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SOUTHERN PORTS AUTHORITY Port of Albany	Revision: Issue Date:	September 2014
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This Permit must be completed & approved by Southern Ports Authority – Port of Albany before any work at heights is undertaken. All sections MUST be completed, to ensure safety, and injury protection resulting from falls. This permit must be accompanied by a JSA, before consideration for approval of works.

Works to be conducted in accordance with WA Code of Practice – Prevention of Falls in the Workplace 2004 and any Australian Standards referred to therein e.g. AS 2250.10 Cranes, Hoists and Winches – Safe Use – General Requirements and AS/NZS 1892 series – portable ladders.

Submit to: permits@albanyport.com.au or fax to 08 98417566 during office hours

#### Section 1: Applicant Details

Contractor's Name	Position	
Company Name	Date	
Company Phone No	Mobile	
Works Start Date	Works Completion Date	
Worksite Area		
Description of work to be undertaken		

## Section 2: Work Area

Pleas	e tick Yes or No			YES	NO
1.	JSA completed & submitted	ł			
2	Plant area / site / equipmen	Plant area / site / equipment isolated & tagged out as required			
3	Work area inspected for:	Α.	Weak surfaces that do not support body / machine weight		
		В.	Openings which are not protected		
		C.	Open edges on raised work areas requiring fall protection		
		D.	Slippery or uneven surfaces		
		E.	Anchor points for fall arrest systems		
		F.	Exposure to adverse weather conditions		
		G.	Hazchems, inflammable liquid / gasses / electrical		
		Н.	Clear access and egress from the worksite		

# Section 3: Equipment

1	Works requires the use of: A.	EWP under 11 metres		
	B.	EWP over 11 metres (HR Licence required)		
	C.	Scaffolding (HR Licence required) to Australian Standards		
	D.	Man Cage (Registered)		
	E.	Ladders (Use according to OSH Regulation 3.26)		
2	All equipment to be used meets required AUST Standards and will be operated in accordance with the Standards, including use of fall arrest systems.			
4	All equipment to be used has/will be checked for any defects by a competent person.			
5	If using classified equipment, all other associated permits have been completed / approved			
6	All workers trained and deemed competent to perform tasks required of them?			

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#### Section 4: Applicant / Contractor Statement of Acknowledgment

 I acknowledge the requirements of the Southern Ports Authority – Port of Albany to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place and that all permits and licences required are in order and understood.

 Company Representative Signature
 Date & Time

 Representative Name
 Date & Time

# Section 5: Southern Ports Authority – Port of Albany Representative Statement of Acknowledgement (Port of Albany Use Only)

I am satisfied that the contractor information provided to me is sufficient to show that the contractor has a system in place to fulfil their legal obligations to conduct works in a safe manner. This Permit to Work is approved subject to any conditions listed below.				
Port of Albany Representative Signature		Date / Time		
Position				

## Section 6: Specific Conditions / General Comments (if any)

The Port of Albany may withdraw this permit at any time if unsafe work practices are seen

#### Section 7: Notifications

**Position in Company** 

Engineer	Maintenance	
Safety	Environment	
Security	Pilots	