



Construction & Utilities Program

INDUSTRIAL ROPE ACCESS CHECKLIST (FOR ROPE SUSPENSION WORK)

This is a site checklist that may be freely used by the Rope Access Team Leader prior to each building activity being undertaken. It should be maintained at the worksite and produced when requested by the Building Manager or authorised officer.

Date		Time	
Employer		Team Leader	
Location of work site		Activity being undertaken	
Health & Safety Rep		Building Manager	

Item	Issue	Yes	No	N/A
SITE ASSESSMENT				
1.	Has a risk assessment been undertaken for the task being performed? <ul style="list-style-type: none"> Either a site specific or generic risk assessment must have been conducted prior to work commencing. 			
2.	Does the risk assessment consider weather observations and forecasts, emergency response, site specific hazards and communications and are the risks controlled so far as is reasonably practicable? <ul style="list-style-type: none"> The hierarchy of control must be used when controlling risk. 			
3.	Are all team members assigned to work within their ARAA core competency level? <ul style="list-style-type: none"> All workers must be trained and competent for the tasks they have been assigned. 			
4.	Have all team members provided a copy of their ARAA (or other appropriate) certificate of competency for the building manager? <ul style="list-style-type: none"> Building managers are responsible for employing only properly trained staff. 			
5.	Have all team members received an adequate briefing at the site prior to commencing work? <ul style="list-style-type: none"> Employees must be consulted on any matter that may affect their health or safety. 			
6.	Have all areas of public or trades access to the base and anchorage locations of the work site been suitably signed and barricaded? (including balconies) Note, council permits required in some cases <ul style="list-style-type: none"> The public must be protected from anything that may occur during the work activity by either barricades, catch platforms or an observer situated at street level. 			
7.	Has a rescue method been considered and agreed with team (this should include emergency contacts) <ul style="list-style-type: none"> Supervisor is responsible to ensure a prompt method of rescue is available. In some cases this may include use of a pre-rigged rescue system 			
8.	Is there a first aid kit on site?			
WORK METHOD				
7.	Are two independently anchored ropes being used for each person? <ul style="list-style-type: none"> A safety line as well as a working line must be attached by each worker before they suspend themselves. Both lines should be of the same diameter. 			
8.	Will the primary anchors sustain a force of 12 kN? <ul style="list-style-type: none"> If there is any doubt, an engineer is to make the assessment. 			
9.	Do the ropes reach the ground or a suitable landing site and are stopper knots tied?			
10.	Is sufficient padding of edges used to eliminate the chance of rope damage? <ul style="list-style-type: none"> Such devices may include padding, protective sleeves or a roller system. 			
11.	Are deviation/diversion anchors of adequate strength?			
12.	Are instructions available for any proprietary anchor systems being used?			
PERSONAL SPECIFIC				
13.	Are access workers all wearing suitable harness including shoulder straps?			
14.	Do the descender devices have a "dead man" hands off function?			
15.	Are suspended workers able to communicate with another person at all times?			
16.	Have operators checked equipment condition before use?			
17.	Are all tools secured to prevent dropping? <ul style="list-style-type: none"> All tools shall be secured by means of a line of sufficient length and strength to permit their satisfactory use. 			
18.	Are all tools over 8 kg in weight independently suspended using a separate line? <ul style="list-style-type: none"> Under no circumstances are tools to be attached to the worker's secondary safety system. 			

19.	Is there rope protection in the case of cutting or grinding works? <ul style="list-style-type: none"> Such devices may include steel lanyards, plastic rope sleeves and hot-work blankets. 			
20.	Do all personnel have sufficient safety and protective equipment for their tasks? <ul style="list-style-type: none"> A suitable helmet with chin strap shall be used in all situations. Gloves, protective and wet weather clothing, footwear, hearing and eye protection, respiratory equipment, sunscreens are to be considered. 			

LEGISLATION AND FURTHER INFORMATION	
A.	Occupational Health and Safety Act 2004
B.	Occupational Health and Safety (Prevention of Falls) Regulations 2003
C.	WorkSafe publication, <i>Prevention of Falls in General Construction</i> (Code of Practice No.28, 2004)
D.	AS/NZS 4488 1997 Industrial rope access systems, Parts 1&2
E.	ARAA (Australian Rope Access Association) Industry Code September 2005

COPIES (where (or if) applicable)		Signature
1.	Building Manager	
2.	Employer / Supervisor	
3.	Health & Safety Representative / Team members	

SITE ISSUES			
Item	Issue	Recommendation	Actioned