scaffold and when it was done.
Step platform	A temporary work platform that is more stable and has a larger work surface than a ladder.
SWL	Safe Working Load – the maximum load calculated in accordance with sound and accepted engineering practice, which can be supported safely under normal working conditions.
Working in arrest	Working in a harness that is designed to stop a fall that is in progress.
Working in restraint	Working in a harness that prevents a worker from reaching a fall hazard.

1. Hazard/Risk Identification

Hazard	Consequence
1.1. **Falls from height**	Falls from any height have the potential for serious injury or death.
1.2. **Falls through upper level surfaces**	A person has the potential to fall through surfaces when putting their body weight on surfaces that could be brittle or fragile.
1.3. **Struck by falling objects**	Objects falling from height have the potential for serious injury or death to workers or other people in the area. Examples of where there is a risk of objects falling include, but are not limited to: ○ Loads or materials beings placed or stacked on the edge elevated work areas. ○ Insecure loads or compromised lifting gears when carrying out overhead lifting operations. ○ Working above other people.
1.4 **Other hazards not specific to Working at Height**	Other hazards that aren't specific to working at heights need to identified prior to works being commenced. These other hazards may impact the works at height and could make the work at heights more high risk than normal, it is important that these additional hazards are managed with consideration given to the fact that working at height is riskier than working in normal conditions. Examples in circumstances in which this could happen includes working around overhead power lines, working in the weather, using access equipment to work at height, etc.

2. Safe System of Work

All Working at height that is of medium or high risk, or that could create a medium or high risk impact on guests, guest areas or guest interfaces requires a Permit to Work.

Where practicable working at height should be minimised through means such as adapting tools and equipment to give workers the ability to work from the ground or assembling/constructing the item on the ground and then lifting it to height.

To be issued a Permit, the Permit Issuer must be supplied with the relevant supporting documentation:

- Permit to work application
- Rescue/recovery plan
- JSA or SOP for the Working at Height
- Site location

3. Auckland Airport Working at Height Controls

3.1. All workers Working at Height above 5 metres (measurement taken from the ground to the highest platform a person could fall) are required to have notified WorkSafe NZ (with the exception of PCBUs that have a current Exemption from WorkSafe, a copy of which has been attached to the PTW Application);

3.2. Any equipment being used must be checked and functioning properly. Any tools or equipment liable to fall should be suitable constrained or restrained.

3.3. Barriers and signs should be erected to prevent the passage of other persons in the area.

3.4. Any worker undertaking work at height or accessing areas at height must have completed foundational working at height training of NZQA US 17600, 23229 and 25045 (or alternative formal equivalents), provided that persons being escorted onto rooftops only for the purposes of site visits or inspections do not need to have completed such training but must be under escort at all times by a suitably trained person.

3.5. Where practical, on all AIAL building's roof access points such as doors, hatches with height access ladders, and other will be keyed / locked and keys held by Permit to Work Office.

3.6. Access to AIAL building roofs for inspections, undertaking repairs and/or maintenance via doors, hatches with height access ladders, standalone ladder brackets or other means will need obtain and hold a valid PTW. The granting of the PTW will enable issuing of any appropriate keys, codes or swipe card access to enable the roof access.

3.7. Workers primarily based at the Airport who have considerable experience with the Airport environment, processes and controls and hazards, may apply for an Approved Incumbent Licence (rooftop access or MEWP) under section 3.3 of the PTW Manual. This Approved Incumbent Licence enables the holder to carry out inspections or tasks that would be of low risk if they were not occurring at height, without the need for a PTW. Any work which is non-routine, of longer duration or high risk will still require a PTW. Examples of tasks or work able to be undertaken using an Approved Incumbent Licence without a PTW include:

- any inspection (including pre or post work)
- brief maintenance task that would be of low risk if it was not working at height (eg changing filters or light bulbs, measurements or visual inspections, testing, short duration repetitive tasks)
- escorting visitors or other untrained workers for a rooftop inspection. Visitors and untrained workers (refer clause 3.4 for training requirements) must remain under escort while on the rooftop and cannot be left on the rooftop unsupervised.

Work from the Ground

Where practicable:

3.8. Adapt tools and equipment to give workers the ability to work from the ground.

3.9. Assemble/construct on the ground and lift to height.

Scaffolding

3.10. Scaffolding needs to be designed and erected to suit the type of work to be carried out, the site conditions and the anticipated workload.

3.11. A Permit is required for any scaffolding.

3.12. A worker erecting scaffolding over 5m (from the ground to the highest component) must hold the appropriate class of certificate or competence (COC) for that type of scaffolding.

3.13. Training required for workers erecting scaffolding less than 5m are required to be competent to erect the type of scaffolding with NZQA standards or other formal equivalent courses required to demonstrate competence as follows:

- US 9184 Erect and dismantle non-notifiable prefabricated frame scaffolding up to five metres in height.
- US 13016 Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height.
- US 13053 Erect and dismantle scaffolding up to five metres in height.

3.14. Before working from the scaffold erected certified scaffolder, the certified scaffolder must issue the client with a handover certificate.

3.15. All scaffolds, regardless of height, must have a tag (Scaff tag) clearly displaying important safety information at access points (minor scaffold may be excluded from this if appropriate to the situation).

3.16. Workers erecting the scaffold, who are not within the confines of the scaffold must have appropriate fall protection (ie, harness systems).

3.17. Pre-start checks must be completed daily to identify any risks.

3.18. Scaffolding inspections minimum frequencies:

Scaffold Type	Inspection Frequency	Inspection Done By
All scaffolds, regardless of height, that are in use for a week or more	• Weekly while in use. • Monthly while set up but not in use. • After each structural alteration, repair, addition or change of anchorage. • After any storm or event that could adversely affect the safety of the scaffold.	Certified scaffolder or competent person depending on the type of the scaffolding.
Notifiable scaffolds	As above	Certified scaffolder.
Suspended scaffolds	As above and before first use	Certified scaffolder.
	Daily as part of the pre-start check	The Competent User

3.19. Any scaffolding that does not satisfactorily meet inspection requirements or has been damaged must be taken out of service and may not be used until repairs have been done.

3.20. Under no circumstances is a worker permitted to alter a scaffold erected by a certified scaffolder.

Edge Protection

3.21. Proprietary and guardrail systems are required to be installed by a competent worker.

3.22. The system needs to be appropriate and adequate for the Working at Height risk.

3.23. All edge protection must have handrails, mid-rails and toeboards.

3.24. Workers working with edge protection using have completed NZQA US 15757 (Use, install and disestablish proprietary fall arrest system when working at height) or alternative formal equivalent.

3.25. Mobile Elevated Work Platform (MEWP)

3.26. Pick the right MEWP for the job.

3.27. Never use an MEWP that doesn't have a current and legible certification or a six-monthly test certificate.

3.28. The worker operating the MEWP must be competent to operate the machine and hold the relevant training. Training must be appropriate NZQA unit standard courses or other equivalent formal courses relevant to the type of MEWP being used:

- US 23966 Describe types of elevating work platforms (EWPs) and legislative requirements for their use
- US 23960 Assess the worksite, prepare and operate a scissor lift
- US 23961 Assess the worksite, prepare and operate a truck-mounted EWP
- US 23962 Assess the worksite, prepare and operate a self-propelled boom lift
- US 23963 Assess the worksite, prepare and operate a trailer-mounted EWP
- US 23964 Assess the worksite, prepare and operate a vertical lift

3.29. Prior to each use of a MEWP a pre-operation inspection must be undertaken and recorded in the MEWP's logbook.

3.30. Harnesses must be used in self-propelled boom lifts, trailer mounted boom-lifts.

3.31. MEWPs must not be used within 4m of live power lines and if work is required within 6.4m of live power lines a competent Safety Watch must be present.

3.32. Exclusion zones and/or the use of Safety Watches must be used when working in close confines of other workers or the public.

Forklifts Platforms (Man Cage)

3.33. Forklift platforms can only be used where it is not practicable to use scaffolding or MEWP's.

3.34. The forklift must have a load rating five times the weight of the cage plus its SWL.

3.35. Where there are multiple forklifts on site that may be non-compatible, a system shall be implemented to prevent the cages being used on non-compatible forklifts.

Crane Lift Platforms

3.36. There must be clear communication between the operator and workers carrying out the task, through line of site or telecommunication at all times.

3.37. Workers in crane lift platforms must wear a suitable harness with lanyard attached to the hook.

Harness Systems

3.38. There must be a documented recovery/rescue plan to support the Permit application.

3.39. All workers working in a harness must be trained and competent in the use of harnesses. NZQA US 23229 – Use a safety harness for personal fall prevention when working at height – or formal alternative must be completed.

3.40. All workers involved in planning, installing, operating fall arrest systems and supervising staff must be trained and competent. NZQA US 15757 – Use, install and disestablish proprietary fall arrest systems when working at height - or formal alternative must be completed.

3.41. The harness must be inspected before use for any visually obvious signs of wear and tear or defects and must be checked as being within its certification date (1 year).

3.42. Workers must be attached to a certified anchor point, that has been certified and tagged by a competent person.

3.43. Fall arrest should only be considered when total restraint is impracticable.

3.44. There must always be another worker present when a worker is working in a harness.

Step Platforms

3.45. Should be considered before using a ladder.

Ladders

3.46. Ladders must only be used for access and low-risk, short duration tasks.

3.47. Ladders must be of trade or industrial standard and be rated at not less than 120kg.

3.48. Ladders must be checked before use and after any incident to ensure they are in good working order.

3.49. Workers on ladders must at all times maintain 3 points of contact.

3.50. Ladders for access must be secured at the top and be footed by another worker for the duration of the work.

AIAL Building Roof Access

3.51. All lockable height access ladders (or doors to roofs) to be secured via a key/padlock (under Auckland Airport control) or have swipe-card access and have signage to direct persons wishing to access the roof to the Permit to Work Office.

3.52. Persons wishing to access the roof must submit a PTW application to the Auckland Airport Permit Office 3 days prior for Planned access, unless an Approved Incumbent Licence (Rooftop) is held. Foundational Working at Height training must have been completed (refer section 3 above) provided that visitors and untrained workers under escort for inspection purposes only do not have to have completed such training provided they are under escort by a trained person at all times while on the rooftop.

3.53. Keys are kept in secure access key-box in the Permit to Work office.

3.54. Once the permit is approved a key will be issued to the person (only) who applied for access. Upon completion of works the key is to be returned immediately to the Permit Office for closure of the PTW.

3.55. Any person accessing the ITB or DTB Roofs must always notify AIAL Operations Centre – Monitoring, that they are going to be accessing these locations [0800 677 242 ext. 4] as well as when they exit. Depending upon a person's access privileges, one-off rooftop access may need to be added by the Security Card Reception, in which case an approved PTW will need to be shown in order for this access to be added.

3.56. A Dropbox is provided for keys to be returned if Permit Office is unattended.

3.57. For urgent and out of hours access contact Auckland Airport Operations 09 256 8812.