*This permit must be accompanied by a corresponding SWMS*

|  |
| --- |
|  |
|  | PERMIT REQUEST |  |
|  | Permit requested by (Supervisor) |  |  |
|  | Company / Department |  |  |
|  | Campus |  |  |
|  |  |  |  |
|  | Persons assigned to work at height |  |  |
|  |  |  |
|  | University contact (must be a Federation University employee) |  |  |
|  |  |  |  |
|  | Exact location of activity |  |  |
|  | Description of work to be undertaken |  |  |
|  | Weather conditions are suitable | Yes 🞎 No 🞎 |  |
|  |
|  |  |  |
|  | I confirm that the work methods, equipment and control measures shown in the **attached SWMS** comply with all applicable Regulations, Codes of Practice and Australian Standards and that the equipment has been inspected and is suitable for use. (see p. 2 – SWMS Guidance) |  |
|  |  |  |
|  | Signature (Supervisor) |  |  |
|  | Date |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | PERMIT AUTHORISATION |  |
|  | Permit valid from | Date: / / Time: am/pm |  |
|  | until | Date: / / Time: am/pm |  |
|  |  |  |
|  | I have reviewed this permit application and SWMS and authorise the proposed work at height. |  |
|  | **Authorised Work at Height Supervisor** |  |
|  | Name |  |  |
|  | Signature |  |  |
|  |  | Date: / /  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | COMPLETION OF WORK |  |
|  | The work has been completed as required and the area has been made safe. |  |
|  | **Authorised Work at Height Supervisor** |  |
|  | Name |  |  |
|  | Signature |  |  |
|  | Date: / / Time: am/pm |  |
|  |

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| SWMS GuidanceAll Work at Height Permits must have a Safe Work Method Statement (SWMS) attached. Use this checklist to assist in preparing the SWMS. |
|  | The SWMS is current and valid for this site. |
|  | The safest practical method will be used.Consider (in this order):1. Working from the ground or solid construction
2. Using passive fall prevention
3. Using a work positioning system
4. Installing a fall arrest system
5. Using a ladder and administrative controls
 |
|  | The job steps have been listed.They comply with all applicable Regulations, Codes of Practice and Australian Standards. |
|  | All foreseeable hazards have been identified. |
|  | Any precautions or preparations needed *before* starting the work at height have been listed. |
|  | Any equipment needed to perform the work safely has been listed. |
|  | Emergency procedures are in place. |
| Final Checks |
|  | All persons assigned to work at height are listed and have reviewed the SWMS before commencing the work. |
|  | All persons assigned to work at height are experienced and competent in the use of equipment to be used. |
|  | Any other permits required (e.g. Roof Access) have been obtained. |