

Work at Height Permit Form

Section 1: Work Summary

Purpose This Work at Height Permit Form must be completed and approved to obtain permission prior to commencement of work at height. Work at Height is defined as whenever people are at risk of falling from, into or through one level to another.

Fall Injury Prevention Systems Fall Injury Prevention System equipment shall only be authorised as a primary control when all other control measures, including scaffolding and mobile elevated work platforms have been explored and deemed to be not practicable, and where one or more of the following systems is employed as the primary control to mitigate a fall injury event:

- Fall Restraint – Fall Injury Prevention System (preferred control);
- Double lanyard – Fall Injury Prevention System for scaffolding or when transitioning from a temporary work platform to a structure; or
- Static line used in conjunction with a Fall Injury Prevention System;
- Fall Arrest – Fall Injury Prevention System (least preferred).

Permit Requestor The *Permit Requestor* is to complete this section.

<i>Permit Requestor Name</i>		Contact Number	
Position in Company		Application Date	
Company		Department	
Proposed Start Date		Proposed End Date	
Work Order or Scope		Permit Number	

Works

Location		Port	☐ Albany ☐ Bunbury ☐ Esperance
Description of Works			

Safe System of Work The *Permit Requestor* is to submit supporting safe system of work documents as required.

☐ Job Hazard Analysis ☐ Safe Work Method Statement ☐ Rescue Plan ☐ Other (specify)

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Section 2: Work Preparations

Standby and Rescue	#	Standby Persons and Rescue Arrangements	Yes	No
	1.	<i>Standby Person</i> appointed and has work at height and machine competency for task	☐	☐
	2.	Communications Note Minimum Class T3 intrinsically safe radio shall be used for sulphur areas. ☐ Radio channel: ☐ Telephone:	☐	☐
	3.	An agreed Work at Height Rescue Plan is in place as attached and is understood by all.	☐	☐
	4.	Rescue and Retrieval equipment is set up prior to work.	☐	☐

Standby
Persons Duties
for Work at
Height

1.	Remain outside of, and in close proximity to, the work at height area and be capable of being in continuous communication with and, if practical, observe those conducting work at height.
2.	Ensure that Rescue and Retrieval systems nominated in the <i>Rescue Plan</i> are set up prior to work commencing.
3.	Monitor the drop zone and any work conditions external to the area that may affect the health or safety of the persons within the Work at Heights area.
4.	Will not enter the Work at Height area or perform any other duties that may take their attention from the wellbeing of those Working at Height.
5.	Have a serviceable and authorised method of communication to initiate the rescue plan should an emergency occur.
6.	Ensure that personnel conducting work in the area 'Sign In' and 'Sign Out' of the Entry and Exit Log below.
7.	Monitor prevailing atmospheric conditions that may affect the health or safety of those conducting work at height including wind speed and lightning.
8.	Initiate a rescue using a Rescue and Retrieval system, if safe to do so.

	Name	Position	Signature	Date
Spotter				

Precautions The following precautions are to be taken for the works, as required.

#	Precautions	Yes	No
1.	Danger warning signs, delineation and hard barricading are in place on unprotected edges.	☐	☐
2.	Drop zone is danger delineated and barricaded.	☐	☐

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Personal
Protective
Equipment

The following personal protective equipment is to be used for the work at height, as required.

#	Personal Protective Equipment	Yes	No
1.	Work at Height Harness fitted with trauma straps.	☐	☐
2.	Fall Restraint – Fall Injury Prevention System (preferred control).	☐	☐
3.	Fall Arrest – Fall Injury Prevention System (least preferred). Note Management approval is required prior to use as primary control.	☐	☐
4.	Double lanyard – Fall Injury Prevention System for scaffolding or transition to structure. Note Management approval is required prior to use as primary control.	☐	☐
5.	Static line used in conjunction with a Fall Injury Prevention System.	☐	☐
6.	Safety helmet with chin strap.	☐	☐

Section 3: Acknowledgement and Approval to Proceed

Permit
Requestor

I acknowledge the requirements of Southern Ports 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, that all required permits and licences are in order and understood, and that I will comply with any special conditions stated in the statement of approval.

Permit
Approver

The use of other control measures such as scaffolding or mobile elevated work platforms have been explored and deemed to be not practicable. The risk control measures and precautions appropriate for the safe entry and execution of works in the Work at Height area have been implemented. The persons required to enter the Work at Height area have been deemed competent and have been advised of and understand the requirements of this permit. The Permit is approved subject to the conditions below.

Conditions

☒ A copy of this Permit must be kept with the party during the works to be shown to Southern Ports workers on request.

☐

	Name	Position	Signature	Date
Requestor				
Approver				

Work at Height Permit Form

Section 4: Entry and Exit Log

This Log must be completed each time a person enters or exits the work at heights area.

I have been advised of and understand the risk control measures and precautions to be observed with the entry and the works in the Working at Height area.				
Name	Date	Entry (Time In)	Exit (Time Out)	Signature

Section 5: Statement of Completion

I acknowledge the requirements of Southern Ports were carried out according to the Permit, final inspection completed and work area safe to re-instate to normal operations.

- ☐ Permanent hand rails & structure are in place and secure.
- ☐ Grid mesh is fixed in place and clips attached and secured.
- ☐ Temporary working at heights hard barricading and signs have been removed.
- ☐ Tool and surplus material have been removed.

	Name	Position	Signature	Date
Requestor				
Approver				
Comments				
A copy of the Permit is controlled by the <i>Permit Approver</i> . The original Permit must be kept on site by the <i>Permit Requestor</i> and returned to the <i>Permit Approver</i> on completion.				