ABOUT SAYFA

Sayfa Group leads the industry in the design, installation and management of access and fall protection safety systems.

The In-Action model demonstrates access and fall protection requirements for a commercial building design.

Sayfa Group recommendations fulfill current workplace requirements for the safety of building maintenance subcontractors, employees and the general public.

# DESCRIPTION
1. SIXTY Fall Arrest Anchors
2. TRAVEL 8 Roof or Wall Mount Static Lines
3. SENTRY Roof Mount Guardrails
4. ON-TRAK Roof Walkways (Yellow or Grey)
5. PROTEX Skylight Protectors
6. RAPTOR Rigid Rail Systems
7. KATT Rung Ladder Systems
8. VISTA Fold Down Ladder Systems
9. ALTO Step Ladders & Step Bridges
10. KOMBI Stairs & Service Platforms
11. SKYDORE Roof Access Hatches

For more information, please contact Sayfa Group directly.

IT’S THE SAYFA WAY

RISK ASSESSMENT
SOLUTION DESIGN
CUSTOM FABRICATION
SYSTEM INSTALLATION
MAINTENANCE & RECERTIFICATION
MANAGEMENT ASSISTANCE
1. KNOW THE LAW
Your must know and abide by your responsibilities as manager of the workplace.

2. HAVE A ‘WORKING AT HEIGHTS’ SAFETY POLICY
This document outlines the company’s standard operating procedures including non conformance protocols.

3. DOCUMENTED SYSTEMS & PROCEDURES IN PLACE
Avoid verbal instructions only. A well documented and visual plan means everybody is in the know.

4. ENSURE RISKS ARE DOCUMENTED & CONTROLLED
Suitable control of risks in accordance with the Hierarchy of Control must be in place.

5. SAFE WORK METHODS MUST BE DOCUMENTED
Following a risk assessment and worker competency check. A documented work method must be done prior to work commencing.

6. PROVIDE WORK-SITE & SYSTEM INDUCTION
Site conditions and specific instructions on systems and equipment installed must be communicated to workmen.

7. HAVE AN EMERGENCY PLAN
Accidents can happen. Ensure you have a clear emergency and rescue plan in place.

8. KNOW WHAT SAFETY MEASURES ARE PROVIDED
The type of system installed, where it is located and when last it was maintained, is very important.

AS THE OWNER OR MANAGER OF THE WORKPLACE, YOU HAVE THE PRIMARY DUTY OF CARE TO ENSURE WORKER SAFETY

DISCLAIMER
This diagram is provided as a guide only and cannot be deemed to cover all responsibilities associated with working at heights. It is the responsibility of the person in charge of the workplace to ensure all risks are identified and managed in a safe and compliant manner.
WORKING AT HEIGHTS
FREQUENTLY ASKED QUESTIONS

WHEN IS FALL PROTECTION REQUIRED?

Falls are a major cause of death and serious injury in the workplace. Most workplaces would have some need to work at height whether it be roof and gutter maintenance, loading of trucks, maintenance to machinery etc. All working at height tasks require careful consideration for fall protection measures to be put in place.

Fall protection is required when any work above the ground or a solid surface is required. The regulations recommend that a fall protection system be provided when working above 2 metres, however this does not mean that work under 2 metres does not require risk control measures to be implemented.

WHO IS RESPONSIBLE?

As per the Work Health and Safety Act and the Work Health Safety Regulations, the person conducting business undertaking (PCBU) for the workplace, has the primary duty of care to ensure that employees and subcontractors are not exposed to health and safety risks whilst undertaking work on the premises.

The person in control of the workplace (PCBU) has specific obligations under the WHS Regulations to manage any fall related risk including the following:

- Where reasonably practicable, any work exposed to the risk of a fall be rather done on the ground or a solid construction.
- Provide adequate and safe access to and from the work zone.
- Minimise the risk of a fall by providing a fall protection device (guardrail or barrier systems), a work positioning system (an adjustable length lanyard and harness system or rope access/abseil system) or a fall arrest system (harness and fixed lanyard system connected to an anchorage).
- Provide adequate instruction and guidance to employees and subcontractors in the safe use and maintenance of safety systems provided.

Workers have a duty of care to ensure they take reasonable care for their own health and safety as well as other persons around them. Workers must comply with guidance and procedures set out by the workplace manager and be responsible in reporting any unsafe situation to the workplace manager.

WHAT IS THE HIERARCHY OF CONTROL FOR WORKING AT HEIGHT?

The first priority is to eliminate the risk of a fall, that is, to ensure a fall from height cannot occur by either eliminating the need to work above the ground or to provide a solid elevated construction on which to work from.

If it is not reasonably practicable to eliminate the risk of fall the risk must be minimised through the application of control measures lower down on the Hierarchy of Control.

The Hierarchy of Control is as follows;

**Elimination:** Eliminate the hazard. Undertake the work from ground level or from a solid construction. Redesign should be considered to eliminate the need for working at height.

**Substitution:** Change the control measure to undertake the work from a safe zone. Relocation of equipment requiring maintenance should be considered to eliminate the requirement for the operator to enter the danger zone.

**Isolation:** Separate the operator from the hazard by means of passive fall protection. A plant screen, barrier or guardrail will effectively prevent a fall whilst maintenance is being undertaken.

**Engineering:** Manage the risk using an engineered control. Work undertaken using fall arrest systems requires operator training but it will prevent a fall from occurring when used correctly.

**Administration:** Control the risk using procedure. Control the environment using signage, demarcation line marking and operational instructions.

It is important to note that the level of Hierarchy of Control is equivalent to the risk of injury, as a result of operator incompetence. A lesser control measure requires greater skill of the operator and is therefore the least preferred.
MUST BE READ PRIOR TO UNDERTAKING WORK AT HEIGHTS

1. Ensure all workplace WHS requirements are identified and understood. A risk assessment with a safe work method procedure must be completed and approved by management prior to work commencing.

2. Authorisation to access any risk area must be obtained from the person in control of the workplace.

3. Persons must not be allowed to work alone in fall arrest situations in case emergency rescue assistance or first aid is required.

4. All applicable Australian Standards, Acts, Regulations, and Codes of Practice & Guidelines must be read and obeyed when working at heights.

5. Prior to use of fall protection equipment, ensure all operating procedures have been read and properly understood.

6. Fall arrest systems must only be used by competent persons who have experience and training in the safe use of the system and associated equipment. Training must be undertaken by a Registered Training Organisation (RTO).

7. Only approved full body harness, gear and equipment with an energy absorber certified to Australian Standards AS/NZS 1891 is to be used with any fall arrest system.

8. Visually inspect the system for damage prior to use. The system must not be used if there is any deterioration or deformation of components or the structure to which the system is attached.

9. If the safety system is damaged or has arrested a fall, discontinue use until it has been fully inspected and recertified by a competent height safety equipment inspector.

10. Ensure all fixings, fittings and components are securely attached. Any tightening, adjustment or replacement of components must be carried out by a competent height safety inspector.

11. Access and fall protection systems require periodic inspection and maintenance by a qualified height safety inspector. The system MUST NOT be used if the service date is overdue.

12. A rescue plan must be formulated and ready for implementation prior to using any fall arrest system.

13. This user manual does not replace the need for completing a recognised height safety training course by a Registered Training Organisation (RTO).

⚠️ Failure to follow all warnings, usage and maintenance instructions may result in serious injury or death.
THE IMPORTANCE OF PERIODICAL SYSTEM AND EQUIPMENT MAINTENANCE

The maintenance of any fall protection system is mandatory as per Australian Standards and Codes of Practice as well as manufacturer’s requirements.

As fall protection systems are designed to save lives, the operating efficiency and durability of the equipment is essential. A visual inspection of the system and equipment must be carried out prior to any system or equipment being used as a first line of defence against the hazards of faulty equipment. It is important to also determine the frequency of use as well as the environment in which the systems are required to perform. Corrosive, harsh environments or excessive use will require more frequent inspections as a safeguard.

Periodical certification maintenance of access and fall protection systems must be carried out by a qualified height safety system inspector trained in the selection, safe use and maintenance of access and fall protection systems.

Each individual system requires a maintenance data plate or tag to confirm when the last maintenance check was performed and when next due. All maintenance details must be clearly documented and retained for easy access if required.

⚠️ The inspection periods as indicated below are suitable for systems used on a non frequent basis in a non corrosive, mild environment.

<table>
<thead>
<tr>
<th>INSPECTION</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harness Gear &amp; Equipment</td>
<td>6 monthly inspection by height safety equipment inspector</td>
</tr>
<tr>
<td>Webbing or fibre rope horizontal and vertical life lines</td>
<td>6 monthly inspection by height safety equipment inspector</td>
</tr>
<tr>
<td>Anchor Points</td>
<td>12 monthly inspection by height safety equipment inspector</td>
</tr>
<tr>
<td>Horizontal &amp; Vertical Static Lines</td>
<td>12 monthly inspection by height safety equipment inspector</td>
</tr>
<tr>
<td>Passive access and fall protection systems</td>
<td>12 monthly inspection by competent person</td>
</tr>
</tbody>
</table>

- Fixed ladders
- Guardrails
- Platforms
- Walkway
WORKING AT HEIGHTS
SAFE WORK METHOD STATEMENT (SWMS)

THE IMPORTANCE OF COMPLETING A SAFE WORK METHOD STATEMENT (SWMS)

• Regular inspections and observations must be conducted by the person in charge of the workplace to ensure the SWMS is being complied with.

• Employee and subcontractor toolbox talks must be undertaken to identify, control and communicate site hazards.

• Work must cease immediately if an incident or near miss occurs. The SWMS must be amended in consultation with relevant persons to ensure the incident will not re-occur.

• The SWMS must be easily accessible for inspection or review and must be retained until work has been completed.

⚠️ All persons involved in working at height tasks must have the SWMS communicated to them prior to work commencement.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED WHEN WORKING AT HEIGHTS

Ensure all PPE meets relevant Australian Standards. Regular inspection to ensure suitability and good working order to be carried out by the workplace manager.

WORKER COMPETENCY ASSESSMENT IS ESSENTIAL WHEN WORKING AT HEIGHTS

Prior to work commencing, ensure correct competency of worker as recommended:

• Must be fit and healthy with no recent track record of symptoms that could affect the safety of the worker.

• Must have completed a Working At Heights Competency Training Course by a Registered Training Organisation (RTO) within the last 3 years.

• Must have completed an Industry OH&S Induction Course (Red Card or White Card) by a Registered Training Organisation (RTO).

• Must have sufficient competence to use the fall protection systems provided through a combination of experience and training or be under the control of a suitably competent operator.

DISCLAIMER

All product specifications and technical descriptions, recommendations and other information provided in this manual, are given as general guidance and advice, and are to be read in conjunction with Sayfa Group installation instructions and any other data available and applicable to each particular standard product or system. Use of such data is however the user’s sole responsibility, taking into account the intended application and actual conditions existing on the particular worksite. Consequent selection of the right product for any particular use, remains the user’s ultimate responsibility. Sayfa Group is therefore not obligated or liable for any direct or indirect, incidental or consequential damages, losses or expenses in connection with, or by reason of the suitability and use of or otherwise, any product or system for any purpose. Implied warranties of merchantability or fitness for any particular purpose, are specifically excluded.

All Sayfa Group products must be installed and used by competent personnel trained in the selection, safe use and maintenance of fall arrest systems and equipment by a Registered Training Organisation (RTO). Installation not in accordance with Sayfa Group requirements or the use of non Sayfa Group components will void all certification and warranties.

Suitability of support structure and design layout of system is the responsibility of the installer and should be verified by a structural engineer or a site specific live load test done to ensure conformance. Maintenance and usage of the system in accordance with Sayfa Group requirements is the responsibility of the owner or manager of the workplace.

Sayfa Group maintains a policy of continuous improvement and development, and therefore reserves the right to modify, amend or otherwise alter product and system designs and specifications, models and part numbers, colours and pricing etc without prior notice. Errors and omissions are excepted, and Sayfa Group accepts no liability for incorrect information, errors or omissions.
RISK ASSESSMENT CHECKLIST WHEN WORKING AT HEIGHTS

<table>
<thead>
<tr>
<th>TASK</th>
<th>HAZARD &amp; RISK</th>
<th>CONTROL MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OUTDOOR WORK</td>
<td>- Exposure to UV rays causing sunburn &amp; skin disorder</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Provide appropriate UV protection to include sun-screen, sunglasses and wide brimmed hats</td>
</tr>
</tbody>
</table>
|      | ACCESSING ELEVATED AREAS VIA LADDER, STEPS OR STAIRWAY SUCH AS:             | - Slips and trips causing injury  
- Fall from height causing severe injury or death  
- Falling objects possibly injuring persons below                                                                                                                                                                                                                                                                                                                                 |
|      | ROOFS, PLATFORMS, TOWERS, STRUCTURES, ETC                                   | - Do not work alone  
- Only trained/competent personnel to work at heights  
- Barricade a No Go Zone below the access point preventing unauthorised access within the work area  
- Do not access in inclement weather conditions  
- Use ladders for access only and not to work off  
- Portable ladders over 6.0M should not be used  
- Portable ladders must be restrained to prevent ladder slip or movement  
- Ladders must extend above the exit landing by at least 1.0M  
- Fixed ladders above 3.0M should include fall protection  
- When climbing ladders, 3 points of contact must be maintained at all times  
- All tools and accessories to be securely tethered to workmen |
|      | MANUAL HANDLING OF EQUIPMENT                                                 | - Slips and trips causing injury  
- Fall from height causing severe injury or death  
- Falling objects possibly injuring persons below                                                                                                                                                                                                                                                                                          |
|      |                                                                             | - Do not work alone  
- Only trained/competent personnel to work at heights  
- Barricade a No Go Zone below the area of manual handling preventing unauthorised access  
- Avoid manual handling of equipment in inclement weather  
- Workmen to be fully protected from accessing beyond the fall edge  
- Avoid manhandling of equipment by hoisting  
- Crane lift or use mechanical hoisting device preferentially |
|      | USE OF FALL ARREST HARNESS GEAR & EQUIPMENT FOR SAFETY WHILST PERFORMING LIGHT TO MEDIUM MAINTENANCE DUTIES ABOVE 2.0M | - Fall from height causing severe injury or death  
- Suspension trauma as a result of free fall causing blood flow restriction  
- Slips and trips causing injury                                                                                                                                                                                                                                                                                                      |
|      |                                                                             | - Do not work alone  
- Only trained/competent personnel to use fall arrest systems  
- Do not use if equipment is out of date or damaged  
- Always work in fall restraint where possible (no access beyond fall edge)  
- Rope line lanyard slack to be kept to a minimum  
- A rescue plan must be in place |
|      | WORKING ON LOW PITCHED AREAS (UNDER 15˚) WITHIN 2.0M OF A FALL EDGE FOR GENERAL MAINTENANCE: | - Slips and trips causing injury  
- Fall from height causing severe injury or death  
- Falling objects possibly injuring persons below                                                                                                                                                                                                                                                                 |
|      | GUTTER MAINTENANCE, ROOF MAINTENANCE, SKYLIGHT CLEANING, WINDOW CLEANING, ROOF MOUNTED EQUIPMENT MAINTENANCE, ETC | - Do not work alone  
- Only trained/competent personnel to work at heights  
- Barricade a No Go Zone below the working area to prevent unauthorised access within the work area  
- Do not work at heights in inclement weather  
- Provide suitable fall protection to prevent access beyond the fall edge  
- Skylights/brittle roofs to be barricaded or suitable protective overlay provided  
- All tools and accessories to be securely tethered to workmen  
- Equipment/materials that could be blown off roof to be securely tethered |
<table>
<thead>
<tr>
<th>TASK</th>
<th>HAZARD &amp; RISK</th>
<th>CONTROL MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKING ON STEEPER PITCHED ELEVATED AREAS IN EXCESS OF 15° FOR GENERAL MAINTENANCE: - GUTTER MAINTENANCE - ROOF MAINTENANCE - SKYLIGHT CLEANING - WINDOW CLEANING - ROOF MOUNTED EQUIPMENT MAINTENANCE - ETC</td>
<td>- Slide/roll at any point on elevated area resulting in fall from height causing severe injury or death - Slips and trips causing injury - Falling objects possibly injuring persons below</td>
<td>- Do not work alone - Only trained/competent personnel to work at heights - Barricade a No Go Zone below the working area to prevent unauthorised access - Do not work at heights in inclement weather - Provide suitable fall protection to prevent rolling or sliding off roof. □ If anchor/static line system is used, operator must maintain 100% attachment ie. connected to the system and working in restraint at all times - Skylights/brittle roofs to be barricaded or suitable protective overlay provided - All tools and accessories to be securely tethered to workmen - Equipment/materials that could be blown off roof to be securely tethered</td>
</tr>
<tr>
<td>WORKING ON AN ELEVATED OBJECT INSIDE A BUILDING OR STRUCTURE: - LARGE VEHICLE MAINTENANCE - TRAIN MAINTENANCE - AEROPLANE MAINTENANCE - ETC</td>
<td>- Slips and trips causing injury - Fall from height causing severe injury or death - Collision with surrounding or objects below - Falling objects possibly injuring persons below</td>
<td>- Do not work alone - Only trained/competent personnel to work at heights - Barricade a No Go Zone below the working area to prevent unauthorised access - Provide suitable fall protection to ensure workmen are protected from colliding with surrounding or objects lower down - All tools and accessories to be securely tethered to workmen</td>
</tr>
</tbody>
</table>

NOTES:

DISCLAIMER
This Safe Work Method Statement is provided as a guide only and cannot be deemed to cover all risks associated with working at heights. A Safe Work Method Statement must be job specific once a detailed Risk Assessment has been completed. This document must be compiled and authorised by the person in charge of the workplace and must be communicated to all persons involved in the working at heights tasks.
WORKING AT HEIGHTS

CONTACT DETAILS

LOCAL GOVERNMENT CONTACT INFORMATION
W / australia.gov.au

SAFE WORK AUSTRALIA
W / safeworkaustralia.gov.au
T / 02 6121 5317
E / info@swa.gov.au

WORKSAFE VICTORIA
W / worksafe.vic.gov.au
T / 03 9641 1444
E / info@worksafe.vic.gov.au

WORKCOVER TASMANIA
W / workcover.tas.gov.au
T / 1300 366 322
E / workcover@justice.tas.gov.au

WORKCOVER NEW SOUTH WALES
W / workcover.nsw.gov.au
T / 13 10 50
E / contact@workcover.nsw.gov.au

WORKCOVER QUEENSLAND
W / worksafe.qld.gov.au
T / 1300 362 128

WORKSAFE WESTERN AUSTRALIA
W / worksafe.wa.gov.au
T / 1300 307 877
E / safety@commerce.wa.gov.au

SAFE WORK SOUTH AUSTRALIA
W / safework.sa.gov.au
T / 1300 365 255
E / help@safework.sa.gov.au

WORKSAFE NORTHERN TERRITORY
W / worksafe.nt.gov.au
T / 1800 193 111
E / ntworksafe@nt.gov.au
USEFUL SOURCES OF INFORMATION / RESOURCES

Safe Work Australia, Worksafe & WorkCover publications available
1. Managing the Risk of Falls at Workplaces - Code of Practice
2. Prevention of Falls in General Construction - Compliance Code
3. Prevention of Falls – Working on Roofs
4. Prevention of Falls – Ladders
5. Prevention of Falls – Contractor Management
6. Designing Safer Buildings and Structures
7. WAHA Industry Code for Anchors, Static Lines and Rigid Rail

IMPORTANT STANDARDS AND RELEVANT REGULATIONS

Australian Standards
AS1657  Fixed Platforms, Walkways, Stairways and Ladders
AS/NZS 1891.1  Part 1: Safety Belts and Harnesses
AS/NZS 1891.2:  Part 2: Horizontal Lifeline and Rail Systems
AS/NZS 1891:3  Part 3: Fall Arrest Devices
AS/NZS 1981.4  Part 4: Selection, Use and Maintenance of Industrial Fall Arrest Systems and Devices
AS2625  Safe Working in a Confined Space
AS/NZS 4488  Industrial Rope Access Systems
AS/NZS 5532  Manufacturer’s requirements for single point anchors

OTHER
• Work Health and Safety Act 2011
• Work Health and Safety Regulations
• Respective Codes of Practices and Industry Codes
# System Design Criteria
## Access Onto Roofs

<table>
<thead>
<tr>
<th>System</th>
<th>Application</th>
<th>Advantages</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ladder Support Bracket</strong></td>
<td>• Suitable for use with a portable ladder up to 4.0M. Ladder bracket prevents any movement or slipping of ladder.</td>
<td>• A Katt ladder bracket stops sideways and feet slippage of a portable ladder. No restraint needed at base of ladder.</td>
<td>• Not recommended for use above 4.0M.</td>
</tr>
<tr>
<td><strong>Locations</strong></td>
<td>Aged care units, school classrooms, council buildings etc.</td>
<td>• Can be profiled to suit various mounting requirements and roof pitches.</td>
<td></td>
</tr>
<tr>
<td><strong>Fold Down Ladder</strong></td>
<td>• Provides safe and controlled access from inside the building through an access hatch. A ceiling ladder with retractable stiles provides access between the internal ceiling and roof area.</td>
<td>• Folds away into ceiling when not in use.</td>
<td>• Requires a minimum of 2.0M working area footprint.</td>
</tr>
<tr>
<td><strong>Locations</strong></td>
<td>Multi level office / apartment buildings</td>
<td>• Provides a safe means of access onto high roofs if the building has internal offices or mezzanines.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Added security against unwanted persons on the roof. Access is well controlled.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Designed for use with both suspended and solid ceiling applications.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Safe and easy to use by any maintenance personnel.</td>
<td></td>
</tr>
<tr>
<td><strong>Roof Access Hatch</strong></td>
<td>• For use with an internal ladder system providing a roof opening for access by maintenance personnel.</td>
<td>• Ensures a high level of safety as hatch can be positioned away from any fall edges.</td>
<td>• Not ideal for roofs with pitch above 20° as hatch becomes difficult to operate.</td>
</tr>
<tr>
<td><strong>Locations</strong></td>
<td>Multi level office/ apartment buildings</td>
<td>• Safe and easy use by maintenance personnel.</td>
<td></td>
</tr>
<tr>
<td>SYSTEM</td>
<td>APPLICATION</td>
<td>ADVANTAGES</td>
<td>LIMITATIONS</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| VERTICAL LINE LADDER | For use on external of building up to 12.0M. An intermediate rest platform at 6.0M intervals is required. | • Ladder fall arrest system provides constant fall protection at any point on the ladder.  
• Requires minimal floor footprint.  
• Simple to use by competent personnel. | • Not ideally suited to high frequency usage.  
• User to be competently trained in safe use of the ladder fall arrest system.  
• Single person operation.  
• Maintenance tools and equipment will need to be separately hoisted onto roof. |
| LOCATIONS            | Industrial buildings, hospitals, office blocks, sports centres etc. |                                                                                  |                                                                            |
| CAGED LADDER         | For use on external of building for access up to 6.0M. Consecutive ladders with a change of direction platform are required thereafter if more height is required. | • User does not require safety harness competency to use the system.  
• No harness gear required.  
• Easier to climb than a vertical ladder system.  
• Ladder cage with cage gate provides greater protection against unauthorised users | • Cage may limit bulky items being carried up the ladder.  
• Single person operation.  
• Requires a larger floor footprint area. |
| LOCATIONS            | Industrial buildings, hospitals, office blocks, sports centres etc. |                                                                                  |                                                                            |
| MINI ACCESS LADDER   | Suitable for access up to 3.5M.  
• Ideally suited where access from one roof level to another is required. | • Safe and easy access.  
• Low visual impact. | • Above 3.5M will require a ladder cage or fall arrest system. |
| LOCATIONS            | Industrial buildings, apartments, shopping centres etc. |                                                                                  |                                                                            |
# Access Onto Roofs

## System Design Criteria

<table>
<thead>
<tr>
<th>System</th>
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<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step Ladder</td>
<td>For providing primary access between varying levels up to 6.0M.</td>
<td>• Ideal for high frequency use by multiple tradespersons.</td>
<td>• Requires a large floor footprint area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Allows for carrying of tools and equipment onto elevated area</td>
<td>• Very visual and not easy to blend in with surrounds.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Very safe and unrestricted access.</td>
<td>• Requires structural dedicated supports off building structure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• User must face ladder at all times.</td>
</tr>
<tr>
<td></td>
<td>LOCATIONS</td>
<td>Distribution high bay warehouses, industrial buildings, training venues etc.</td>
<td></td>
</tr>
<tr>
<td>Step Over</td>
<td>For use on roof area providing safe access over low height protruding walls and services.</td>
<td>• Safe and easy access for maintenance personnel.</td>
<td>• Steps must not exceed 450mm in height. An alternative configuration will be required above this height.</td>
</tr>
<tr>
<td></td>
<td>LOCATIONS</td>
<td>Warehouses, apartments, factories/units etc.</td>
<td></td>
</tr>
<tr>
<td>Step Bridge</td>
<td>For use on roof area providing safe access over higher protruding walls or duct and pipework.</td>
<td>• Safe and easy access for maintenance personnel.</td>
<td>• Bridges required to span longer than 3.0M may require additional supports.</td>
</tr>
<tr>
<td></td>
<td>LOCATIONS</td>
<td>Industrial buildings, shopping centres, hospitals etc.</td>
<td></td>
</tr>
</tbody>
</table>
# System Design Criteria

## Fall Protection at Heights

<table>
<thead>
<tr>
<th>System</th>
<th>Application</th>
<th>Advantages</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anchor Point</td>
<td>Suitable for providing fall protection to workmen using a lanyard and fall arrest harness for maintenance of gutters and roof area within the unsafe zone.</td>
<td>Works well in covering complex or irregular roof outlines.</td>
<td>User to be competently trained in safe use of the system and equipment.</td>
</tr>
<tr>
<td></td>
<td>• Ideally suited for low to medium frequency usage.</td>
<td>• Simple and effective use by competent personnel.</td>
<td>• Excess lanyard length can lead to pendulum action resulting in a fall.</td>
</tr>
<tr>
<td></td>
<td>LOCATIONS: Industrial buildings, hospitals, schools, council buildings, aged care units etc.</td>
<td>• Better suited to lower pitched roofs up to 15° as operator is required to detach from the system between anchors.</td>
<td>• Single person use per anchor.</td>
</tr>
<tr>
<td>Static Line</td>
<td>Suitable for providing fall protection to workmen using a lanyard and fall arrest harness for maintenance of gutters and roof area within the unsafe zone.</td>
<td>Workman remains continually attached to the system as he traverses across the roof.</td>
<td>User to be competently trained in safe use of the system and equipment.</td>
</tr>
<tr>
<td></td>
<td>• Ideally suited to long runs of fall edge, narrow roof areas and steeper roofs where workmen are required to be anchored continually.</td>
<td>• Less adjustment of rope lanyard length as the static line travels parallel to roof edge.</td>
<td>• Not ideal for complex roof shapes.</td>
</tr>
<tr>
<td></td>
<td>• Provides effective fall protection over brittle roofs and skylights.</td>
<td>• Suitable for multiple users.</td>
<td>• Max 30° roof pitch.</td>
</tr>
<tr>
<td></td>
<td>LOCATIONS: Industrial buildings, hospitals, aged care units and canopy roofs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guardrail</td>
<td>Provides an effective fall prevention barrier for workmen in or near a fall zone.</td>
<td>Highest level of fall protection.</td>
<td>On steeper pitched roofs ie. 20° above, a restraint system will still be required to stop workmen slipping.</td>
</tr>
<tr>
<td></td>
<td>• Best suited system for high frequency access.</td>
<td>• No harness PPE required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LOCATIONS: Industrial buildings, shopping centres, hospitals</td>
<td>• Fold down guardrail system available where visual impact is an issue.</td>
<td></td>
</tr>
<tr>
<td>SYSTEM</td>
<td>APPLICATION</td>
<td>ADVANTAGES</td>
<td>LIMITATIONS</td>
</tr>
<tr>
<td>-----------------------------</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>ROOF WALKWAY</strong></td>
<td>• Suitable for providing dedicated access routes over brittle or slippery roof areas. It also clearly indicates allowable traffic routes to key maintenance areas.</td>
<td>• Provides higher level of control as users are given a dedicated access route.</td>
<td>• System is required to be leveled above 4° roof pitch.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provides protection to the roof deck especially in high traffic areas.</td>
<td>• Walkway within 3.0M of a fall edge will require guardrail.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provides added safety assurance to maintenance personnel.</td>
<td>• Roof pitch in excess of 12° will require guardrail to fall side of walkway.</td>
</tr>
<tr>
<td><strong>LOCATIONS</strong></td>
<td>Industrial buildings, hospitals, shopping centres, sports centres etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SKYLIGHT PROTECTOR</strong></td>
<td>• Provides fall protection through brittle surfaces such as skylights and roof lights.</td>
<td>• Provides a high level of fall protection in areas where workmen may not be on high alert.</td>
<td>• Skylights larger than 2.0M may require additional structure to support mesh.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Light penetration is not inhibited in any way.</td>
<td>• Cleaning of large skylights can be inhibited by mesh cover.</td>
</tr>
<tr>
<td></td>
<td><strong>LOCATIONS</strong> Schools, shopping centres, council buildings etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OVERHEAD RAIL</strong></td>
<td>• Suitable for providing fall protection to workmen using a retractable lanyard and harness accessing vehicles or machinery inside a shed or factory.</td>
<td>• Provides unrestricted movement to workmen whilst continually attached to the system.</td>
<td>• Requires suitable support structure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• In the case of a fall, the load is spread over the roof structure due to the beam action of the rail.</td>
<td>• User to be competently trained in the safe use of the system and equipment.</td>
</tr>
</tbody>
</table>
# System Design Criteria

## Facade, Window and Ceiling Access

<table>
<thead>
<tr>
<th>System</th>
<th>Application</th>
<th>Advantages</th>
<th>Limitations</th>
</tr>
</thead>
</table>
| **Rope Access Anchor**  | • Suitable for providing access to building facades for maintenance using a rope access system (abseil). | • A simple, cost effective solution for facade maintenance using competent personnel. | • Roof structure to be designed to take required loadings.  
• Parapets need to be structurally designed to take rope loadings.  
• Only to be used by competent personnel. |
| **Locations**           | Multi-level apartments/office blocks, hospitals, TAFEs etc.                 |                                                                            |                                                                            |
| **Rope Access Rail**    | • Suitable for providing access to building facades and particularly under overhangs or shade louvres.  
• It allows easy lateral mobility of the operator connected to the trolley system via rope access systems. | • Due to easy lateral mobility, facade area can be covered quickly and effectively.  
• System is suited to multiple users where required. | • Engineered system support structure required.  
• System must be positioned in a level plane to ensure smooth and easy mobility.  
• Only to be used by competent personnel. |
| **Locations**           | Multi-level apartments/office blocks, hospitals, TAFEs etc.                 |                                                                            |                                                                            |
| **Concealed Rope Access Rail** | • Designed to be mounted internally with facility to flush mount with suspended or solid ceiling systems.  
• Well suited to provide access to out of reach lighting systems or internal atriums for maintenance. | • Provides a flush fit system with shadow line effect when incorporated within the ceiling system.  
• Provides safe and easy access for maintenance personnel without requiring ground access equipment. | • Engineered system support structure required.  
• System must be positioned in a level plane to ensure smooth and easy mobility.  
• Only to be used by competent personnel. |
| **Locations**           |                                                                            |                                                                            |                                                                            |
SAFETY IS A PRIORITY. WORKMEN ARE RESPONSIBLE TO UNDERTAKE WORK AT HEIGHTS IN ACCORDANCE WITH THE COMPANY OHS POLICY & CURRENT SAFETY REGULATIONS

DATE / / REFERENCE NO.

WORKSITE NAME

ADDRESS

WORKPLACE MANAGER

PHONE EMAIL

CONTRACTOR COMPANY

FOREMAN NAME

PHONE EMAIL

DETAILS OF WORK TO BE DONE

CHECKLIST PRIOR TO WORK COMMENCEMENT

- WORKSITE SAFETY INDUCTION COMPLETED □ YES □ NO
- RISK ASSESSMENT COMPLETED □ YES □ NO
- SAFE WORK METHOD COMPLETED □ YES □ NO
- WORKERS HAVE COMPLETED WORKING AT HEIGHTS TRAINING □ YES □ NO
- WORKERS FIT & HEALTHY □ YES □ NO
- PPE EQUIPMENT CHECKED FOR SUITABILITY □ YES □ NO
- ACCESS & FALL PROTECTION SYSTEM MAINTENANCE HAS BEEN DONE □ YES □ NO
- WORKERS CLEARLY UNDERSTAND ALL RISKS & CONTROL MEASURES □ YES □ NO
- EMERGENCY PLAN IN PLACE & UNDERSTOOD □ YES □ NO

SIGNED / WORKPLACE MANAGER SIGNED / CONTRACTOR FOREMAN

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THE SAYFA GROUP

WE SAVE LIVES!
This is our Mission, and it drives our Vision to BRING EVERY WORKER HOME SAFELY.

Sayfa Group leads the industry in the design, installation and management of access and fall protection safety systems. As an Australian owned company, we engineer and rigorously test our proprietary systems to exceed national and international standards. Simple installation and easy to use systems are our key drivers for ensuring maximum effectiveness and improved safety ensuring compliance with Occupational Health and Safety standards in the workplace.

OUR VALUES
We are governed by the following principles in everything we do:

A - Accountability / Totally responsible and answerable for our actions.
L - Loyalty / Steadfast and dependable based on our values in our dealings with one another.
I - Integrity / Honest and sincere, we do what we say, on time every time.
V - Value Driven / Increase what’s of value in view of a win win plan for all.
E - Enthusiastic / Motivated and inspired to continuously perform better.

COMMITMENT
We are passionate about our work with every product a testament to our commitment of world class safety, quality and performance. Our obligation is to live up to our own high standards as well as those of our customers and stakeholders ensuring total peace of mind.