



# WORKING AT HEIGHTS PERMIT

<b>Permit Receiver (Name):</b>		<b>Signed:</b>	
<b>Permit Receiver Phone No. (Mobile):</b>			
<b>Heights Training Sighted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (all performing the task e.g., using ladder etc.)		
<b>Permit Issuer (SP Supervisor Name):</b>		<b>Signed</b>	<b>Close out</b>

PERMITS OVER 1 DAY (MAX 5 DAYS) (review with South Port Supervisor at start & end of each day)				
DATE:	/ /	/ /	/ /	/ /
Receiver:				
Issuer:				
<b>Daily close out</b>				

Ensure all newly identified hazards and/or changes are communicated to the Permit Issuer and the entire team.  
 Add these to the **main Permit with the date, risk assessment and minimising controls.**

GENERAL		WORKING ON THE ROOF	
Are weather conditions suitable (wind, rain etc)	Y / N	Are work positioning or fall arrest systems in place where roof pitch exceeds 15 degrees	Y / N
Has area been signed and barricaded off from passing vehicles and or people entering area	Y / N	Are walkways, platforms, or boards in place for work on fragile roofs (including within ceilings)	Y / N
Do operators hold correct unit standard training	Y / N	Are voids or skylights on the roof	Y / N
Does equipment hold current inspection tag and has been inspected in good condition	Y / N	Are barriers or guard rails in place where work will be within 2 meters of edge	Y / N
Will the work impact other stakeholders in neighbouring areas (workers or contractors etc.)	Y / N	Are work positioning or fall arrest systems in place where work will be within 2m of the edge	Y / N
Are lanyards or other measures in place to prevent tools and equipment falling from heights	Y / N	<b>ELEVATED WORK PLATFORMS</b> (incl., scissor lifts, man cages, cheery pickers etc)	
Is area free from other hazards such as power lines (e.g., 4m away power lines)	Y / N	Does the EWP hold current certification and the rated lifting capacity is clearly marked	Y / N
Harness/lanyard required or life vest if over water	Y / N	Harness and lanyard are worn and attached to a certified anchor point	Y / N
A rescue plan is required (print below)	Y / N	Has gradient, height, access, load, and ground surface been assessed when considering EWP type	Y / N
<b>LADDERS</b>		Does person hold qualification to operate EWP	Y / N
Is ladder rated for industrial use, labelled as complying with AS/NZ 1892 and in good working condition i.e., structurally sound, free of defects, not covered in chemical/other materials.	Y / N	<b>SCAFFOLD</b>	
Is ladder secured against sliding top and bottom and surface supporting ladder is secure	Y / N	If fixed scaffolding it must be erected by a certified scaffolder / company	Y / N
Is ladder set to 4:1 ratio and extends 1m beyond step off point	Y / N	If mobile scaffolding it must be erected by a competent person but cannot exceed 5 meters	Y / N
Is ladder set to 4:1 ratio and extends 1m beyond step off point	Y / N	Is re-checked by certified scaffolder following severe weather, earthquake, or impact from mobile plant	Y / N
Is side loading work (e.g., drilling through solid materials) expected from a stepladder (a-frame)	Y / N	Has gradient, height, access, load, and ground surface been assessed when considering scaffold type	Y / N
Is ladder long enough for the job, allowing to work from the third step without overreaching and maintaining three points of contact.	Y / N	Can a person fall more than 5m from scaffolds or it is a suspended scaffold, then it should be notified to Maritime as particularly hazardous work.	Y / N

<b>Rescue Plan:</b>	
<b>Rescue Diagram:</b>	

<i>PRINT AND SIGN YOUR NAME IF YOU HAVE READ AND AGREE WITH THE PERMIT CONTENT</i>			
<b>Name</b>	<b>Signature</b>	<b>Name</b>	<b>Signature</b>

<b>ROOF PITCHES, SKYLIGHTS, AND INSTALLED SAFETY SYSTEMS (FOR YOUR INFORMATION):</b>					
SP's Buildings	Pitch	Clear lite	SP's Buildings	Pitch	Clear lite
Shed 1&2	11	NO	Container terminal building (R&D)	6	YES
Shed 3	11	YES	Forklift repair shed	20	YES
Shed 3A + 3B	7.5	YES	Cold store 1	4.5	NO
Shed 3C Canopy	5	YES	Cold store 2	6.5	NO
Shed 4	7.5	YES	Cold store 3	5	NO
Shed 5	7	NO	Cold store engine room	5	NO
Shed 7 (Installed: roof ladder with guards/cage to access an anchorage point with horizontal lifeline)	19.6	YES	Pneumatics Syncrolift shed	45	NO
			South Syncrolift shed	30	YES
			Admin building	12	
<input type="checkbox"/> Higher pitched roofs requiring work positioning or fall arrest systems					
<input type="checkbox"/> If voids or skylights are on the roof, they should be barricaded, and work should be positioned away from them.					