



FORM 13.04: WORKING AT HEIGHTS PERMIT

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 worker is not protected by perimeter fencing or other precautions.			
Date		Task	
Job / Service Description			
<i>Instructions for use. This form must be completed in consultation with co workers where possible. The questions below must be answered in order from top to bottom and where the answer is yes the precautions in the right hand column must be applied. All questions above the first yes answer must be answered</i>			
Question	Yes	No	If yes the following precautions must be taken
<i>Can the task be carried out from ground level?</i>			<i>Job should be carried out from ground level</i>
<i>Can the task be carried out behind a fixed barrier?</i>			<i>Do not lean out across the barrier</i>
<i>Can the task be carried out from an elevated work platform (EWP)?</i>			<i>Ensure that precautions included overleaf are taken</i>
<i>Does the task have to be carried out by another method?</i>			<i>Review activity before commencing to ensure that it is safe</i>
<i>Does the task require fall arrestors?</i>			<i>Ensure that precautions for fall arrestors are taken</i>
<i>Does the task require ladder access?</i>			<i>Ensure that precautions included overleaf are taken</i>
<i>Has an appropriate Emergency Response Plan been agreed and put in place?</i>			<i>Ensure details of the plan are available and this has been part of team induction</i>
Maintenance Worker	Print Name:		Sign:
Maintenance Manager	Print Name:		Sign:
The following precautions must be read in conjunction with the Managing the risk of falls at workplaces Code of Practice			
EWP SAFEGUARDS	workers operating the platform are trained and instructed in safe operating procedures for the particular brand and type of equipment, as well as the safe use of fall-arrest equipment and emergency rescue procedures the platforms are only used as working platforms and not as a means of entering and exiting a work area unless the conditions set out in AS 2550.10 Cranes, hoists and winches – Safe use – Mobile elevating work platforms are met unless designed for rough terrain, the platforms are used only on a solid level surface the surface area is checked to make sure that there are no penetrations or obstructions that could cause uncontrolled movement or overturning of the platform the manufacturer's or supplier's instructions are consulted for information on safe operation persons working in travel towers, boom lifts or cherry pickers wear a properly anchored safety harness workers are licensed when operating boom-type elevating work platforms with a boom length of 11 metres or more.		
FALL ARREST	A fall-arrest system is intended to safely stop a worker falling an uncontrolled distance and reduce the impact of the fall. This system must only be used if it is not reasonably practicable to use higher level controls or if higher level controls might not be fully effective in preventing a fall on their own. All equipment used for fall-arrest should be designed, manufactured, selected and used in compliance with the AS1891 series of standards. Key safety considerations in using fall arrest systems are: the correct selection, installation and use of the equipment, that the equipment and anchorages are designed, manufactured and installed to be capable of withstanding the force applied to them as a result of a person's fall, that the system is designed and installed so that the person travels the shortest possible distance before having the fall stopped, that workers using a fall-arrest system wear adequate head protection to protect them in the event of a fall that if the equipment has been used to arrest a fall it is not used again until it has been inspected		



	and certified by a competent person as safe to use.
SAFE USE OF LADDERS	<p><i>When a ladder is used, you should check that:</i></p> <ul style="list-style-type: none"> <i>the ladder is in good condition—the ladder should be inspected for faults, such as broken rungs, stiles and footing before it is used</i> <i>damaged ladders are removed from service</i> <i>the ladder is set up on firm, stable and level ground</i> <i>the ladder is the correct height for the task to avoid reaching or stretching</i> <i>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)</i> <i>the ladder is secured against displacement (i.e. slipping or sliding) and/or there is another person holding the base of the ladder</i> <i>the ladder is not placed so that the weight of the ladder and any person using the ladder is supported by the rungs</i> <i>all the locking devices on the ladder are secure</i> <i>materials or tools are not carried while climbing the ladder—use a tool belt or side pouch</i> <i>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</i> <i>slip resistant base, rungs or steps are provided</i> <i>slip resistant shoes are worn</i> <i>ladders are not used without additional appropriate precautions:</i> <ul style="list-style-type: none"> <i>in access areas or doorways—if necessary, erect a barrier or lock the door shut</i> <i>on scaffolding or an elevating work platform to get extra height</i> <i>next to power lines unless the worker is trained and authorised and the appropriate ladder is being used in very wet or windy conditions</i> <i>next to traffic areas, unless the working area is barricaded.</i>

UNCONTROLLED