



SOUTHERN PORTS AUTHORITY

Port of Albany

Working at Heights Permit

Form Number: APAOHS-05

Revision: September 2014

Issue Date:

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This Permit must be completed & approved by Southern Ports Authority – Port of Albany before any work at heights is undertaken. All sections MUST be completed, to ensure safety, and injury protection resulting from falls. This permit must be accompanied by a JSA, before consideration for approval of works.

Works to be conducted in accordance with WA Code of Practice – Prevention of Falls in the Workplace 2004 and any Australian Standards referred to therein e.g. AS 2250.10 Cranes, Hoists and Winches – Safe Use – General Requirements and AS/NZS 1892 series – portable ladders.

Submit to: permits@albanypport.com.au or fax to 08 98417566 during office hours

Section 1: Applicant Details

Contractor's Name		Position	
Company Name		Date	
Company Phone No		Mobile	
Works Start Date		Works Completion Date	
Worksite Area			
Description of work to be undertaken			

Section 2: Work Area

Please tick Yes or No		YES	NO
1.	JSA completed & submitted	<input type="checkbox"/>	<input type="checkbox"/>
2	Plant area / site / equipment isolated & tagged out as required	<input type="checkbox"/>	<input type="checkbox"/>
3	Work area inspected for:		
	A. Weak surfaces that do not support body / machine weight	<input type="checkbox"/>	<input type="checkbox"/>
	B. Openings which are not protected	<input type="checkbox"/>	<input type="checkbox"/>
	C. Open edges on raised work areas requiring fall protection	<input type="checkbox"/>	<input type="checkbox"/>
	D. Slippery or uneven surfaces	<input type="checkbox"/>	<input type="checkbox"/>
	E. Anchor points for fall arrest systems	<input type="checkbox"/>	<input type="checkbox"/>
	F. Exposure to adverse weather conditions	<input type="checkbox"/>	<input type="checkbox"/>
	G. Hazchems, inflammable liquid / gasses / electrical	<input type="checkbox"/>	<input type="checkbox"/>
	H. Clear access and egress from the worksite	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Equipment

1	Works requires the use of:		
	A. EWP under 11 metres	<input type="checkbox"/>	<input type="checkbox"/>
	B. EWP over 11 metres (HR Licence required)	<input type="checkbox"/>	<input type="checkbox"/>
	C. Scaffolding (HR Licence required) to Australian Standards	<input type="checkbox"/>	<input type="checkbox"/>
	D. Man Cage (Registered)	<input type="checkbox"/>	<input type="checkbox"/>
	E. Ladders (Use according to OSH Regulation 3.26)	<input type="checkbox"/>	<input type="checkbox"/>
2	All equipment to be used meets required AUST Standards and will be operated in accordance with the Standards, including use of fall arrest systems.	<input type="checkbox"/>	<input type="checkbox"/>
4	All equipment to be used has/will be checked for any defects by a competent person.	<input type="checkbox"/>	<input type="checkbox"/>
5	If using classified equipment, all other associated permits have been completed / approved	<input type="checkbox"/>	<input type="checkbox"/>
6	All workers trained and deemed competent to perform tasks required of them?	<input type="checkbox"/>	<input type="checkbox"/>

