

Where work is planned to be conducted where there is a potential for dropped objects to fall off an edge or void the appropriate controls from Secure, Encapsulate and Exclude shall be implemented. See Section 12.1.1.

12.1.1 Examples of Secure, Encapsulate and Exclude

Type	Example
Secure	All hand tools and equipment have lanyard or wrist strap securely attached (IE.<2kg to person, 2-5kg to structure, >5kg and over with appropriate secondary retention device
Secure	Material and equipment can be secured or restrained during transport (i.e. tool bag / lifting bag where preference is given to closing flaps that can be secured over the top.
Secure	Consideration should be given to the use of transportation aides
Secure	All portable tools and equipment have been adequately checked for parts which may come loose and separate during use
Encapsulate	Grid mesh shall be adequately covered by suitable floor barrier to prevent items falling through. Care will be given to the join between the floor and kick boards
Encapsulate	<p>Kick boards or approved substituted devices such as approved scaffold is in place to prevent items falling over edge. Anti-fall mesh shall be installed from the kick board to the handrail. If permanent anti-fall mesh is not installed temporary mesh shall be installed and secured using appropriate tie-off methods installed by a competent person.</p> <p>Work area encapsulation involves establishing a barrier to isolate work areas to prevent objects falling from one level to another. This often involves adding barriers/screening to existing handrails, flooring, grid-mesh etc. where there is the potential for objects to fall through.</p> <p>Where work area encapsulation is undertaken, the following requirements shall be met Kick boards: ensure it is secured in place and there are no gaps between the floor and kickboard; consider the risk of items being knocked over kick boards.</p> <p>All handrails within a designated elevated work area shall have falling object barriers installed which extend from the floor to the top of the handrail</p>
Encapsulate	EWP or any elevated platform/basket shall also have side barriers (mesh) installed as per above.
Encapsulate	Adequate overhead protection is in place such as permanent shedder plates, temporary shedder systems such as inspected and approved scaffolding hoarding, safety nets, catch trays are in place when working
Exclusion	Can parts of the job activity be conducted at ground level
Exclusion	Drop Zone(s) is adequately installed as per the Barricading and Barriers Standard

Examples Of Implemented Controls	
<p>SECURE</p> <p>All tools materials and equipment have adequate restraint.</p> <p>Examples: Tool Lanyards Chain blocks Slings</p>	
<p>ENCAPSULATE</p> <p>Your work area is set up to keep objects from falling to levels below.</p> <p>Examples: Brattice Handrail guards Drop mats Tool bags Buckets</p>	
<p>EXCLUDE</p> <p>Prevent others from entering the work area by designating a drop zone.</p> <p>Drop zones are to be continuous with and hard barricaded, without an entry point.</p> <p>The minimum drop zone radius needs to be 4:1 (for every 4 meters above ground, 1 meter out)</p>	