

SAMPLE CHECKLIST FOR WORKING AT HEIGHTS

This checklist provides the basic requirements for working safely at heights. Occupiers and employers should ensure and maintain a safe working environment for working at heights. This checklist is non-exhaustive and users are recommended to make the necessary customisation to suit the work processes and conditions at the workplace.

S/N	Items		Remarks
Section A: General Requirements			
1	Every open side or opening into or through which a person may fall is covered or guarded by an effective barrier to prevent falls.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Where covers are used for openings, are these covers securely fixed to prevent accidental displacement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Every open side of a staircase is provided with a substantial handrail and lower rail or other effective means and maintained.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Secure handhold and foothold is provided for any person who has to work at a place from which he would be liable to fall: (a) a distance of more than 2m; or (b) into any substance which is likely to cause drowning or asphyxiation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If item 1 is not practicable, other suitable means such as travel restraint systems or fall arrest systems should be provided. (Refer to Section D)		
5	Where any work at height is to be carried out, is safe means of access to and egress provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section B: Work Planning and Risk Management			
6	Is there a Fall Prevention Plan (FPP) developed and implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Where hazardous work at height is carried out, is a permit-to-work (PTW) for hazardous work at height available and implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Has risk assessment (RA) been conducted and are safe work procedures (SWP) developed for the works?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Are the hazards and risk control measures communicated to all workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section C: Processes and Procedures			
10	Have all workers received the necessary instruction, information and training for them to perform work at heights?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Is there adequate supervision to ensure that safe work practices for working at heights are in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section D: Protection Systems (This section applies to instances where fall arrest or travel restraint systems are employed.)			
12	Is the condition of the workplace suitable for implementation of a fall arrest or travel restraint system? (i.e. sufficient height clearance for fall arrest, distance from anchorage point or static line to the edge of opening and length of safety harness or restraint belt etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13	Is sufficient and secured anchorage provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	If "yes" for S/N 13, is the anchorage point or lifeline being used by the workers who are working at height?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15	Are workers instructed on the proper method to wear and use the safety harness or restraint belt, as well as attach it to the lifeline or anchorage point?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16	Are the anchorage and anchorage line of the travel restraint system or fall arrest system inspected by a competent person before use by the workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section E: Ladders and Step-Ladders			
17	Is every ladder and step-ladder used of good construction, sound material and adequate strength for the purpose for which it is used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18	Where a ladder is used for access or as a working place, are adequate handholds provided to a height of at least one metre above the place of landing of the highest rung to be reached by the feet of any person on the ladder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19	Does the ladder or step-ladder have level and firm footing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20	Is the ladder or step-ladder secured so as to prevent undue swaying?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section F: Formwork Activities			
21	Where formwork erection, dismantling or shifting is to be carried out, is a method statement, safe work procedures and risk assessment for the works available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
22	At the fixed edge of the formwork structure, is the open side guarded by effective means to prevent falls?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
23	At the moving edge of the formwork structure, is the opening adequately covered or guarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
24	If "no" for S/N 23, is a travel restraint or fall arrest system provided? (Refer to Section D)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

25	Where openings are present on the formwork structure, is the opening adequately covered or guarded to prevent falls?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
26	Where there are gaps or transitions between two or more formwork structures: (a) Is the gap or transition adequately covered and supported? (b) Has the transition been designed by a Professional Engineer (PE)? (c) Is the transition constructed in accordance to the PE's design?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
27	Are persons involved in formwork (i.e. formwork supervisor, formwork workers) adequately trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
28	Where proprietary formwork systems are used, are brand-specific training provided to the formwork supervisor and workers? Are hazards and control measures that are specific to the system (e.g. for erection and dismantling) highlighted to the workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	