

Toolbox Talk

Work at height flowchart

From Construction Industry Training Board publication; GE 700D



Is there a need to carry out work at height?	No	Do not work at height.	
↓ Yes			
Fully assess the task to be undertaken.			
Is it reasonably practicable to find a way of doing the work other than at height?	Yes	Do the work, not at height and in a safe manner.	
↓ No			
Is there a risk of employees falling a distance that is likely to cause injury?	No	Carry out the work in a safe manner.	
↓ Yes			
Carry out a suitable and sufficient risk assessment.			
Are the remaining risks low?	No	Revise risk assessment and control measures until risks are low.	
↓ Yes			
Are there any risks to other persons?	Yes	Revise the risk assessment and control measures until the risks are controlled.	
↓ No			
Can you carry out the work at height from an existing safe workplace?		Carry out the work in a safe manner.	
↓ No			
Competent person to select suitable and appropriate work equipment.		Train and instruct employee in its safe use.	
Have steps been taken to minimise the distance and consequences of any fall should it occur?	No	Revise risk assessment and install necessary measures.	
↓ Yes			
Are employees competent and appropriately supervised?	No	Do not carry out the work until employees are competent and appropriately supervised.	
↓ Yes			
Has work equipment been tested and / or inspected as required and records kept?	No	Ensure the equipment is tested and / or inspected as required.	
↓ Yes			
Is there a properly developed rescue plan in place?	No	Do not do any work at height until a rescue plan is in place.	
↓ Yes			
Are there any other factors that might affect safety (such as fragile surfaces or danger areas)?	Yes	Act upon them. Revise risk assessment and control measures until issue is resolved.	
↓ No			
Carry out the work in a safe manner.			