

# E J & D J Graves Plumbers

## Working at Heights Permit Form

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*The Permit Checklist has been reviewed with the applicant prior to the commencement of work.*

Section 1: General		
Applicant Company:		
Phone:		Fax:
Company performing works:		Phone:
Company representative in charge of works:		
Person in attendance		Phone:
Permit valid from		To:

1.1 Checklist (The following Questions Must be Answered. All Boxes in This Section Must Be Ticked to Proceed)		
Does the intended works require a permit as described in this procedure?	Yes	No
Has a formal risk assessment already been completed?	Yes	No
If a formal written work procedure exist for the task has it been reviewed?	Yes	No
Section 2: Work Details and Controls (To be completed by Permit issuer & Permit Holder)		
2.1 Crane Usage		
Will a crane be in use?	Yes	No
Is a Man Cage being used?	Man Cage Registration ID :	Yes
		No
2.2 Ladders		
Are ladders being used for Working at Height?	Yes	No
Is a ladder the right “tool” for this task? (or should another control be used)	Yes	No
Is it the right type of ladder for this task? (Eg: fibreglass/electrical, extension, step ladder etc)	Yes	No
Has the ladder been inspected and found to be in good working order?	Yes	No
Is a standby person on the ground required?	Yes	No
Ladder is installed at a 4:1 ratio?	Yes	No
Will ladder be secured/footed?	Yes	No
Will ladder be positioned on a firm stable load supporting surface?	Yes	No
Will barricades/signs be required to protect personnel below?	Yes	No
Is extra fall protection equipment (ie: harness) required to be used with the ladder?	Yes	No
2.3 EWP		
Is an EWP being used for Working at Height?	Yes	No
Has the pre start inspection been carried out and recorded?	Yes	No
Are the ground conditions suitable for use of the EWP?	Yes	No
Have all overhead hazards in the area where the EWP is being used controlled?	Yes	No
Are personnel operating the EWP's trained, competent and have a current certificate to operate?	Yes	No
Are fall restraint controls in place for work conducted in a EWP?	Yes	No

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2.4 Erection/Dismantling of Scaffold			
Does the scaffold have appropriate certification?	Yes	No	
What duty is the scaffolding required to be? <input type="checkbox"/> Light (225kg) <input type="checkbox"/> Medium (450 kg) <input type="checkbox"/> Heavy (675 kg)			
Will the task change and potentially result in overloading the scaffold?	Yes	No	
Has the re-inspection frequency been determined (not exceeding 30 days) Every_____Days_____	Yes	No	
2.5 Fall Restraint/Arrest System			
Is a fall restraint or fall arrest system being used for Working at Height?	Yes	No	
All equipment has been inspected, tagged and in date? (inc Harness, Lanyards and devices)	Yes	No	
Harness are rated for fall arrest and have suspension trauma straps fitted? (even when working in restraint)	Yes	No	
Shock absorbers are built into all systems?	Yes	No	
All Rigging prevents pendulum swing? (Fall arrest only)	Yes	No	
All Rigging is to be peer checked, Anchors, attachments, harness fittings etc...	Yes	No	
Has the work method included a safe means of access/egress to the work location?	Yes	No	
A dual lanyard system is used when detaching and reattaching lanyards at height, ensuring one connection point is maintained at all times (eg: 100% hook up above 2 metres)? (Fall arrest only)	Yes	No	
2.6 Additional Specific Controls			
The task has been assessed by and emergency response specialist to determine if a rescue plan needs to be developed and communicated to all personnel involved?	Yes	No	
Rescue plan required?	Yes	No	
Have persons being trained and deemed competent for working at Heights?	Yes	No	
Is working at height training current (Within the last two years)?	Yes	No	
Do any of the team members had a medical condition which stops team member from working safely at height or fear of heights?	Yes	No	
2.7 Permit Checklist			
Does any of the work involve:			
1. Excavation, cutting, drilling, penetrating the ground buy more than 100 mm, or drilling into walls?	Yes	No	<i>Dig Permit</i>
2. Work with potential to generate heat or spark (e.g. welding, cutting, grinding, abrasive blasting etc) result in fire associated with equipment, vessels or structures in vicinity incl fire associated with other operations eg bunkering?	Yes	No	<i>Hot Work Permit</i>
3. Abrasive blasting?	Yes	No	<i>Abrasive Blasting Checklist</i>
4. Any space not designed for normal work, where rescue may be difficult eg roof spaces, underneath buildings, within tanks?	Yes	No	<i>Confined Space Permit</i>
5. High Voltage (HV) incl entry to any signed HV space or cabinet. 240V electricity which cannot be isolated. Sewer or sewage systems, gas or high pressure water?	Yes	No	<i>Services Permit</i>
6. Work within 3m of a road within Port and KBIE requiring decreased speed limits or use of safety barriers or has the potential to impact traffic flow?	Yes	No	<i>Traffic Permit</i>
7. Handling dangerous goods (DG) incl DG transported onto or off DPA land, transported onto DCW or DBLB, loaded onto or off vessels, or in transit on vessels in Port?	Yes	No	<i>Dangerous Goods Permit</i>
8. Removal or native vegetation, work in or near a previously undisturbed area or within a National Heritage Listed area?	Yes	No	<i>Environment and Heritage Permit</i>
9. Loads greater than 4.3m high, 2.4m wide, 19m long or over 42.5t?	Yes	No	<i>Oversized Load Permit</i>

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2.8 Permit Conditions										
1. Fire extinguisher is to be on standby at all times.								Yes	No	NA
2. If required, a fire watch has been organised, fire equipment laid out ready for use, or the fire pump or fire regard is on standby.								Yes	No	NA
3. Barricades and warning signage are to be in place at all times.								Yes	No	NA
4. Hoses, electrical lead and equipment have been tested/tagged in accordance with Australian Standards.								Yes	No	NA
5. The company representative in charge of works/person in attendance agrees to advise all team members of permit conditions.								Yes	No	NA
2.9 Required Permit Documentation								Yes	No	NA
1. JHA <input type="checkbox"/> JSA <input type="checkbox"/> JSEA <input type="checkbox"/> WMS <input type="checkbox"/> SWL <input type="checkbox"/>								Yes	No	NA

Applicant's Authorised Representative:		Title:	
Signature		Date:_____	
Permit Authoriser:		Title:	
Signature		Date:_____	

Notifications:									
Wharf Manager	Yes	No	Environment	Yes	No	Safety	Yes	No	Other:
Maintenance	Yes	No	Engineering	Yes	No	Security	Yes	No	

Section 4: Completion									
The work has been completed and all persons who had a role in carrying out the work, materials and equipment have been withdrawn.									
<input type="checkbox"/> Authorised Representative of Applicant Signed    OR <input type="checkbox"/> Company in Charge of Works Signed									

Name:		Permit Authoriser:	
Date:		Date:	
Signature		Signature	