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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work at Height Permit**  Date Permit to Work No Work Order No | | | | | | | |
| Description of Work |  | | | | | | |
| Exact Location of Proposed Work |  | | | | | | |
|  |
|  | | | | |  |  |  |
| **Checklist** | | | | | **YES** | **NO** | **N/A** |
| Is there a JSEA for this task? | | | | |  |  |  |
| Has an RTHA been undertaken? | | | | |  |  |  |
| Weather conditions are suitable (high winds, slippery surfaces, etc)? | | | | |  |  |  |
| Does the Safety equipment and PPE have current inspection tags and is it in good condition? **Fall arrest** **Fall Prevention Fall Restraint** | | | | |  |  |  |
| Training in correct use of safety equipment and PPE has been conducted? | | | | |  |  |  |
| Does the anchor point(s) have a current inspection tag and has it been deemed suitable and tested by a competent person? | | | | |  |  |  |
| Has a rescue plan been established if work is being carried out in fall arrest? | | | | |  |  |  |
| Is all rescue equipment and are rescue personnel available at the activity site? | | | | |  |  |  |
| Are personnel medically capable (Fit-4-Work, self assessed) to perform work at height? | | | | |  |  |  |
| Has an Observer considered and appointed if necessary? | | | | |  |  |  |
| All required PPE has been issued? | | | | |  |  |  |
| All access equipment used has current inspection and/ or tags. (scaffolds, EWPs, ladders) | | | | |  |  |  |
| Have Access/Egress points been identified and any additional risk mitigated? | | | | |  |  |  |
| Area affected by work at heights signed & barricaded off? | | | | |  |  |  |
| Does the activity require the removal of grid mesh flooring or handrails?  If yes, complete Grid Mesh, flooring and handrails Removal Permit. | | | | |  |  |  |
| Does the activity require the entry to a Confined Space? If yes, complete a Confined Space Permit. | | | | |  |  |  |
|  | | | | | | | |
| **I confirm that all controls as above are in place and all workers understand the requirements of this permit.** | | | | | | | |
| 2nd Tier Permit Authority | | Contact No | | | | | |
| Signature | | | Date | | | | |
|  | | | | | | | |
| **Work Completion** | | | | | | | |
| **I have inspected the worksite. I am satisfied that the work is complete, all equipment returned and the site safe.** | | | | | | | |
| 2nd Tier Permit Authority | | | | | | | |
| Signature | | | | Date | | | |

1. **Types of Working at Heights**

* Where work is conducted with a potential to fall 2m; or where there is a difference between levels ≥500mm and the fall could cause injury.
* From a ladder (short duration, simple, 3 points contact not maintained), roof or platform
* Scissor lift, elevated work platform

**Note: Use of platform and approved access ladders (with controls) do not require a permit**

1. **Mandatory PPE/tools**

* Harness, personal energy absorber, lanyards and karabiners
* Approved anchor points, travel restraint system,
* Approved ladders, scissor lifts, EWPs, scaffold
* Standard PPE including safety eyewear, safety gloves, safety footwear

**Note: Other PPE /tools may be required to be used, e.g. safety helmet.**

1. **Prior to starting work**

* All fall protection equipment shall comply with relevant standard and is tagged with current inspection dates.
* Single person fall arrest anchor points shall be capable of withstanding 15kN (1500kg)
* Identify whether the work requires a fall arrest system or a fall restraint system
* Fall arrest systems require a full body harness with a shock absorbing lanyard or personal energy absorbing device
* Elevated work platforms conform to relevant approved design standards
* Fall arrest systems shall be worn in all boom type Elevated Work Platforms.
* If a work method requires detach and reattach at height, a dual lanyard system shall be used to ensure one connection point is maintained at all times.
* Ensure working in isolation does not occur
* Tools and objects shall be secured to prevent falling
* Confirm that the JSEA details the emergency response plan if a fall from height occurs, including consideration for rapid retrieval
* Competency of personnel to work at height and operate equipment
* Confirm that personnel are medically capable to perform work at height. (Specifically checking for epilepsy and vertigo)
* Drop zones have been defined and established
* Recovery plans are understood and equipment is available for ***immediate*** use

1. **Precautions to be taken during work**

* ***Always*** wear the PPE provided and indicated
* When a fall restraint or fall arrest system is in use, ***always*** ensure connection to a lanyard (for personnel and tools)
* If conditions or controls change, ***STOP***, return to ground level and re-assess
* Equipment and access is secure if the area is left unattended

1. **Completion of Work**

* Ensure area is free of debris and all equipment removed