*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 | | |  |
|  | | | | | |

|  |  |
| --- | --- |
| SWMS Guidance  All 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. |