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| **Form Instructions** |
| Where reasonably practicable, a Working at Height permit should be completed for any works above 2m where fall arrest or fall restraint controls are applied.  In addition, a Working at Height Permit must be completed in circumstances where:* It is a project or client requirement

*Note: only one permit is required e.g. a client permit or Programmed permit process is accepted (unless otherwise advised by the client);** The SWMS or risk assessment determines the need to complete a permit
* The nature of the risks associated with the work exposes the employee to additional hazards such as live powerlines, exposure to live plant / machinery, congested and restricted spaces, challenging or non-routine fall restraint / arrest set ups
* As otherwise recommended by an Operations Supervisor / Project Manager / HSE Manager or above

**Exclusions** – Abseil work, work from EWP’s / Scissor Lifts and Scaffolding.New Zealand Notification to Worksafe New Zealand is required for works greater than 5m. |

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| **Permit Details** |
| Permit Date  |  | Business Unit |  | Cost Centre |  |
| Description of Task |  |
| Address |  | Project Number |  |
| Permit Holder / Job Supervisor |  | Is the Permit Holder a Contractor | Yes [ ]  No [ ]  |
| Permit Duration – Valid From Date & Time |  | Permit Duration – Valid to Date & Time |  |

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| **Workers undertaking the works** |
| Name |  | Name |  |
| Name |  | Name |  |
| Name |  | Name |  |
| Name |  | Name |  |
| Name |  | Name |  |
| Name |  | Name |  |
| Fitness for work has been established for the team in line with Every Job, Every Time | Yes [ ]  No [ ]  |
| Has a SWMS-JSEA been completed for the works | Yes [ ]  No [ ]  | SWMS-JSEA Number |  |
| Have Isolations been completed for the works | Yes [ ]  No [ ]  N/A [ ]  |
| Name of person approving the Isolations |  |
| Isolation Start Date |  | Isolation Closeout Date |  |

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| **Means of Access to the work area** |
| [ ]  Access Ramp / Ladder  | [ ]  Built Scaffold | [ ]  EWP |
| [ ]  Fixed Stairs | [ ]  Forklift Safety Cage | [ ]  Man Cage |
| [ ]  Scissor Lift | [ ]  Secured Portable Ladder | [ ]  Other |
| Is the work being conducted on a roof | Yes [ ]  No [ ]  N/A [ ]   | If Yes, answer roof questions below |

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| **Environmental Conditions** |
| Good-Clear Weather [ ]  | Icy Conditions [ ]  | Raining [ ]  | Storm Activity [ ]  | Windy Conditions [ ]  |

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| **Work at Heights General Questions** |
| A method for raising and lowering tools has been discussed | Yes [ ]  No [ ]  |
| The risk of falling objects has been managed and a drop zone established | Yes [ ]  No [ ]  |
| A SWMS-JSEA has been developed with the work team including training and sign on | Yes [ ]  No [ ]  |
| Where work is conducted closer than 2m to an unprotected edge, controls have been implemented (eg; safety rails, restraint systems) | Yes [ ]  No [ ]  |
| Higher level controls have been considered to eliminate the need to work at heights eg: working on ground level or from a solid structure, scaffolding | Yes [ ]  No [ ]  |
| An emergency response plan has been developed for the works and workers trained in their roles and responsibilities for this plan including prompt retrieval and first aid provisions | Yes [ ]  No [ ]  |

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| **Working With an EWP** |
| All workers working at heights are ticketed or licenced in-line with the work being performed and are current (Note: WAH every 2 yrs & EWP every 5 yrs) | Yes [ ]  No [ ]  |
| Where an EWP is being used onsite, the controls have been implemented and documented in the SWMS-JSEA in-line with Programmed WAH Procedure | Yes [ ]  No [ ]  |
| Overhead powerlines, underground hazards & radio frequency hazards have been assessed as part of the risk assessment (including if using EWP or scaffold) | Yes [ ]  No [ ]  |

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| **Using a Harness and Lanyard System** |
| Height safety equipment includes current test tag on it has been inspected prior to use - (e.g. harnesses, lanyards etc.) | Yes [ ]  No [ ]  |
| Workers are trained and authorised for working at heights and in the use of harness / lanyards / height safety equipment | Yes [ ]  No [ ]  |
| Where used, temporary anchors have been installed by a competent person - (handrails are not temporary anchor points) | Yes [ ]  No [ ]  N/A [ ]  |
| Installed anchor points can be accessed safely and includes a current test & tag date and has capacity for the system and number of people | Yes [ ]  No [ ]  |
| Consideration has been given during project setup to assess the swing back or pendulum effect to prevent a worker from hitting the ground (a fall distance of 6.5m using a 2m lanyard must be included in the risk assessment) | Yes [ ]  No [ ]  |

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| **Working on a Roof** |
| Roof kits, where used, are set up in fall restraint Note: Fall restraint in preference to fall arrest | Yes [ ]  No [ ]  N/A [ ]  |
| Where roof anchors are used, confirm all workers have been informed to conduct visual and pull test on installed anchors | Yes [ ]  No [ ]  N/A [ ]  |
| Where work is conducted closer than 2m to an unprotected roof edge, controls have been implemented (eg; safety rails, restraint systems) | Yes [ ]  No [ ]  N/A [ ]  |
| Where identified on the roof, controls have been implemented for voids, skylights and brittle roofing materials (eg: asbestos, fiberglass, laser light sheeting etc.) | Yes [ ]  No [ ]  N/A [ ]  |

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| **Comments** |
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| Does this permit require approval  | Yes [ ]  No [ ]  |
| Name of person approving the Permit |  |