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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 |  |