



Temporary Removal of Flooring and/or Edge Protection Procedure

Brief description

This Procedure outlines the actions necessary to eliminate or minimise the risks from hazards associated with the temporary removal of flooring and/or edge protection.

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If you require any further information, please contact the Custodian.

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The current version of this Procedure is available on GPC's Intranet.

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1 Terms and definitions

In this Procedure:

“**Barricades**” means a structure consisting of either soft or solid components (e.g. tape, mesh, scaffold tubes, guardrails) used to cordon off a work area and/or area where a hazard exists to prevent unauthorised access.

“**Edge Protection**” means a hard barrier to prevent a person falling, erected along the edge of a fall risk.

“**Flooring**” means the term used to describe any material that is used as the surface that is provided to allow passage along any walkway. It may take the form of grid mesh, checker plate, or any other metal or non-metal surface.

“**Permit Holder**” means the person who is in control of carrying out the floor/edge protection removal.

“**Permit Issuer**” means the person (supervisor) responsible for ensuring that the requirements of the Floor/Edge Protection Removal Permit and associated risk assessment have been identified and implemented prior to issuing and work area is returned to a safe state prior to closing the permit.

“**Relevant Area Operator**” means the person supervising the daily operation of the proposed area.

“**Walkway**” means an area that is provided for access to or from any area. It may be elevated above water, such as on the wharf or above ground as the walkways beside the conveyor belts in the stockpile area. It also includes internal walkways within the various workshops and other buildings within the Port operations.

Terms that are capitalised and not otherwise defined in this Procedure are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

2 Introduction

2.1 Purpose

This Procedure provides a systematic approach to understanding and controlling the risks associated with the temporary removal of flooring and/or edge protection.

2.2 Scope

This Procedure outlines the requirements for all personnel conducting work at GPC controlled sites and facilities for or on behalf of GPC. This Procedure must be applied where there is an identified risk relating to the temporary removal of flooring and/or edge protection.

2.3 Objectives

This Procedure seeks to ensure that:

- The process for the temporary removal of flooring and/or edge protection is understood and followed;
- The risks associated with the temporary removal of flooring and/or edge protection are effectively managed; and
- GPC is effectively managing its obligations under the Work Health and Safety (“**WHS**”) Act.

3 Roles and responsibilities

To assist GPC Representatives to better understand their responsibilities, key responsibilities and accountabilities are summarised below:

Role	Responsibilities
General Managers	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensure strategies are in place to manage the risks associated with flooring and edge protection removal activities. • Provide adequate resources to ensure the consistent and effective application of this Procedure across GPC. • Ensure the application and effectiveness of this Procedure and its associated measures are regularly monitored to ensure compliance.
Managers	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring that the requirements of this Procedure are supported, promoted, understood and complied with in their area. • Ensuring training and information on the risks associated with flooring and edge protection removal and the tools and methods available to control these risks are provided to all GPC Workers. • Ensuring the application and effectiveness of this Procedure and its associated measures are regularly monitored. • Managing non-conformances with this Procedure.
Superintendents / specialist / or project manager delegated by Superintendents or specialists (<i>referred to as Project Manager throughout this Procedure</i>)	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring the Procedure is implemented within their area of control. • Ensuring training and information on the risks associated with flooring and edge protection removal and the tools and methods available to control these risks are provided to all GPC Workers. • Consulting with Supervisors for the need to create an unprotected edge and exploring safer alternatives (if any). • Ensuring the application and effectiveness of this Procedure and its associated measures are regularly monitored.

Role	Responsibilities
	<ul style="list-style-type: none"> • Ensuring that appropriate investigations are conducted into the non-conformance with this Procedure. • Managing non-conformances with this Procedure.
Supervisors / GPC Contract Supervisor	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring the Procedure is implemented within their area of control. • Identifying if work can be completed without creating an unprotected edge and investigate safer alternatives. • Understanding the specific hazards and controls associated with the task with the Permit Holder. • Issuing and approving / Edge Protection Removal Permits. • Ensuring risk assessments are completed for the work and are being followed. • Ensuring Floor / Edge Protection Removal Permit requirements are followed. • Inspecting work area to confirm flooring, plant and/or edge protection has been reinstated and is in safe state prior to signing off permits as complete. • Ensuring the application and effectiveness of this Procedure and its associated measures are regularly monitored. • Ensuring that appropriate investigations are conducted into the non-conformance with this Procedure. • Managing non-conformances to this Procedure.
Permit Holders	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring all persons involved in the job task are aware of the Floor / Edge Protection Removal Permit, JSA and any other associated permits. • Ensuring a JSA is conducted prior to work commencing and is followed by persons involved in the job task. • Ensuring the Floor / Edge Protection Removal Permit requirements are implemented. • Complying with this Procedure and the requirements of the Floor / Edge Protection Removal Permit.

Role	Responsibilities
Persons Conducting the Work (Workers)	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> Ensuring that a JSA is conducted prior to work commencing to identify potential hazards that personnel may be exposed to during the course of work and to implement required controls. Ensuring that if there is any change in the scope of work or a change in conditions or identified risk that the JSA / PORT is revalidated to ensure that the existing controls are still adequate. Suspending work and advise the Supervisor if there are additional hazards identified not covered in the JSA that require additional controls. Maintaining the barricading until the flooring and/or edge protection has been restored to its original condition. Complying with this Procedure and the requirements of Floor / Edge Protection Removal Permits.

4 Temporary removal of flooring and/or edge protection Procedure

4.1 Identification

Any work that involves the temporary removal of flooring, plant or edge protection that creates a risk of fall must be performed in accordance with this Procedure.

Examples of such work includes:

- Removal of flooring
- Removal of guardrails and/or mid rails
- Removal of edge protection
- Removal of equipment that may leave an opening in the flooring (including removal of sump pumps)
- Removal of equipment that may leave an opening in guard rails and/or mid rails
- Removal of equipment that may leave an opening in the edge protection

4.2 Planning

All work involving the temporary removal of flooring, plant or edge protection that creates a risk of fall must be adequately planned to ensure adequate resources are available and safe methods are determined and implemented. This requires the Supervisor or delegate inspecting the work area to determine whether an alternate method can be adopted where the fall risk does not need to be created. The Superintendent / Specialist / Project Manager is required to consult with the relevant Supervisor or delegate to ensure safer alternatives are not available.

Where possible the work shall be scheduled to be performed at a time which will allow Workers reasonable access to the site with minimum disruption to normal operating activities.

4.3 Permit

A Floor / Edge Protection Removal Permit must be in place prior to the temporary removal of flooring, plant or edge protection. The permit must be approved by the Supervisor after an inspection has confirmed the implementation of controls listed on the permit.

The Permit Holder must ensure all required controls listed on the permit have been implemented prior to the permit being authorised.

The Supervisor cannot sign off the permit as being completed until they have inspected the work area and confirmed that the flooring, plant or edge protection has been reinstated and is in a safe condition.

The Permit Holder must store completed permits in a suitable location for the current month and the previous month. Once the permits are older than these periods they may be discarded.

If an incident occurs relating to floor or edge protection removal, a copy of the permit should be retained and referenced to the incident within SAI360.

4.4 Managing risks

(a) Risk Assessment - JSA / Safe Work Instruction (SWI)

A JSA must be performed for any work where floor, plant or edge protection removal will create a potential fall risk. The JSA must identify all hazards that are present including: hot work, manual handling, working at heights, dropped objects, unauthorised access, etc. and must identify suitable controls to mitigate all identified risks. All personnel involved with the work must review and sign onto the JSA.

If the work is routine then a Safe Work Instruction (SWI) can be developed based on the hazards, safe methods and controls identified in the JSA. In such events, a specific pre-filled permit may be used that has been approved for the scope of work covered by that SWI.

Use of a JSA or SWI must be in accordance with the GPC Safety Risk Management Procedure.

(b) Isolation

If plant requires isolation (including fire and smoke detectors) to ensure the work can be performed safely, then this must be isolated as per the GPC Isolation and Lockout Procedure.

(c) Barricading

Barricading must be installed to prevent inadvertent exposure of personnel to a potential fall risk. All barricading must be installed and signed as per Barricades Procedure.

Barricading may be required to control access into the work area and prevent falls.

Barricading must not be removed until the Supervisor has inspected the reinstated flooring or edge protection and confirmed that it has been restored to a safe state.

(d) Communication

If the floor, plant or edge protection removal work could pose a disruption to normal operation or the barricading is not practical to sufficiently control access to the work area, then a site notice must be emailed out to the affected site email distribution group to inform them of the work and any requirements of note. A GPC Site Notice template is available, and approval for the site notice must be obtained by the relevant Superintendent / Specialist / GPC Representative or their delegate.

4.5 Engineering approval

If structural modifications are made or different material specifications are utilized, whether permanent or temporary, when re-instating the flooring or edge protection, then approval from a GPC engineer is required prior performing the work. This must occur in accordance with the GPC Management of Change Procedure.

4.6 Managing non-conformances

All incidents or breaches to this Procedure must be reported in SAI360 and investigated as per the Incident Management and Investigation Procedure.

4.7 Training

Information on temporary removal of flooring and/or edge protection on GPC controlled sites and facilities must be provided to Workers in the site induction.

All Workers engaged at GPC controlled worksites and facilities who carry out work associated with temporary removal of flooring and/or edge protection activities must have completed, and maintain, Nationally Accredited Work Safely at Height training if they are exposed to a fall risk. GPC's Work at Heights Systems training must also be completed as per the GPC Job Specific Mandatory Training Matrix.

5 Appendices

5.1 Appendix 1 – Related documents

(a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation
State Acts	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i>
Other	Managing the Risk of Falls at Workplaces Code of Practice

(b) **GPC documents**

The following documents relate to this Procedure: Type	Document number and title
Tier 1: Policy	#365624 Safety Policy
Tier 2: Standard/Strategy	#854303 Safety Management Framework Standard
Tier 3: Specification/ Procedure/Plan	#1075526 Incident Management and Investigation Procedure #1285540 Safety Risk Management Procedure #123483 Work at Heights Procedure #123526 Barricades Procedure #154111 Hot Work Procedure #1774581 Isolation and Lockout Procedure #1344636 Asset Management System - Management of Change Procedure
Tier 4: Instruction/Form/ Template/Checklist	#1281584 Floor/Edge Protection Removal Permit #1397338 GPC Site Notice #1621179 GPC Corporate Glossary Instruction
Other	N/A

5.2 Appendix 2– Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
V1-4 20/06/2016	Original version	Rebecca Devine, Safety Specialist – Systems	Tony Young, Safety Manager	PCS GM
27/10/2022	3 yearly review	Kirsty Iszlaub, Safety & Training Specialist - Systems	Tony Young, Safety Manager	Richard Haward, Executive General Manager Safety & Environmental Social & Governance