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| **Title: Permit to Work – Work at Heights Permit** | **No:** |
| **Authorised By:** |
| **Issue Date:**  **Last Reviewed:**  **Next Review Date:** | **Number of Pages: 2** |

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| Permit Number: | | | |  | | | Date: |  | | | | | |
| Site: | |  | | | | | | | | | | | |
| Location: |  | | | | | | | | | | | | |
| Contractor/Employee: | | |  | | | | | | | Phone: | |  | |
| This permit is valid from: | | | | | |  | | | am/pm | | On: | |  |
| This permit is valid until: | | | | | |  | | | am/pm | | On: | |  |
| Description of works: | | | | |  | | | | | | | | |
|  | | | | |  | | | | | | | | |
| A Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) and/or Safe Work Procedure (SWP) has been provided and is attached to this ‘work permit’ Yes  No | | | | | | | | | | | | | |
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| **Note: The following section of this permit must be completed and signed by the authorised person(s) before work is to proceed and only work listed above may be completed.** | | | | | | |
| The following equipment will be used during the works (all equipment to be used is in good working order and is fit for use): | | | | | | |
|  | Elevated work platform (i.e. scissor lift) | |  | Roof and/or ladder anchor points |  | Ropes and harness |
|  | Step ladder | |  | Extension ladder |  | Edge protection |
|  | Mobile scaffold | |  | Appropriate footwear |  | Safety net |
| Other (please specify): | |  | | | | |
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|  | | | | | | |
| The following services have been isolated for the duration of the works: | | | | | | |
|  | Smoke / thermal detectors | |  | Pipes, tanks and valves |  | Electrical Outlets / appliances |
| Other (please specify): | |  | | | | |
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| The following control measures have been implemented for the duration of the works: | | | | | | |
|  | Barricades | |  | Signage |  | Spotter |
| Other (please specify): | |  | | | | |
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|  | | | | | | |
| The following environmental factors have been assessed and are suitable for the works: | | | | | | |
|  | Weather / wind | |  | Stored material / vegetation |  |  |
| Other (please specify): | |  | | | | |
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| **This permit should be prominently displayed at the work site** |

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| Authorisation | | | | | |
| Permit Issued To: |  |  |  |  |  |
| (Print name) | (Signature) |  | (Date) |
|  | | | | | |
| Permit Issued By: |  |  |  |  |  |
| (Print name) | (Signature) |  | (Date) |
|  | | | | | |

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| Cancellation/completion of permit | | | | | |
| Permit cancelled/returned by: |  | |  |  | |
| (Print name) | | (Signature) | |
|  |  | | | | |
| Cancelled/returned at: |  | am/pm | On: | |  |
| Reason for cancellation : |  | | | | |
|  |  | | | | |
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| Final Sign Off | | | | |
| The worksite has been inspected by me at the cancellation/completion of the work at heights and declared safe for normal operations to resume. | | | | |
|  |  |  |  |  |
| (Print name) | (Signature) | (Date) |
|  | | | | |