

Working at Heights Permit

Working at Heights Permits **MUST** be completed by SCU staff or contractors scheduled to undertake works at or above 2 metres on university property. All permits must be in line with WHS legislative requirements and approved by an authorised SCU Permit Issuer.

ALL WORK IS TO CEASE ON THE SOUNDING OR RAISING OF A FIRE OR OTHER EMERGENCY ALARM

PERMIT DETAILS									
Permit is Valid from:				Until:					
Permit Holder:		Staff	Contractor	Company Name:					
Worker Name:				Mobile:					
Description of Works:									
Location of Works:									
Maximum height of plant:				m	Height of work?		m		
Prestart Review							<i>Tick</i>		
Pre-start meeting with SCU PS Representative completed?									
Have the highest practicable level of controls been prepared to control the risks identified?									
Have you submitted a fire system isolation request to impair smoke/heat detectors while work is performed?									
SCU has approved works to proceed and notified those in the general area.									
A spotter has been assigned to monitor the work and assist in the event of an emergency?									
Spotter and worker both have the contact details for the closest first aid officer or hospital?									
PERMIT HOLDER	PEE Required		<i>Tick</i>	<i>Tick</i>	Other Controls		<i>Tick</i>	Equipment Checks	<i>Tick</i>
	Safety Harness		Safety Boots		Barricades & Warning Signs			Fall Arrest Tagged	
	Carabiners + Lanyard		Protective Clothing		Anchor Points			Plant in good order	
	Eye Protection		Hard Hats		Scaffolding			Plant fit for purpose	
	Hand Protection		Tool Belts		Ladders / Platform Ladders			Tools secured	
	Environmental Checks							<i>Tick</i>	Comments
	Weather is appropriate for the work being performed? <i>Tick if 'yes'.</i>								
	Has pedestrian/vehicle traffic been redirected to prevent unnecessary exposure to worksite and falling objects?								
	Surfaces are safe for work (without leaf litter and no slippery surfaces)?								
	Training & Qualification Checks							<i>Tick</i>	
Person/s conducting work (incl. spotter) have completed working at height and trade training aligning with WHS legislation?									
Provide licence/permit no for working at heights and/if applicable, rescue operations.									
Person/s working at heights are medically and physically fit to perform the task?									

PERMIT AUTHORISATION

ISSUER

I, the permit issuer, approve this work at heights (as listed above) to proceed.

Name of Permit Issuer: _____

Signature: _____

Date of Issue: _____

PERMIT DECLARATION

PERMIT HOLDER

As the Permit Holder, I acknowledge and understand the conditions of this permit and:

- Am competent to coordinate this work in accordance with this permit and associated risk assessment.
- Will implement all the controls highlighted above and outlined in the risk assessment.
- Shall share this permit and associated risk assessment with the other worker/s to ensure they understand the conditions of this permit.

Name of Permit Holder: _____

Signature: _____

Date: _____

My signature below acknowledges that I agree and understand the conditions of this permit (other worker/s).

Name of worker: _____ Signature: _____ Date: _____

Name of worker: _____ Signature: _____ Date: _____

Name of worker: _____ Signature: _____ Date: _____

Name of worker: _____ Signature: _____ Date: _____

FINALISATION

PERMIT HOLDER

As the Permit Holder, I confirm all work is complete, all workers have signed off the Permit and the worksite has been left clean and tidy.

Name of Permit Holder: _____

Signature: _____

Date: _____

FEEDBACK

NON-COMPLIANCE

		Consequences				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Moderate	Moderate	High	Extreme	Extreme
	Likely	Low	Moderate	High	High	Extreme
	Possible	Low	Moderate	Moderate	High	High
	Unlikely	Low	Low	Moderate	Moderate	Moderate
	Very Unlikely	Low	Low	Low	Low	Moderate

 Ensure all risk assessments and SWMS are sent to pscontractor@scu.edu.au prior to starting works!

Once permit is complete and fully signed off - please submit here>>>