



Working at Height Checklist

Pre-task working-at-height controls: hierarchy, equipment, edge protection, weather, and rescue.

PROJECT / SITE

WORK LOCATION

TASK DESCRIPTION

SUPERVISOR / COMPETENT PERSON

DATE / TIME

Access method

☐ Scaffold ☐ MEWP ☐ Ladder ☐ Roof ☐ Other

1. Planning

- Work at height avoided / reduced where practicable ☐ Yes ☐ No ☐ N/A
- Risk assessment / method briefed to team ☐ Yes ☐ No ☐ N/A
- Permit / RAMS referenced where required ☐ Yes ☐ No ☐ N/A
- Weather / wind suitable for the method ☐ Yes ☐ No ☐ N/A
- Rescue plan understood; equipment available ☐ Yes ☐ No ☐ N/A

2. Equipment & controls

- Access equipment inspected and suitable ☐ Pass ☐ Fail ☐ N/A
- Edge protection / fall restraint in place ☐ Pass ☐ Fail ☐ N/A
- Harness / lanyards inspected if used; anchor points suitable ☐ Pass ☐ Fail ☐ N/A
- Exclusion zone beneath works managed ☐ Pass ☐ Fail ☐ N/A
- Tools / materials secured against falling ☐ Pass ☐ Fail ☐ N/A
- Competence / training verified for operators ☐ Pass ☐ Fail ☐ N/A
- Authorised to proceed? ☐ Yes ☐ No — stop

NOTES / CONTROLS ADDED

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	