



اتو توري تي كې بھسا ن كھلا متن
 كھيپي تن دان عالمو سكيتر
 Safety, Health and Environment
 National Authority

SELF ASSESSMENT CHECKLIST: WORKING AT HEIGHT

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This self-assessment checklist is a tool used to aid Employers, Employees, Occupiers, and Principals complied with the requirements under the Workplace Safety and Health Order, 2009. The objective of this checklist is to ensure that Employers, Employees, Occupiers, and Principals are aware of the factors that have an impact on health and safety. This checklist only acts as a guide and should not be construed as implying any liability nor should it be taken to encapsulate all the responsibilities and obligations of the Employers, Employees, Occupiers and Principals under the law. If you answer 'No', you are advised to address the gaps or hazards that you have identified at your workplace. You may need to do more than one assessment, and you are advised to reassess your workplace as and when required to ensure you maintain a safe workplace.

This Checklist does not require submission to SHENA unless SHENA explicitly instructs you to do so. However, a copy of the filled-in checklist should be kept by the HSE focal point of your company / organisation at all times.

For additional reference, kindly refer to the Workplace Safety and Health (Risk Management) Regulations, 2014; the Workplace Safety and Health (Construction) Regulations, 2014; the Workplace Safety and Health (General Provisions) Regulations, 2014; the 2020/IGN/03 ("Guidance to Permit to Work"); the 2020/IGN/03 ("Guidance to Work at Height"); the 2020/IGN/01 ("Guidelines for the Safe Use of Scaffolding"); the 2020/IGN/04 ("Guidance to Risk Management"); the 2021/IGN/07 ("Guidance to Work at Height and Working at Height Rescue Plan") under the SHENA website for Guidance to Permit to Work. SHENA reminds all Employers, Employees, Occupiers, and Principals to comply with their legal obligations under the laws of Brunei Darussalam including, but not limited to, the Employment Order, 2009 and the Worker's Compensation Act (Chapter 74)

NAME OF COMPANY & OFFICE ADDRESS			
PROJECT TITLE (as relevant)			
PROJECT MANAGER (as relevant)			
WORKSITE ADDRESS (If not the same as company address)			
TOTAL NO. OF WORKERS AT WORKSITE	NAME AND PHONE NO. OF KEY CONTACT PERSON		
	EMAIL ADDRESS OF KEY CONTACT PERSON		
EXPECTED DATE OF COMPLETION AND PHASE			
TYPE OF WORK TO BE CARRIED OUT AT HEIGHT	Construction <input type="checkbox"/>	Maintenance <input type="checkbox"/>	
	External Painting <input type="checkbox"/>	Cleaning / Janitorial <input type="checkbox"/>	
	Other, please state		

SECTION A: GENERAL REQUIREMENTS (REFER TO IGN/2021/07)		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
1	EDGE PROTECTION Are every open side such as the edge of a roof/stairway/ramp/scaffold/walkway where a person is liable to fall more than 2 metres guarded by effective guard-rails, barriers or other equally effective means to prevent fall?				

SECTION A: GENERAL REQUIREMENTS (REFER TO IGN/2021/07)		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
2	<p>GUARDING OF OPENINGS AT THE FLOOR</p> <p>Are all openings into or through which a person is liable to fall into more than 2 meters such as openings on a floor or platform such as a manhole covered or guarded by effective guard-rails, barriers or other equally effective means to prevent fall?</p>				
3	<p>GUARDING OF OPENINGS AT THE ROOF</p> <p>Are all openings where a person is liable to fall through more than 2 meters such as</p> <ul style="list-style-type: none"> ▪ Falling through a fragile roof surface (e.g., skylight, corroded roof sheets); ▪ Falling through openings on roofs (e.g., incomplete roofing, roof hatches) <p>are covered or guarded by effective guard-rails, barriers or other equally effective means to reduce the risk of a person falling?</p>				
	<p><u>If YES for the above, are these covers securely fixed to prevent accidental displacement?</u></p>				
4	<p>REQUIREMENTS OF GUARDRAIL AND OTHER BARRIER</p> <p>Every guard-rail, barrier or other similar means of fall prevention referred to item No.1, 2 and 3 are: -</p> <ul style="list-style-type: none"> ▪ Good construction, sound material and adequate strength to withstand the impact during the course of work in the worksite? ▪ Placed on the inside of the uprights and secured so as to prevent accidental displacement? and ▪ Placed so as to prevent the fall of any person? <p>Never use a warning line as a substitute for a guardrail. Use a guardrail or effective barrier as described above.</p>				
5	<p>DIMENSION REQUIREMENTS FOR TEMPORARY EDGE PROTECTION</p> <ul style="list-style-type: none"> ▪ Is the top guard-rail or other similar means of protection positioned at 950 millimeters? ▪ Is there any intermediate guard-rail or similar means of protection positioned so that any gap between it and other means of protection does not exceed 600 millimeters. ▪ Is there any toe-board to prevent falling objects positioned at 90 millimeters? 				

SECTION A: GENERAL REQUIREMENTS (REFER TO IGN/2021/07)		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
6	<p>HANDHOLD AND FOOTHOLD</p> <p>Secure handhold and foothold is provided for any person who has to work at a place from which he would be liable to fall:</p> <ul style="list-style-type: none"> ▪ a distance of more than 2m; or ▪ into any substance which is likely to cause drowning or asphyxiation. <p><i>For example, standing on top of a step ladder is highly unsafe and should never be done. If it is necessary to work from a step ladder, work a few steps below the top rung, so that a handhold can be maintained.</i></p>				
7	<p>If item 1, 2, 3 and 6 are not practicable, other suitable means such as travel restraint systems or fall arrest systems should be provided. (Refer to Section C)</p>				
8	<p>WORKING OVER OR NEAR WATER</p> <p>Are the following control measures in place?</p> <ul style="list-style-type: none"> ▪ Working platform with guard-rails, toe boards and access ladder. ▪ Safety nets. ▪ The safety harness provided is used at all times. ▪ Buoyancy aids (life jackets) ▪ Suitable rescue equipment. ▪ All persons are trained in the procedures for raising alarms and in rescue drills. 				
9	<p>WORKING ON THE ROOF</p> <p>Is there any protection of the person against any sliding or fall from the roof?</p>				
10	<p>FALLING OBJECT</p> <p>Have you ensured that adequate overhead protection is in place at the worksite to prevent objects from falling on or hitting individuals?</p>				
11	<p>SLIPPING AND TRIPPING HAZARDS</p> <p>If you are the employer or principal overseeing work in passageways, on scaffolds, platforms, or elevated working surfaces, have you taken measures to keep these areas free from slipping hazards?</p>				
12	<p>SAFE ACCESS AND EGRESS</p> <p>Where any work at height is to be carried out, is safe means of access to and egress provided?</p>				

SECTION A: GENERAL REQUIREMENTS (REFER TO IGN/2021/07)		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
13	<p>FIRST AID</p> <p>Are first aiders available at the worksite for injuries associated with falls?</p> <p>Are trained first aiders available to make proper use of any necessary first aid equipment?</p>				
SECTION B: WORK PLANNING AND RISK MANAGEMENT		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
14	<p>PLANNING</p> <p>Has the work at height properly planned and organised?</p>				
15	<p>PERMIT TO WORK</p> <p>Where hazardous work at height is carried out, is a permit-to-work (PTW) for hazardous work at height available and implemented?</p>				
16	<p>RISK ASSESSMENT</p> <p>Has risk assessment (RA) been conducted and are safe work procedures (SWP) developed for the works?</p>				
17	<p>HIERARCHY OF CONTROL</p> <p>Has the risk control of falling from height follow the below hierarchy:</p> <ul style="list-style-type: none"> ▪ Eliminate: - work on the ground such as using paint rollers with extendable handles rather than working on a ladder. ▪ Substitute: - such as using mobile elevated work platform (MEWP) instead of ladders for reaching high places. ▪ Engineering control: - such as barriers or guardrails, handrails, toe board, manhole cover, etc ▪ Administrative control: - such as work safe procedure, Permit system, warning sign, warning tape, emergency procedure, training, supervision...etc ▪ Personal protective equipment (PPE) such as body harness, fall arrest system or travel restraint system. 				
18	<p>TRAINING</p> <p>Have all workers received the necessary adequate instruction, information and training for them to perform work at heights?</p>				
19	<p>SUPERVISION</p> <p>Is there adequate supervision to ensure that safe work practices for working at heights are in place?</p>				
20	<p>EMERGENCY RESPONSE PLAN (EMERGENCY RESCUE PLAN)</p> <p>Is there an emergency response plan in place?</p>				

SECTION B: WORK PLANNING AND RISK MANAGEMENT		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
21	AWARENESS AND COMMUNICATION Are the work at heights risks and risk control measures communicated to all workers?				
SECTION C: PROTECTION SYSTEMS (THIS SECTION APPLIES TO INSTANCES WHERE FALL ARREST OR TRAVEL RESTRAINT SYSTEMS ARE EMPLOYED)		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
22	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.)				
23	Is sufficient and secured anchorage provided?				
24	If “yes” for item 22, is the anchorage point or lifeline being used by the workers who are working at height?				
25	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?				
26	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?				
SECTION D: LADDERS AND STEPLADDERS		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
27	Is every ladder and stepladder used of good condition, sound material and adequate strength for the purpose for which it is used?				
28	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?				
29	Does the ladder or stepladder have level and firm footing?				
30	Is the ladder or stepladder secured so as to prevent undue swaying?				
31	Are the ladders’ condition regularly checked or inspected?				

SECTION E: FORMWORK		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
32	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?				
33	At the fixed edge of the formwork structure, is the open side guarded by effective means to prevent falls?				
34	At the moving edge of the formwork structure, is the opening adequately covered or guarded?				
35	Where openings are present on the formwork structure, is the opening adequately covered or guarded to prevent falls?				
36	Are persons involved in formwork (i.e. formwork supervisor, formwork workers) adequately trained?				
SECTION F: SCAFFOLDING		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
37	Are scaffolds designed, erected, and dismantled by a competent person and supervisor?				
38	Are tower scaffolds erected on firm level ground with the wheels or feet properly supported?				
39	Scaffold planks are fully boarded, secured and not overhang?				
40	Scaffold secured to structure to prevent movement?				
41	safe access onto the work platforms, preferably from a staircase or ladder tower?				
42	Are edge protection such as Guard rails, toe boards and other similar barriers being provided to prevent a person or any material or object from falling?				
43	Erection and dismantling done by competent scaffolders who supervised by competent scaffolding supervisor?				
44	Is scaffolding tag fitted to the scaffold showing the date of the last inspection? Unsafe scaffolds are to show a red scaffolding tag.				
<p>NOTE: Any additional activities that are not stated in this checklist need to have a proper hazard identification plan and appropriate risk controls</p>					
Prepared by: (Signature, Name, Designation & Date)		Verified by: (Signature, Name, Designation & Date)			

**SHENA SEEKS THE SUPPORT OF ALL RELEVANT STAKEHOLDERS
TO ENSURE BRUNEI A SAFE PLACE TO WORK AND LIVE**

For further inquiries and clarification, please contact us
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