WHS DOCUMENTS & TEMPLATES

DOC-HRP-TPL · Working at Heights Rescue Plan Template

Product Overview

For: Australian businesses whose workers work at height: builders, trades, maintenance, facilities and council crews

Version 1.0 · 27 November 2026

Plan the rescue before anyone works at height: how a person who falls, is left suspended in a harness or is stranded will be brought to safety straight away, by people and equipment on site, with emergency services as a backup and never the only plan.

The plan covers the task, location and date, the work at height method and equipment, how a person could fall or be stranded, suspension in a harness (rescue starts immediately and a suspended person is never left hanging), the rescue method in order of preference from self-rescue to an assisted rescue from a platform or EWP and a rescue kit, the rescue equipment and its check before work, who does what, the site address and access for emergency services, first aid, communication, what happens after a fall or rescue, including equipment quarantine, sign-off by the supervisor and workers, and review.

It is one Word document, with a PDF copy, and a guide to completing it with the law in brief and the state and territory notes. Complete it for each task and location, with the people who will carry out the rescue.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Working at heights rescue plan: task and method, how a person could fall or be stranded, suspension, rescue methods in order, equipment, roles, emergency services access, first aid, communication, after a rescue, sign-off and review	02_TEMPLATE/Working at Heights Rescue Plan.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Supervisors and leading hands planning work on roofs, EWPs, scaffolds and ladders
- WHS advisers and site managers setting up rescue arrangements for harness work
- Contractors who need a rescue plan to go with their risk assessment or SWMS

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SAMPLE · Working at Heights Rescue Plan Template · Buy the full editable version:
training.oranaskillscentre.com/documents/working-at-heights-rescue-plan-template

How to Use This Template

How to complete, adapt and keep the working at heights rescue plan template

1 What this template is for

If a person falls and is left suspended in a harness, or is stranded or taken ill at height, they need to be brought to safety straight away. A suspended person must not be left hanging. That only happens if the rescue has been planned before the work starts: the method, the equipment at the work area, and people trained to use it, close by.

Complete one plan for each task and location. A plan written once for every job will not fit the roof, the EWP or the structure in front of you.

2 How to use it

Step	What to do
1	Fill in the placeholders, including where the emergency services will be met.
2	Go to the work location with the supervisor and the rescuers, and complete the task, the method and how a person could fall or be stranded.
3	Choose the rescue method in order of preference, and make sure at least one method other than calling 000 is ready on site.
4	List the rescue equipment and where it will be, and check it before the work starts.
5	Name the rescuers, the person who calls 000, the person who meets the emergency services and the first aider. Check the rescuers are trained in the method.
6	Talk the plan through with every worker on the task, and have the supervisor and workers sign it.
7	Practise the rescue, and review the plan when anything changes and after a fall, a rescue or a near miss.

Make it work, not just exist

- Practise the rescue with the actual equipment, at a safe height, before you rely on it.
- Keep the rescue equipment at the work area, not in a vehicle or a locked store.
- If a rescuer or the rescue equipment leaves the site, work at height stops.

3 Who does what

Who	What they do
Supervisor	Completes the plan with the rescuers, checks everything is in place before work starts, and leads the rescue
Rescuers	Are trained in the rescue method, check the equipment, and stay close to the work
Workers at height	Read and sign the plan, and never work in a harness alone
First aider	Gives first aid once the person is down, and stays on site while anyone is at height

4 The law, in brief

The WHS laws require a business to manage the risk of a fall from one level to another so far as is reasonably practicable. Work is done on the ground or on a solid construction where possible; otherwise the risk is controlled by,

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Working at Heights Rescue Plan

Complete before the work starts, for each task and location where a person could fall, be left suspended in a harness or be stranded at height

This plan sets out how a person will be rescued if they fall, are left suspended in a harness, or are stranded or taken ill at height during this task. Complete it before the work starts, with the supervisor and the people who will do the rescue, at the place where the work will be done. Keep it with the risk assessment or safe work method statement for the task, and at the work area.

Before anyone works at height

- ■ This plan is complete and every worker on the task has read it and signed it.
- ■ The rescue equipment is at the work area and has been checked.
- ■ The people trained to carry out the rescue are on site, close to the work, for the whole time anyone is at height.
- ■ If any of these is not in place, the work at height does not start.

1 The task, location and date

Task		**Site: [Site name]**	
Site address: [Site address]		**Exact work location (building, level, roof area, structure)**	
Date or dates of the work		**Start and finish times**	
Supervisor in charge		**Plan prepared by**	

2 Work at height method and equipment

Method	Used	Details: height, equipment, anchor points
Portable or fixed ladder	☐	
Elevating work platform (EWP): boom lift or scissor lift	☐	
Scaffold: fixed or mobile	☐	
Roof work with anchor points and a harness (fall arrest or restraint)	☐	
Work positioning, or work from a structure such as a tower, mast or tank	☐	
Other	☐	

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Working at Heights Rescue Plan Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Plan the rescue before anyone works at height: how a person who falls, is left suspended in a harness or is stranded will be brought to safety straight away, by people and equipment on site, with emergency services as a backup and never the only plan.

What the full product contains

- **Working at heights rescue plan: task and method, how a person could fall or be stranded, suspension, rescue methods in order, equipment, roles, emergency services access, first aid, communication, after a rescue, sign-off and review**
  02_TEMPLATE/Working at Heights Rescue Plan.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/working-at-heights-rescue-plan-template

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