

# Overhead protective structures

Code of practice

**December 2025**

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## Editorial note

This Code of practice has been developed by SafeWork NSW and has been approved under section 274 of the NSW *Work Health and Safety Act 2011*. Notice of that approval was published in the NSW Government Gazette referring to this Code of practice as Overhead protective structures Friday 12 December 2025. This Code of practice commenced on 12 December 2025. It replaces the 1995 Overhead Protective Structures Code of practice.

This Code of practice (this Code) should be read in its entirety.

When reading this Code, please be aware that any reference to:

- the 'Work Health and Safety Act' refers to the *Work Health and Safety Act 2011* (NSW), or any successor legislation,
- the 'Work Health and Safety Regulation' refers to the *Work Health and Safety Regulation 2025* (NSW), or any successor regulation,
- a code of practice refers to the relevant NSW Code of practice, or any successor code of practice.

This Code may contain references to relevant withdrawn or superseded Australian Standards or Australian/New Zealand Standards.

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## Acknowledgment

SafeWork NSW wishes to acknowledge the contribution and collaboration of industry and social partners through the public comment period and technical development of this Code.

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## Foreword

This Code of practice (this Code) on how to manage work health and safety risks associated with overhead protective structures is an approved code of practice under section 274 of the *Work Health and Safety Act 2011* (the WHS Act).

An approved code of practice provides practical guidance on how to achieve the standards of work health and safety required under the WHS Act and the *Work Health and Safety Regulation* (the WHS Regulation) and effective ways to identify and manage risks.

A code of practice can assist anyone who has a duty of care in the circumstances described in the code of practice. Following an approved code of practice will assist the duty holder to achieve compliance with the health and safety duties in the WHS Act and WHS Regulation, in relation to the subject matter of the code of practice. Like regulations, codes of practice deal with particular issues and may not cover all relevant hazards or risks. The health and safety duties require duty holders to consider all risks associated with work, not only those for which regulations and codes of practice exist.

Codes of practice are admissible in court proceedings under the WHS Act and WHS Regulation. Courts may regard a code of practice as evidence of what is known about a hazard, risk, risk assessment or risk control and may rely on the code in determining what is reasonably practicable in the circumstances to which the code of practice relates. For further information see *Safe Work Australia's Interpretive Guideline: The meaning of 'reasonably practicable'*.

Compliance with the WHS Act and WHS Regulation may be achieved by following another method if it provides an equivalent or higher standard of work health and safety than the code.

An inspector may refer to an approved code of practice when issuing an improvement or prohibition notice.

## Scope and application

This Code is intended to be read by a person conducting a business or undertaking (PCBU). It provides practical guidance to PCBUs on how to manage risks to health and safety associated with overhead protective structures. Other approved codes of practice should be referenced for guidance on managing the risk of specific hazards.

This Code may be a useful reference for other persons interested in the duties under the WHS Act and WHS Regulation.

This Code applies to all types of work and all workplaces covered by the WHS Act where overhead protective structures are used.

Persons who have duties in relation to the use of overhead protective structures should also refer to the *Code of practice: Construction work*.

## How to use this Code of practice

This Code includes various references to the legal requirements under the WHS Act and WHS Regulation. These references are included for convenience only and should not be relied on in place of the full text of the WHS Act or WHS Regulation. The words 'must', 'requires' or 'mandatory' indicate a legal requirement exists that must be complied with.

The word 'should' is used in this Code to indicate a recommended course of action, while 'may' is used to indicate an optional course of action.

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# 1. Introduction

## 1.1 What is an overhead protective structure?

An overhead protective structure means plant or structure designed and installed to minimise the risk of an object falling. An overhead protective structure provides protection for both workers and members of the public in a workplace and/or the adjoining areas. Additionally, it may cover public and private property to prevent damage.

## 1.2 Who has health and safety duties?

There are a number of duty holders who have a role in managing the risks associated with overhead protective structures in the workplace, including those listed below.

A person can have more than one duty and more than one person can have the same duty at the same time.

The main duty holders and key legislative provisions have been referenced in the table below, however the list is not exhaustive.

Duty holder	Application
<p>Person conducting a business or undertaking (PCBU)</p> <p>WHS Act sections 19, 46 and 47</p> <p>WHS Regulation section 55C</p>	<p>A PCBU must eliminate risks to health and safety arising from an overhead protective structure, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.</p> <p>This includes:</p> <ul style="list-style-type: none"><li>• the provision and maintenance of a work environment without risks to health and safety,</li><li>• the provision and maintenance of safe plant and structures,</li><li>• the provision and maintenance of safe systems of work,</li><li>• the safe use, handling, and storage of plant, structures and substances,</li><li>• the provision of information, training, instruction and supervision necessary to protect people from risks to health and safety,</li><li>• the provision of adequate facilities for the welfare at work of workers,</li><li>• monitoring the health and conditions of the workplace to prevent illness and injury,</li><li>• managing psychosocial hazards.</li></ul> <p>PCBUs also have duties to:</p> <ul style="list-style-type: none"><li>• consult workers about work health and safety,</li><li>• consult, cooperate and coordinate with other duty holders,</li><li>• ensure that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.</li></ul>

Duty holder	Application
PCBU with management or control of a workplace  WHS Act section 20	Must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.
Designers, manufacturers, importers, installers and suppliers of plant, substances or structures  WHS Act sections 22-26	Must ensure, so far as is reasonably practicable, the plant / substances / structures they design, manufacture, import, supply or install are, so far as is reasonably practicable, without risks to health and safety including carrying out testing and analysis and providing adequate information about the risks posed to users of the plant, substances or structures.
Persons with management or control of fixtures, fittings or plant at a workplace  WHS Act section 21	Must ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.
Officers  WHS Act section 27	Officers of the PCBU must exercise due diligence to ensure the PCBU complies with the WHS Act and WHS Regulation. This includes maintaining up to date WHS knowledge and taking reasonable steps to ensure the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks to health and safety from an overhead protective structure.  Further information on who is an officer and their duties is available in Safe Work Australia's <i>Interpretive Guideline: The health and safety duty of an officer</i> .
Workers  WHS Act section 28  WHS Regulation section 46	While at work, workers must: <ul style="list-style-type: none"> <li>• take reasonable care for their own health and safety,</li> <li>• take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons,</li> <li>• comply with any reasonable instructions given by the PCBU, as far as they are reasonably able,</li> <li>• cooperate with any reasonable health and safety policies or procedures of the PCBU.</li> </ul> If personal protective equipment (PPE) is provided by the PCBU, the worker must, so far as they are reasonably able, use or wear it in accordance with the information, instruction and training provided.

Duty holder	Application
<p>Other persons at the workplace</p> <p>WHS Act section 29</p>	<p>A person at a workplace must:</p> <ul style="list-style-type: none"> <li>• take reasonable care for their own health and safety,</li> <li>• take reasonable care that their acts or omissions do not adversely affect other people's health and safety,</li> <li>• comply, so far as they are reasonably able, with reasonable instructions given by the PCBU to allow the PCBU to comply with the WHS Act.</li> </ul>
<p>Principal contractors on construction projects</p> <p>WHS Act section 20</p> <p>WHS Regulation sections 293, 299, 301 and 307-315</p>	<p>Principal contractors are a PCBU who commissions a construction project or is engaged to be a principal contractor by the person who commissioned the project. Principal contractors hold additional duties under the WHS Regulation, including that they must:</p> <ul style="list-style-type: none"> <li>• ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person,</li> <li>• prepare a written WHS management plan for the workplace,</li> <li>• ensure, so far as is reasonably practicable, that each worker is made aware of the content of the WHS management plan before they start work,</li> <li>• review and as necessary revise the WHS management plan to ensure that it remains up to date,</li> <li>• establish and maintain consultation arrangements with other PCBUs, contractors, subcontractors and workers,</li> <li>• manage risks associated with the construction project,</li> <li>• ensure a Safe Work Method Statement (SWMS) is prepared for high risk construction work,</li> <li>• take all reasonable steps to obtain a copy of the SWMS and ensure it is followed when conducting high risk construction work,</li> <li>• put in place arrangements for ensuring that PCBUs and other duty holders comply with their obligations under the WHS Regulation.</li> </ul>

Duty holder	Application
<p>Multiple duties</p> <p>WHS Act section 15 and 16</p>	<p>A person can have more than one duty and more than one person can have the same duty at the same time.</p> <p>For example this includes during:</p> <ul style="list-style-type: none"> <li>• the initial design of the overhead protective structure,</li> <li>• the use of the overhead protective structure,</li> <li>• the installing and dismantling of the overhead protective structure.</li> </ul> <p>or</p> <p>If you own or are in control of an overhead protective structure in the workplace and you decide to modify it, the following duties apply:</p> <ul style="list-style-type: none"> <li>• designer and installer, and</li> <li>• a person with management or control of plant at the workplace.</li> </ul> <p>Further information is available in Safe Work Australia’s guidance material: <i>Safe design, manufacture, import and supply of plant</i>.</p>

## 1.3 Consultation

This table includes recommendations in how to comply with the WHS legislative requirements.

Duty/Provisions	Application
Consulting workers  WHS Act sections 47-49	<ul style="list-style-type: none"> <li>• PCBUs have a duty to consult with workers, so far as reasonably practicable, on WHS matters which affect them.</li> <li>• Consultation is a two-way process with workers to identify WHS issues, share information, give workers a reasonable opportunity to express views and take those views into account before making decisions about health and safety matters.</li> <li>• While consultation may not always result in agreement, agreement should be the objective as it will make it more likely the decisions are effective and actively supported.</li> <li>• Workers should be encouraged to report hazards and health and safety problems immediately so the risks can be managed before an incident occurs.</li> <li>• If workers are represented by a health and safety representative, the consultation must involve that representative.</li> <li>• Workers must be advised of consultation outcomes in a timely manner.</li> <li>• PCBUs must have effective mechanisms to consult with workers, including when:               <ul style="list-style-type: none"> <li>— identifying hazards and assessing risks,</li> <li>— making decisions about ways to eliminate or control risks,</li> <li>— changing or updating workplace facilities,</li> <li>— proposing changes that may affect the health and safety of workers,</li> <li>— making decisions about consultation procedures, resolving safety issues, monitoring workers' health and conditions, and providing information and training,</li> <li>— selecting new equipment,</li> <li>— introducing new tasks, changing existing tasks or carrying out work in new environments.</li> </ul> </li> </ul>

Duty/Provisions	Application
<p>Consulting, cooperating and coordinating activities with other duty holders</p> <p>WHS Act section 46</p> <p>WHS Regulation sections 294-296</p>	<ul style="list-style-type: none"> <li>• PCBUs must, as far as reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a WHS duty in relation to the same matter.</li> <li>• Duty holders should exchange information about who is doing what to ensure effective coordination of works and management of risks, this includes: <ul style="list-style-type: none"> <li>— the PCBU engages workers to carry out work,</li> <li>— the PCBU directs or influences workers in carrying out work,</li> <li>— other persons may be put at risk from work carried out in their business or undertaking,</li> <li>— the PCBU manages or controls a workplace or the fixtures, fittings or plant at a workplace,</li> <li>— the PCBUs business or undertaking involves designing, manufacturing, importing or supplying plant, substances or structures for use at a workplace,</li> <li>— the PCBUs business or undertaking involves installing, constructing or commissioning plant or structures at a workplace.</li> </ul> </li> </ul>

Further guidance on consultation requirements is available in the *Code of practice: Work health and safety consultation, cooperation and coordination*.

## 1.4 Information, training, instruction and supervision

Duty / Provisions	Application
<p>Information, training, instruction or supervision</p> <p>WHS Act section 19</p> <p>WHS Regulation section 39</p>	<ul style="list-style-type: none"> <li>• PCBUs must provide any information, training, instruction, or supervision necessary to protect all persons from health and safety risks, including when using plant.</li> <li>• The information, training and instruction:               <ul style="list-style-type: none"> <li>– must be suitable and adequate for the nature of the works, risks and control measures implemented,</li> <li>– must be readily understandable to the person it is being provided to, so far as is reasonably practicable,</li> <li>– should be supported by relevant safe work procedures, i.e. emergency procedures, traffic rules, PPE,</li> <li>– training should be provided to workers by a competent person,</li> <li>– training programs should be practical and ‘hands on’ and take into account the particular needs of workers,</li> <li>– must include any safe work method statements where required.</li> </ul> </li> </ul>

## 2. Risk management process

Risk management is a systematic process to eliminate or minimise the potential for harm to people.



## 2.1 Hierarchy of control

The hierarchy of control measures set out in Part 3.1 of the WHS Regulation can be applied in relation to any risk.

The WHS Regulation makes it mandatory for duty holders to work through this hierarchy when managing certain risks. The sections that require the process in Part 3.1 to be followed are set out below.

<b>WHS Regulation reference</b>
<b>Chapter 3 General risk and workplace management, Part 3.2 General workplace management</b>
Division 6 Remote or isolated work, Section 48 Remote or isolated work
Division 8 Hazardous atmospheres, Section 51 Managing risks to health and safety
Division 8 Hazardous atmospheres, Section 52 Ignition sources
Division 10 Falling objects, Section 54 Management of risk of falling objects
Division 11 Psychosocial risks, Section 55C Managing psychosocial risks
<b>Chapter 4 Hazardous work, Part 4.1 Noise</b>
Section 57 Managing risk of hearing loss from noise
<b>Chapter 4 Hazardous work, Part 4.2 Hazardous manual tasks</b>
Section 60 Managing risks to health and safety
<b>Chapter 4 Hazardous work, Part 4.3 Confined spaces</b>
Division 3 Duties of person conducting business or undertaking, Section 66 Managing risks to health and safety
<b>Chapter 4 Hazardous work, Part 4.4 Falls</b>
Section 78 Management of risk of fall
<b>Chapter 4 Hazardous work, Part 4.7 General electrical safety in workplaces and energised electrical work</b>
Division 2 General risk management, Section 147 Risk management
<b>Chapter 4 Hazardous work, Part 4.8 Diving work</b>
Division 3 Managing risks-general diving work, Section 176 Management of risks to health and safety
<b>Chapter 5 Plant and structures, Part 5.1 General duties for plant and structures</b>
Division 7 General duties of a person conducting a business or undertaking involving the management or control of plant, Section 203 Management of risks to health and safety
Division 7 General duties of a person conducting a business or undertaking involving the management or control of plant, Section 214 Powered mobile plant – general control of risk
<b>Chapter 6 Construction work, Part 6.3 Duties of person conducting business or undertaking</b>
Division 1 General, Section 297 Management of risks to health and safety
Division 3 Excavation work, Section 305 Management of risks to health and safety associated with excavation work
<b>Chapter 6 Construction work, Part 6.4 Additional duties of principal contractor</b>
Section 315 Further health and safety duties – specific risks
<b>Chapter 7 Hazardous chemicals, Part 7.1 Hazardous chemicals</b>
Division 5 Control of risk-obligations of persons conducting businesses or undertakings, Section 351 Management of risks to health or safety
Division 9 Pipelines, Section 391 Management of risks to health and safety by pipeline operator
<b>Chapter 8 Asbestos, Part 8.4 Management of naturally occurring asbestos</b>
Section 431 Naturally occurring asbestos

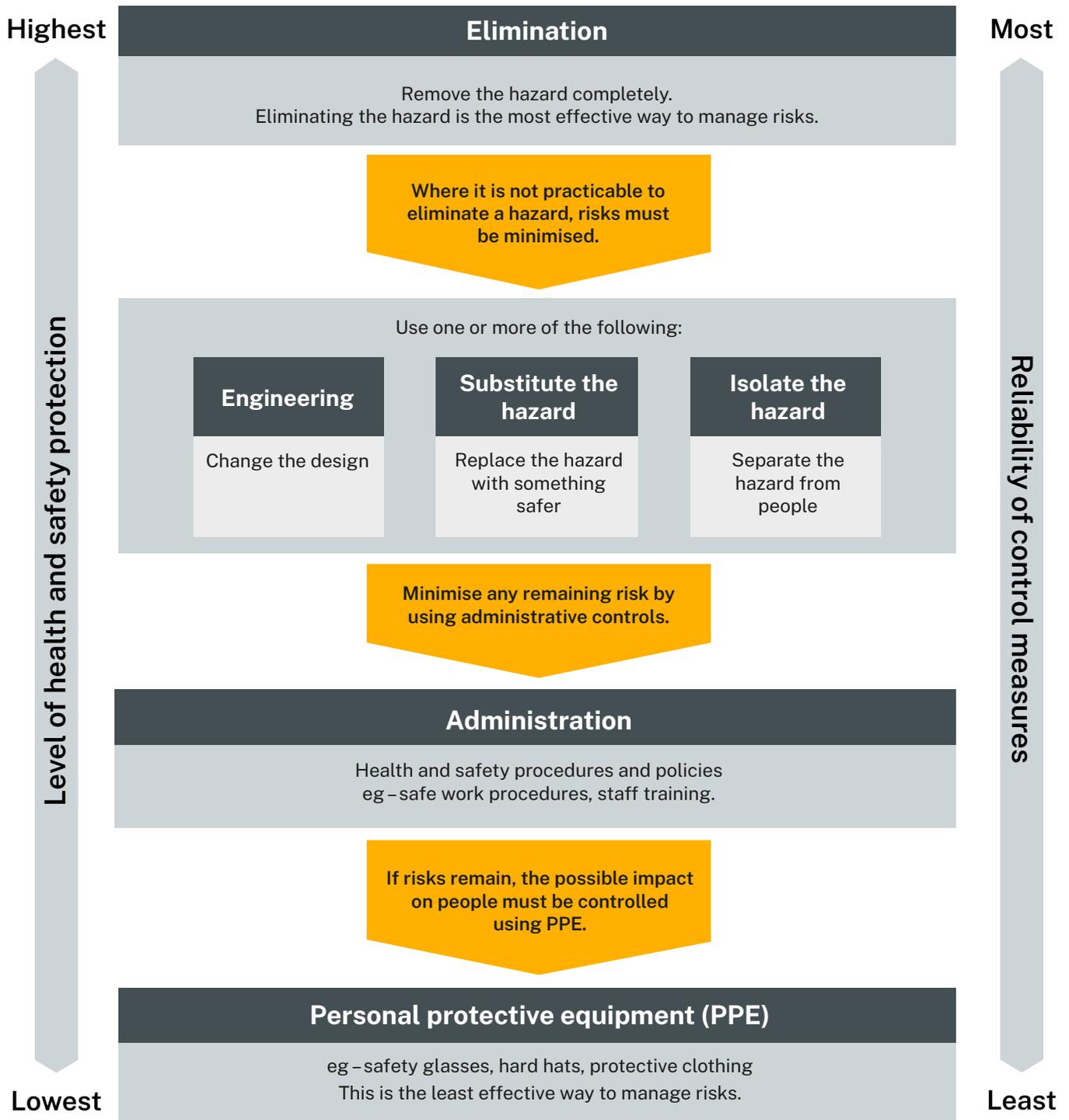


Figure 1: An overview of the hierarchy of control measure

Further risk management guidance is available in the:

- *Code of practice: How to manage work health and safety risks*
- *Code of practice: Managing psychosocial hazards at work*
- *Code of practice: Sexual and gender-based harassment.*

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## 3. Common hazards

The first step in the risk management process is to identify all hazards associated with overhead protective structures in the workplace. This involves finding things and situations that could potentially cause harm to people. Hazards generally arise from the following aspects of work and their interaction:

- physical work environment,
- equipment, materials and substances used,
- work tasks and how they are performed,
- work design and management.

### 3.1 Identify the hazards

Hazards may be identified by looking at the workplace and how work is carried out. It is also useful to talk to workers, manufacturers, suppliers and health and safety specialists and review relevant information, records and incident reports.

Typical hazards found in managing risks associated with overhead protective structures can include:

- the plant itself, for example worn or damaged components,
- overhead and underground services such as powerlines, gas lines, telecommunications etc,
- vehicular impact,
- overloading and stability,
- other obstructions like trees, light posts, bus stops, parking signage, waste bins etc when installing and dismantling protective structures,
- items intended for use, storage, or handling on overhead protective structure such as scaffold, hoists, amenities (site sheds), swing stage, any building materials etc,
- pedestrian and traffic management,
- supporting ground conditions,
- electrical wiring and light fittings,
- weather related conditions.

### Review safety information

Information about hazards, risks and control measures relating to the overhead protective structures can be obtained from:

- manufacturers, importers or suppliers,
- maintenance technicians or specialists, for example engineers,
- workers,
- regulators, local authorities, unions and other organisations,
- businesses or undertakings similar to your own,
- Australian, International or other relevant technical standards.

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## Review incident records and data

Check your records of workplace injuries and illness, dangerous incidents, plant inspection reports and maintenance logs, workers compensation records and the results of investigations to collect information about hazards associated with overhead protective structures.

### 3.2 Assessing the risks

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you determine:

- how severe a risk is,
- whether any existing control measures are effective,
- what action you should take to control the risk,
- how urgently the action needs to be taken.

Hazards have the potential to cause different types and severities of harm, ranging from minor discomfort to a serious injury or death.

Many hazards and their associated risks are well known and have well established and accepted control measures. In these situations, the second step to formally assess the risk is not required. If after identifying a hazard you already know the risk and how to control it effectively, you may simply implement the controls.

In some circumstances, a risk assessment will assist to:

- identify which workers are at exposure to risk,
- determine the extent of risk exposure to the public in vicinity of a workplace and protective structures,
- determine what sources and processes are causing the risk,
- identify if and what kind of control measures should be implemented,
- check the effectiveness of existing control measures.

The nature and severity of risks will depend on various factors.

To assess the risk associated with overhead protective structures hazards you have identified, you should consider the following.

#### What is the potential impact of the hazard?

How severe could an injury or illness be? For example, serious or fatal injuries associated with falls from heights, falling objects or structural collapse.

What is the worst possible harm the hazard could cause? For example, structural collapse of the overhead protective structure could fatally crush workers and / or pedestrians below.

#### How likely is the hazard to cause harm?

- How frequently are workers and others exposed to the hazard?
- What is the condition of the structure? For example, is it old, modified or missing safety features? Is it reliable or often needing emergency maintenance?
- If there are other people or items of plant in the vicinity, what effect do they have on the likelihood or consequence?

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- What work practices and procedures exist for plant or structure safety? For example, are exclusion zones required to be implemented during installation, maintenance and dismantle?
  - What kinds of information, training, instruction and supervision are provided to workers and other persons who may be exposed to the work activity?
  - Does the safety of the worker and others depend on the competency of the worker undertaking the activity?
  - How is work organised? For example, consider:
    - planning and sequencing of the works to be carried out,
    - developing site specific designs,
    - plant and equipment utilised during erection, maintenance and dismantle,
    - pedestrian and vehicular traffic around the overhead protective structures,
    - consideration of neighbouring workplaces, plant or structures,
    - sufficient number of competent workers engaged in erection, maintenance and dismantle,
    - consultation with local authorities that may include obtaining any required approvals.

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## 4. Planning and preparation

The first essential step in ensuring safety is to effectively plan and prepare for the work required in the design, supply, installation, maintenance, and use of an overhead protective structure.

Planning and preparation should include all the relevant stakeholders including:

- PCBU,
- person with management or control of the overhead protective structure,
- manufacturers, suppliers, designers, installers,
- local authorities (such as a roads authority) including the need to obtain approval to place structures on roads if required.

### 4.1 Planning by the PCBU and/or person with management and control

During planning and preparation, the PCBU and/or the person with management and control of overhead protective structures should include:

- consideration of the need for an overhead protective structure,
- identification of the area requiring overhead protection,
- duration of the overhead protective structure including ongoing needs for maintenance and periodic inspections,
- type and loading requirements of the overhead protective structure to determine requirements such as steel modular (e.g. prefabricated system), other scaffolding systems or custom designed structural steel hoarding,
- local council requirements,
- access requirements (for workers, public, vehicles and emergency personnel),
- emergency management including access requirements for emergency services personnel,
- consideration of crane load flightpath,
- location of the overhead and underground services,
- worker and vehicle access and movement including access gates, doors and stairways to the worksite/hoarding deck,
- consideration of potential impacts on neighbouring workplaces, plant and structures,
- height clearance requirements,
- the placement of site sheds and/or materials and equipment on an overhead protective structure ensuring structural adequacy and safe means of access and egress in an emergency,
- provision of temporary services including lighting, water, drainage and concrete pumping operations/zones and static lines placement,
- considerations of obstructions in association with the placement of an overhead protective structure such as trees, signage, traffic lights, devices and posts, waste bins, bus stops, pedestrian crossings, fire services (hydrants and booster connections), electrical assets, mobility ramps including kerb ramps, fire egress exits,
- consideration of the needs of road users,
- structural adequacy of the system including the wind loading,

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- traffic and pedestrian management during the installation, dismantling and operation of overhead protective structure,
  - assessment of the supporting ground conditions including consideration of its adequacy (e.g. soft soil), services (e.g. pits), basements, tunnels and excavation of sites such as the need for shoring and ground anchoring systems,
  - provision of adequate lighting,
  - consideration of the design and certification of the system,
  - inspection and sign-off of the installation by a competent person such as structural engineer.

## 4.2 Planning by the supplier/installer

The supplier/installer of an overhead protective structure during the planning and preparation phase should consider:

- identification of the area requiring overhead protective structure,
- location of the overhead and underground services,
- duration of installation,
- type and loading requirements such as modular or scaffolding systems (refer SafeWork NSW *Scaffold Industry Safety Standard, AS1576 Series*),
- local council requirements,
- access requirements,
- emergency procedures including access for emergency services personnel,
- SWMS including risk assessment to be performed for high risk construction works,
- competencies of the designer and installers,
- provision of training and supervision of the workers installing an overhead protective structure,
- traffic management (both vehicle, pedestrian and cyclist) as well as exclusion zones,
- adequacy of supporting ground conditions,
- structural adequacy of the system for the site and work to be carried out including any proposed use of the overhead protective structure (site sheds, scaffold, equipment etc. placed on the deck),
- consideration of any hot works that need to be carried out, such as welding,
- time and duration of erection and dismantling (to minimise risk exposure),
- provision of adequate lighting,
- equipment needed for installation and dismantling,
- process to manage re-certification of any modifications, alterations, or design changes,
- consideration of location of attachment points and affected areas for concrete pumping static lines.

The supplier must ensure that a comprehensive and safe system of work is established and consistently applied during the storage - on site and off site, transportation, handling, and maintenance of all components, including parts, modules, or the complete overhead protective structure. This includes identifying potential hazards, implementing appropriate control measures, and ensuring compliance with relevant legislative requirements, industry standards, and manufacturer guidelines and/or advice from competent person. All personnel involved in these activities must be provided with adequate information, instruction, training, and supervision to ensure safety is maintained throughout the lifecycle of the equipment.

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## 4.3 Design

The overhead protective structure must be designed for all anticipated loads including permanent actions (dead loads), imposed actions (live loads) and wind actions in accordance with the relevant Australian/New Zealand Standard (*AS/NZS 1170 Series: Structural design actions*) unless otherwise specified by this code.

The design should be performed and/or verified by a competent person such as a structural engineer with minimum five years' experience in designing overhead protective structures. The structural engineer should be at minimum registered on the National Engineers Register (NER) or have equivalent status. The design should be fully documented so that it is readily available for all relevant stakeholders during installation, dismantling and operation/use.

When scaffolds are used as an overhead protective structure they must be designed and certified by a competent person meeting above criteria as well as having knowledge and experience in designing and certifying scaffolds.

For additional information relating to structure design refer to *Code of practice: Safe Design of Structures*.

### Importance level

Overhead protective structures should be classified with an Importance Level 2 according to the *AS/NZS 1170 Series: Structural design actions and National Construction Code*.

### Imposed actions

There are two classes of imposed actions (live loads) covered under this Code:

1. minimum of 5kPa or maximum imposed actions (live loads) determined by the competent person, such as a structural engineer for works of a minor nature that may include light swing stage, building maintenance unit involving cleaning, painting etc.,
2. minimum 10 kPa imposed actions (live loads) or maximum imposed actions (live loads) determined by the competent person, such as a structural engineer. For example, construction or demolition works.

### Wind actions

Wind actions should be calculated using Australian/New Zealand Standard *AS/NZS 1170.2: Structural design actions-Wind actions*, or as determined by a competent person such as structural engineer to ensure the integrity and stability of the overhead protective structure for the duration of the works or installation.

Wind action calculations must consider any structure, plant or material expected to be supported by the overhead protective structure that could adversely affect its stability such as:

- overhead protective structure itself,
- scaffolding structure or plant,
- site sheds,
- converted shipping containers used as site sheds,
- any other plant or structures placed on the overhead protective structure.

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## Superimposed loads

Any superimposed loads on the overhead protective structure must not exceed the percentage of the design imposed actions (live loads) as determined by a competent person, such as a structural engineer.

For example, superimposed loads should not exceed 40 percent of the design imposed actions (live loads) for a 10kpa rated structure, resulting in a safety factor of 6kPa. A competent person is to determine the safety factor for a design with imposed actions (live loads) greater than 10kpa.

Any structures such as scaffolds, on top of the overhead protective structure must be designed and verified by a competent person, such as a structural engineer with knowledge and experience in scaffolds.

## Stability

Overhead protective structures must be designed to resist all lateral or horizontal loads/actions anticipated for the duration of the overhead protective structure including wind actions.

The structure must be designed as a free-standing structure in all cases except where it can be shown that adequate support is obtained from adjacent permanent structures or footings which will remain for the duration of the overhead protective structure.

Overhead protective structures should not be connected to the façade or claddings of the permanent supporting structure. Both structures should be independent, unless designed as a dual-purpose structure. The structure should have a factor of safety required by *AS/NZS 1170 Series: Structural design actions* against sliding and overturning.

## Foundation

Soleplates and/or footings of the structure must be designed in a way such as it does not damage or have any adverse effects on any underground services and which should be acceptable to the local council and utility owner/s.

A design must consider any existing or proposed excavations, shoring, ground anchoring or retaining walls that may impact the structural integrity of the overhead protective structure. Duty holders should assess the ground conditions and surroundings before the installation. Assessment may include contacting *Before You Dig Australia* or undertaking detailed geotechnical investigations depending upon the site type and works to be undertaken.

Overhead protective structures affected by adverse foundation or ground conditions require special consideration and should be designed in accordance with the applicable Australian Standards and/or sound engineering principles/practices.

## Vehicular impact

PCBUs in consultation with the designer and local authorities, should undertake a risk assessment on the requirement for vehicle impact resistance or protection.

The risk assessment may include the following considerations:

- posted speed limit and number of lanes for the adjacent road,
- the geometry of the road such as slopes, curves, bends etc.,
- the road surface e.g. asphalt, gravel, dirt etc.,
- the types of vehicles and vehicle mass regularly using the road,

- 
- direction of travel,
  - whether a dedicated parking lane exists between the kerb and passing traffic.

PCBUs must minimise the risks of collapse and risks to road users by using appropriate isolation and engineering controls. This may be achieved by:

- Providing barriers such as concrete kerbs/barriers, metal barriers, buffer railings, suitably rated water-filled barriers or equivalent along the side of the roadway. This is particularly important along the location of greater risk such as road intersections or on the outside of sharp bends. The design engineer shall be consulted on the appropriateness of this control measure.
- Reducing the speed limit of the road, in consultation and approval of the local council and/or the concurrence of other roads authorities, such as Transport for NSW regarding State classified roads.
- Designing the overhead protective structure in such a way that it remains stable even if one leg/column of the structure is removed. The distance between the legs/columns, and the manner in which they are placed/attached to the ground, is to be governed by the design depending on the rated capacity of the structure and identified risk factors as set out above. Any temporary structures (such as scaffolding), equipment, site sheds that are supported on top should also be taken into account.

The design engineer should be consulted on the appropriateness of any form of selected vehicle impact control measure, which can include a combination of the above control measures.

Where required, implement a documented traffic management plan (traffic guidance scheme) designed and verified by competent person/s. For further guidance, refer to relevant Australian Standard and Transport for NSW.

## Dimensional requirements

The dimensions of the overhead protective structure must provide safe access for workers, pedestrians and other road users.

Manufacturers of overhead protective structures should adhere to the design from a competent person and any local council requirements.

Designs must ensure risk to health and safety of workers and others are managed in all situations, including when there are no barriers used. The design should consider the movements of pedestrians under and around the overhead protective structure.

Overhead clearance should be maintained to prevent any health and safety risks to pedestrians. As a guide, a minimum 2.2 metres of overhead clearance above a footway, should be maintained to bracings, beams, or any other part of the structure.

## Design modification/alterations

Any design modifications or alterations must be recorded by the installer. Information about the modification should be referred to the designers to update the design, undertake adequate analysis and re-certify the system accordingly.

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## Waterproofing of deck and drainage of rainwater

So far as is reasonably practicable, design decks to be waterproof, especially when pedestrians have access under the overhead protective structure. Slope of the deck (to collect and drain rainwater) should be nominated in the design and implemented accordingly as required by the competent person. Rainwater is to be effectively collected and discharged in a manner acceptable to local council.

Refer to [Appendix B](#) Checklist for planning and installation.

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## 5. Safety

PCBUs, persons with management or control of a site, installers, manufacturers, suppliers, and designers have duties to assess risks in the workplace and so far as reasonably practicable, minimise those risks. Some of the risks that should be considered are as follows:

- structural collapse including overloading,
- falls from height,
- falling objects,
- slips, trips and falls etc.

### 5.1 Proximity to any electricity powerline, transmission line, main or transmission apparatus

#### **WHS Regulation section 166**

##### Overhead and underground electric lines

A PCBU at a workplace must ensure, so far as is reasonably practicable, that no person, plant, or thing at the workplace comes within an unsafe distance of an overhead or underground electric line.

If it is not reasonably practicable to ensure a safe distance, the PCBU must ensure that a risk assessment is conducted for the proposed work and the control measures implemented are consistent with the risk assessment and the requirements of an electricity supply authority where it is responsible for the electric line.

Electric lines pose significant risks, including electrocution, arcing, explosion, fire, unpredictable cable whiplash and electrifying other objects including signs, poles, trees, or branches. Whether energised overhead or underground electric lines are carrying voltage of 400,000V or 230V, contact with these lines can be fatal. It is not necessary to touch an overhead electric line to be electrocuted. A 'flashover' or 'arc' can electrocute a person close to a line conductor.

The following should be considered:

- Are workers or plant likely to go near electric lines? If so, how high are the electric lines and the plant?
- Are overhead electric lines hard to see in the sky or are they hidden by trees?
- Have underground electric lines been accurately located?
- Is a safety observer in place to watch plant when it is operating close to electric lines?
- Has the relevant state electricity supply authority been contacted for information about specific requirements when working near electric lines (e.g. torapoli pipes/tiger tails etc), including the qualifications required for those people working near electric lines?
- Have emergency rescue procedures been established, including calling the electricity supply authority to isolate the electricity supply before trying to rescue a person receiving an electric shock?

Most risks can be addressed by observing safe working distances for people and plant near electric lines. Safe working distances will depend on the type of work being carried out and the voltage of the electric lines. You should contact the relevant electricity supply authority to determine unsafe distances, and the type of control measures needed. This may include isolating the line.

Generally, the distance of any part of an overhead protective structure from any powerline, transmission line, main or transmission apparatus should not be less than 4 metres.

Approval from a local electrical authority or supplier must be obtained for a distance less than 4 metres.

Before you start work near overhead powerlines, identify the height, clearance, and voltage of the powerlines, to determine safe work zones and approach distances.

If you can't determine the height, clearance, and voltage, contact the electricity network operator, commonly referred to as an ENO.

The approach distance is the minimum distance you must maintain from overhead powerlines. The appropriate distance will avoid electrical flashovers, allow for sag and sway of the powerlines, and any movement of people, plant, and materials.

The approach distances and work zones vary according to the voltage of the powerlines and the work being done. Do a risk assessment of the proposed work.

Further information about electrical safety can be obtained from the electricity network operator.

## Consult the electricity network operator (ENO)

You must contact the relevant ENO, or complete and send their safety advice request form, if:

- you can't determine the appropriate approach distance or work zone from the code and relevant Australian Standards,
- you need to work within, or conductive materials might enter, the required approach distance,

The ENO should respond with safety advice detailing the control measures required.

## Implement control measures

Make sure you follow the required approach distances and control measures when handling conductive materials from a temporary or fixed structure.

Follow the instructions outlined in the ENO's safety advice response and let your workers know about the risks and controls. Keep the safety advice response onsite.

Even when working outside the 4 metre (or greater) approach distance, check if there's a risk of conductive material entering the safe approach distance. For example, when long scaffolding components are used, increase the approach distance, or erect a physical barrier to prevent the material entering the specified approach distance.

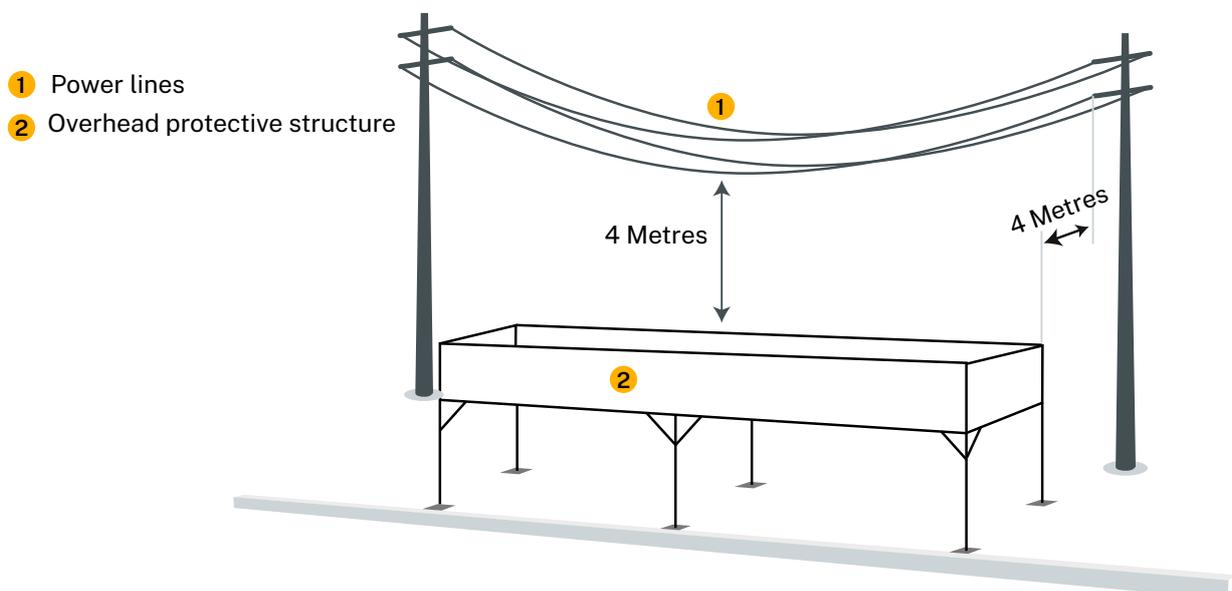


Figure 2: Approach distances from overhead protective structures

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## 5.2 Lighting

Adequate artificial lighting, including in an emergency, should be provided so the overhead protective structure doesn't pose any health and safety risks to workers and others due to insufficient lighting.

Local authorities and councils may have specific lighting requirements.

Work carried out on electrical installations used be undertaken in accordance with Australian/New Zealand Standard *AS/NZS 3000 Electrical installations (known as the Australian/New Zealand Wiring Rules)*, except as varied by Australian/New Zealand Standard *AS/NZS 3012 Electrical installations – Construction and demolition sites* where applicable additional controls apply.

Electrical wiring must:

- not be tied, bundled, or grouped with permanent wiring,
- not be fixed to freestanding fences that have no fixed posts (or equivalent means of support),
- be protected against risk of damage and water ingress using medium or heavy duty rigid or corrugated conduit of insulating material, armoured cable, or flexible electrical hose, or other equivalent protection unless the risk assessment shows such protection is not necessary to maintain electrical safety.

Lighting fixtures should be protected by diffusers or other suitable proprietary manufactured components.

## 5.3 Visibility

Overhead protective structures should be designed to maintaining visibility or line of sight for all road users and pedestrians. PCBUs must consult with local council or relevant road authority regarding the visibility of traffic signals and signage.

Note: local councils may have aesthetic requirements that should be followed.

## 5.4 Crane operational zone

The crane flightpath, along with types of materials to be lifted, and the swing radius are to be considered when deciding on the placement of the overhead protective structure.

The overhead protective structure should be positioned to maximise overhead safety for pedestrians/workers.

If crane loads are lifted over site sheds placed on top of the overhead protective structure, then the roof of the sheds or any secondary protective structure must be rated the same as the overhead protective structure.

Designs must consider any impact the site sheds or any secondary protective structure (superimposed loads) may have on the overhead protective structure. Refer to chapter 4.3 Design.

## 5.5 Protective fence and handrails

### Ground level

At ground level, the construction site boundary under the overhead protective structure should be enclosed to prevent unauthorised access. Fencing should be of minimum height that prevents unauthorised access to a construction site and the overhead protective structure.

Pedestrians are to be protected using reasonably practicable control measures when plant such as concrete boom trucks, static lines, vehicle loading cranes, mobile cranes or similar, are used along the frontage of the overhead protective structure.

Any hoardings or fencing should comply with Australian Standard *AS4687 (Series) Temporary fencing and hoardings*.

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## Deck level

When access is required for workers or others at deck level, appropriate edge protection should be installed around the perimeter of the deck. Edge protection should comply with Australian Standard *AS4994 Series*.

Edge protection should measure minimum 900mm above the deck surface. The method of attachment and the supporting structure should be capable of withstanding the loads that will be applied.

If handrails or barriers are not suitable due to site constraints, then other reasonably practicable control measures specified by the competent person such as structural engineer can be used with documented risk assessment.

Any structure placed on the deck of the overhead protective structure must also provide adequate fall protection to the workers and others.

## 5.6 Falling objects

Falling objects can present a significant risk of injury or fatality to workers or members of the public.

It is essential to ensure objects do not fall onto workers or other persons who may be under or adjacent to the overhead protective structure. Fall prevention devices on the perimeter of the deck should take into consideration managing the risk of falling objects.

A PCBU must manage the risks associated with an object falling on a person if it is reasonably likely there is a risk of injury.

Control measures available include:

1. Eliminate the risk so far as is reasonably practicable by designing it out of the construction process.
2. If elimination is not reasonably practicable, you need to minimise the risk, for example, ensuring the deck of the overhead protective structure is adequately enclosed at the perimeter. Consideration should be given to the intended use of the overhead protective structure and must be in accordance with the design.
3. If you cannot prevent an object from falling, you must provide exclusion zones or similar.

### What are examples of falling objects?

The most common items observed include:

- parts of a structure being built or dismantled,
- walls being demolished,
- materials stored or stacked at the workplace,
- construction or waste material,
- debris,
- plant,
- tools,
- scaffolding components including building materials falling from the scaffold,
- pre-cast concrete panels,
- stacked tiles from roofs.

PCBUs must notify the regulator if the fall or release from a height of any plant, substance or thing occurs due to conduct of their work. Refer to Chapter 7 Incident notification.

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## 5.7 Slips, trips and falls

Slips, trips and falls are one of the most common causes of serious injuries at work in NSW and can contribute to musculoskeletal disorders.

Where access is provided to the overhead protective structure, the decks should be constructed using slip resistant materials and be maintained to allow workers to enter, exit and to move about without risk to health and safety.

PCBUs must:

- ensure suitable PPE is worn by workers when identified as a suitable control measure, that is appropriate for the work environment, such as non-slip footwear for wet, oily, dusty or icy environments,
- keep items at a suitable height to avoid the need to climb to reach them.

Slips and trips on access stairs are a common cause of workplace injuries. Ensure access stairs are designed, installed and maintained to ensure safe access and egress for workers and other persons. Refer to SafeWork NSW fact sheet *Safe design and use of stairs*.

## 5.8 Inspection intervals

Regular visual inspection of the overhead protective structure needs to be performed to check for any damage, overloading, movement or over stacking of materials. Any damage, overloading, movement or over stacking of materials must be reported to the person with management or control of the overhead protective structure. For example, site supervisor to inspect as part of their daily inspection.

### Periodic inspection

An overhead protective structure constructed from materials other than scaffold should be inspected by a competent person, such as a structural engineer or similar, after installation and at minimum 6 monthly intervals, or after any event or incident that may have affected its structural integrity.

A competent person is to determine if re-inspection is required at less than 6-monthly intervals.

An overhead protective structure constructed using scaffold should be inspected at least every 30 days or after any event or incident that may have affected its structural integrity. Inspection, maintenance and record keeping such as handover certificate should comply with the requirements of Australian Standard *AS4576-Guidelines for scaffolding*.

An inspection should be based on the design criteria and focus on the overall stability, overloading, wear and tear, proper access, lighting, ground conditions, footings, and the general overall condition of the overhead protective structure. Refer to [Appendix B](#) Checklist in Section 2.

## 5.9 Additional structures on Overhead Protective Structure

Any structures positioned on the overhead protective structure e.g. site sheds, containers, portaloos etc need to be considered and identified in the design. Advice should be sought from a competent person such as structural engineer, regarding its stability and fixing (securing) to prevent inadvertent movement.

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## 6. Access

### 6.1 Pedestrian and worker access

Overhead protective structures should be designed to minimise impact on pedestrian traffic along footpaths, as well as access and egress to buildings. For example: Nature of pedestrian traffic such as abled bodied pedestrian, wheelchairs, mobility scooters, prams and strollers. Additionally, the overhead protective structure should not impact safe worker access to and from the construction site. Access systems should be adequately designed and sufficiently secured to the overhead protective structure.

The design and layout of the overhead protective structure, and any amenities or materials located on the deck, should take worker access and emergency management into consideration. There should be clear egress routes for workers to evacuate in an emergency and suitable egress to allow the evacuation of stretcher-bound, injured workers, for example from a first aid room located on the deck.

Refer to relevant Australian Standards and the *Code of practice: Managing the work environment and facilities* for further information on access and egress.

### 6.2 Vehicle access

Where vehicle access is required, adequate clearance should be provided to allow safe access for any vehicles entering and leaving the work site. Visible and clear signage stating the height clearance must be posted at the access points. Furthermore, vehicle access systems should also provide adequate visibility (driver sightlines) so far as is reasonably practicable. Traffic management controls may be necessary for any vehicles entering or exiting the worksite particularly in high pedestrian traffic areas.

Relevant Australian Standards, traffic guidelines, traffic control device guidelines and local council requirements may be referenced and apply.



**Figure 3: Maximum height limit for vehicle access (Edge protection omitted for clarity)**

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## 7. Incident notification

### **Part 3 of the WHS Act**

#### **WHS Act section 35**

What is a “notifiable incident”

#### **WHS Act section 38**

Duty to notify of notifiable incidents

A ‘notifiable incident’ is:

- the death of a person,
- a ‘serious injury or illness’, or
- a ‘dangerous incident’ that exposes someone to a serious risk (even if no one is injured)

arising out of the conduct of a business or undertaking at workplace.

‘Notifiable incidents’ may relate to any person — whether an employee, contractor or member of the public.

A PCBU must ensure that SafeWork NSW is notified immediately after becoming aware that a notifiable incident has occurred. Notifications can be made by contacting SafeWork NSW on 13 10 50 or via the SafeWork NSW website: *Notify SafeWork*.

When a PCBU is made aware that a notifiable incident has occurred, the PCBU must:

- report it to SafeWork NSW immediately, and
- preserve the incident site so far as is reasonably practicable until an inspector arrives or directs otherwise. This doesn’t prevent help being provided to an injured person, removing a deceased person, making the site safe to minimise the risk of a further notifiable incident, or to facilitate a police investigation.

### Incidents involving multiple businesses or undertakings

If a ‘notifiable incident’ arises out of more than one business or undertaking then each must ensure that the incident has been notified to SafeWork NSW.

There is no need for all duty holders to notify — only one needs to. However, all duty holders retain their responsibility to ensure SafeWork NSW is notified, regardless of any agreement between them.

In these circumstances the duty holders must, so far as is reasonably practicable, consult, cooperate and coordinate to put appropriate reporting and notification arrangements in place.

Examples of these incidents are available in Safe Work Australia’s *Incident notification fact sheet*.

Enforcement action may be taken and penalties may be applied for not notifying notifiable incidents to SafeWork NSW. For more information see the SafeWork NSW website.

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## 8. Appendices

### 8.1 Appendix A: Glossary

Terms used throughout this Code that require definitions or descriptions.

Term	Description
Class-A hoarding	Used to secure the perimeter of a worksite. Typically constructed from plywood or metal and designed to be self-supporting.
Class-B hoarding	Industry term commonly used for an overhead protective structure.
Competent person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
Construction project	A project that involves construction work where the cost of the construction work is \$250,000 or more.
Construction work	Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. Construction work does not include any of the following – <ol style="list-style-type: none"><li>the manufacture of plant,</li><li>the prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work,</li><li>the construction or assembly of a structure that once constructed or assembled is intended to be transported to another place,</li><li>testing, maintenance or repair work of a minor nature carried out in connection with a structure,</li><li>mining activities or petroleum activities.</li></ol>
Control measure	In relation to a risk to health and safety, means a measure to eliminate or minimise the risk.

Term	Description
Dangerous incident	<p>An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to —</p> <ul style="list-style-type: none"> <li>a. an uncontrolled escape, spillage or leakage of a substance, or</li> <li>b. an uncontrolled implosion, explosion or fire, or</li> <li>c. an uncontrolled escape of gas or steam, or</li> <li>d. an uncontrolled escape of a pressurised substance, or</li> <li>e. electric shock, or</li> <li>f. the fall or release from a height of any plant, substance or thing, or</li> <li>g. the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or</li> <li>h. the collapse or partial collapse of a structure, or</li> <li>i. the collapse or failure of an excavation or of any shoring supporting an excavation, or</li> <li>j. the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or</li> <li>k. the interruption of the main system of ventilation in an underground excavation or tunnel, or</li> <li>l. any other event prescribed by the regulations,</li> </ul> <p>but does not include an incident of a prescribed kind.</p>
Designer	In relation to plant, a substance, or a structure, has the same meaning as it has in section 22 of the WHS Act.
Duty holder	Any person who owes a work health and safety duty under the WHS Act including a PCBU, a designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holder), officer or a worker.
Footpath/footway	The part of a road that is set aside or formed as a path or way for pedestrian traffic (whether or not it may also be used by bicycle traffic).
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
Health and safety committee	A consultative body established under the WHS Act. The committee's functions include facilitating cooperation between workers and the PCBU to ensure workers' health and safety at work, and assisting to develop work health and safety standards, rules and procedures for the workplace.
Health and safety representative	A worker who has been elected by their work group under the WHS Act to represent them on health and safety matters.

Term	Description
Imposed action (live load)	A variable action resulting from the intended use of occupancy of the structure.
Local council	Local government council of an area and includes an administrator.
Manufacturer	In relation to plant, a substance or a structure, has the same meaning as it has in section 23 of the WHS Act.
May	'May' indicates an optional course of action.
Modular system	System constructed with standardised products or components.
Must	'Must' indicates a legal requirement exists that must be complied with.
Officer	<p>An officer under the WHS Act is:</p> <ul style="list-style-type: none"> <li>• an officer under section 9 of the <i>Corporations Act 2001</i> (Cth)</li> <li>• an officer of the Crown within the meaning of section 247 of the WHS Act, and</li> <li>• an officer of a public authority within the meaning of section 252 of the WHS Act.</li> </ul> <p>An elected member of a local authority while acting in that capacity, is not an 'officer'. A partner in a partnership is also not an officer, as each partner would be considered to be a PCBU.</p>
Overhead protective structure (OPS)	An overhead structure or plant required for the protection of persons on a worksite and the adjoining public areas.
Person conducting a business or undertaking (PCBU)	<p>A PCBU is an umbrella concept which intends to capture all types of working arrangements or relationships. A PCBU includes a:</p> <ul style="list-style-type: none"> <li>• company</li> <li>• unincorporated body or association</li> <li>• sole trader or self-employed person.</li> </ul> <p>Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.</p> <p>A volunteer association (defined under the WHS Act) or elected members of a local authority will not be a PCBU.</p> <p><i>Note –</i></p> <p>A person may be both a PCBU within the meaning of section 5 of the WHS Act, and a worker within the meaning of section 7 of the WHS Act.</p>
Permanent action (dead loads)	Action that is likely to act continuously and for which variations in magnitude with time are small compared with mean value.
Plant	<p>Plant includes –</p> <ol style="list-style-type: none"> <li>a. any machinery, equipment, appliance, container, implement and tool, and</li> <li>b. any component of any of those things, and</li> <li>c. anything fitted or connected to any of those things.</li> </ol>

Term	Description
Principal contractor	<p>A PCBU that commissions a construction project is the Principal contractor for the project, unless:</p> <p>The person referred to above engages another PCBU as Principal contractor for the construction project. They also authorise the person to have management or control of the workplace and to discharge the duties of a Principal contractor. The person so engaged is the Principal contractor for the project.</p> <p>They are the owner of a residential premises who directly or indirectly engages a PCBU. This can be for a construction project in relation to the premises. The person so engaged is the Principal contractor for the project if the person has management or control of the workplace.</p> <p>A construction project has only one Principal contractor at any specific time.</p>
Psychosocial hazard	<p>A psychosocial hazard is a hazard that —</p> <ol style="list-style-type: none"> <li>a. arises from, or relates to — <ol style="list-style-type: none"> <li>i. the design or management of work, or</li> <li>ii. a work environment, or</li> <li>iii. plant at a workplace, or</li> <li>iv. workplace interactions or behaviours, and</li> </ol> </li> <li>b. may cause psychological harm, whether or not it may also cause physical harm.</li> </ol>
Psychosocial risk	A risk to the health or safety of a worker or other person arising from a psychosocial hazard.
Public area	Land that the public are entitled to use such as reserves, parks, squares, roads, cycleways and footpaths.
Road	A highway, street, laneway, pathway, footpath, cycleway, thoroughfare or the like but not a private road.
Roads Act	Refers to the <i>Roads Act 1993 NSW</i> .
Regulator	As per schedule 2 NSW WHS Act.
Risk	The possibility harm (death, injury or illness) might occur when exposed to a hazard.
Scaffold	A temporary structure specifically erected to allow and support access or work platforms.

Term	Description
Serious injury or illness	<p>An injury or illness requiring the person to have –</p> <ul style="list-style-type: none"> <li>a. immediate treatment as an in-patient in a hospital, or</li> <li>b. immediate treatment for – <ul style="list-style-type: none"> <li>i. the amputation of any part of his or her body, or</li> <li>ii. a serious head injury, or</li> <li>iii. a serious eye injury, or</li> <li>iv. a serious burn, or</li> <li>v. the separation of his or her skin from an underlying tissue (such as degloving or scalping), or</li> <li>vi. a spinal injury, or</li> <li>vii. the loss of a bodily function, or</li> <li>viii. serious lacerations, or</li> </ul> </li> <li>c. medical treatment within 48 hours of exposure to a substance,</li> </ul> <p>and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.</p>
Should	‘Should’ indicates a recommended course of action.
Structure	<p>Anything that is constructed, whether fixed or moveable, temporary or permanent, and includes –</p> <ul style="list-style-type: none"> <li>a. buildings, masts, towers, framework, and</li> <li>b. any component of a structure, and</li> <li>c. part of a structure.</li> </ul>
Supplier	The person, company or organisation which supplies the overhead protective structure to the user.
Work group	A group of workers established to facilitate the representation of workers by one or more health and safety representatives. A work group may be all workers at a workplace but it may also be appropriate to split a workplace into multiple work groups where workers share similar work conditions or are exposed to similar risks and hazards. For example all workers on night shift.

Term	Description
Worker	<p>Any person who carries out work for a PCBU, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer.</p> <p><i>Note –</i></p> <p>A person may be both a worker, within the meaning of section 7 of the WHS Act, and a PCBU within the meaning of section 5 of the WHS Act.</p>
Workplace	<p>Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water.</p>

## 8.2 Appendix B: Checklist

### Section 1 - Planning and installation

Section 1 has been designed to support the principal contractor, designer and installer with the safe planning and installation of an overhead protective structure (OPS).

Note: An OPS must fully comply with relevant Australian Standards and local authority requirements.

Principal contractor:	Date:
Site/Project:	
Contact person:	Contact number:
Form completed by:	Signature:

Description	Complies (✓ or N/A)	Comments
<b>Planning</b>		
Has the design engineer been fully briefed on the intended usage of the OPS (e.g. will scaffold or site sheds be positioned on the OPS)?		
Have the local authority and any relevant asset owners (e.g. energy providers) been consulted during the planning phase?		
Has the proposed location of the OPS been assessed considering delivery zones, intended crane flight paths etc?		
Has vehicle and worker access been considered during the design of the OPS (e.g. will workers have adequate room to move around scaffold and/or site sheds positioned on the OPS)?		
Has the OPS design been performed by a competent person?		
Have the supporting ground conditions been considered for adequacy?		
Is vehicular impact protection required for the OPS? If so, has a risk assessment been conducted in consultation with the design engineer?		

Description	Complies (✓ or N/A)	Comments
<b>Installation</b>		
Have all local and state authority requirements been met to allow works to commence in a public space (e.g. road occupancy, footpath occupancy, etc.)?		
Are traffic management plans (traffic guidance schemes) developed by a competent person in place?		
Is there adequate clearance from both underground and overhead services to allow a safe installation?		
Are there any obstructions in the installation area (e.g. trees, light poles, traffic lights, waste bins, etc.)?		
Are licenced workers available to operate any plant required in the installation (e.g. crane, forklift etc)?		
Has the position and lifting capacity of the crane or similar been considered?		
Is there adequate lighting in place?		
Has a safe work method statement been developed and implemented?		
Is there adequate access for workers and emergency services during the installation?		
<b>Post-installation</b>		
Have all tools and equipment involved in the installation work been removed?		
Has any required signage been installed correctly (e.g. clearance height for vehicle access)?		
Has a competent person provided written confirmation that the OPS has been erected as per the design?		
Has unauthorised access to the site and the OPS been prevented where the OPS has been installed (e.g. hoarding or temporary fencing)?		

## Section 2 – Periodic inspection

Section 2 should be completed by the competent person engaged to perform any reinspection of the overhead protective structure (OPS).

Description	Complies (✓ or N/A)	Comments
Is there any damage or signs of deterioration that impact the integrity of the OPS?		
Are there any missing components or have there been any unauthorised changes to the OPS?		
Have any changes to the OPS, site or the surrounding area (e.g. ground conditions, layout, additional loads etc.) occurred which impact on the original OPS design?		
Are the horizontal restraints adequate to maintain the structural integrity of the OPS?		
Are the vehicular impact controls in place sufficient for the OPS?		
Is the structure overloaded or has the usage of the OPS changed since it was originally designed?		

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## Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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