

FORM 13.04: WORKING AT HEIGHTS PERMIT

This form must						
	be completed for any	work	that is	required to be completed where workers feet are		
over 2 meters	from the ground and	the w	vorker	is not protected by perimeter fencing or other		
precautions.	8					
Date		Tas	k			
Job / Service						
Description						
X			1 . 1 .			
				a consultation with co workers where possible. The		
				bottom and where the answer is yes the precaution.		
in the right hand	column must be applied.	All qu	estions	above the first yes answer must be answered		
Question		Yes	No	If yes the following precautions must be taken		
-				Job should be carried out from ground level		
Can the task be carried out from ground level? Can the task be carried out behind a fixed				Do not lean out across the barrier		
barrier?						
	ed out from an elevated work			Ensure that precautions included overleaf are taken		
platform (EWP)?	-					
	be carried out by another			Review activity before commencing to ensure that it is safe		
method?	A 11					
Does the task require fall arrestors? Does the task require ladder access?				Ensure that precautions for fall arrestors are taken		
	e ladder access? Emergency Response Plan			Ensure that precautions included overleaf are taken Ensure details of the plan are available and this has been part of		
been agreed and put	in place?			team induction		
Maintenance Work	er	Print	Name:	Sign:		
				~- .		
		Print]	Name	Sign:		
Practice		onjune		h the Managing the risk of falls at workplaces Code of		
				d instructed in safe operating procedures for the particular		
SAFEGUARDS b	rand and type of equipment			nd instructed in safe operating procedures for the particular safe use of fall-arrest equipment and emergency rescue		
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	and certified by a competent person as safe to use.				
SAFE USE OF	When a ladder is used, you should check that:				
LADDERS	the ladder is in good condition—the ladder should be inspected for faults, such as broken rungs, stiles and footin				
	before it is used				
	damaged ladders are removed from service				
	the ladder is set up on firm, stable and level ground				
	the ladder is the correct height for the task to avoid reaching or stretching				
	the ladder is not too close or too far from the support structure—the distance between the				
	ladder base and the supporting structure should be about one metre for every four metres				
	of working ladder height (4:1 ratio)				
	the ladder is secured against displacement (i.e. slipping or sliding) and/or there is another person holding the				
	base of the ladder				
	the ladder is not placed so that the weight of the ladder and any person using the ladder is supported by the rung.				
	all the locking devices on the ladder are secure				
	materials or tools are not carried while climbing the ladder—use a tool belt or side pouch				
	only light duty work is undertaken while on the ladder, where three points of contact can				
	be maintained and tools can be operated safely with one hand				
	slip resistant base, rungs or steps are provided				
	slip resistant shoes are worn				
	ladders are not used without additional appropriate precautions:				
	in access areas or doorways—if necessary, erect a barrier or lock the door shut				
	on scaffolding or an elevating work platform to get extra height				
	next to power lines unless the worker is trained and authorised and the appropriate				
	ladder is being used in very wet or windy conditions				
	next to traffic areas, unless the working area is barricaded.				

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Approval: WHS Manager	Last Revision: July 14	Page 2 of 2				