



WORKING AT HEIGHT PERMIT

IMS No.: ATLK-WP-002-V2
Amendment No: 1
Issue Date: 12/09/18
Review Date: 11/09/19

Permit Number:		Date:	
Exact Location of the Job (Print) :			
Description of the Job (Print) :			
Company undertaking the Job (Print) :			
Approving Duty Manager:	Name:	Signature:	

THESE PRECAUTIONS MUST BE MET OR CONSIDERED PRIOR TO ANY WORK COMMENCING

Item	Description	Yes	No
1	A Risk Assessment (RA) must be completed prior to work at height being conducted and a copy of the RA given to the Duty Operations Manager.		Mandatory Tasks / Must be Completed
2	A Rescue plan must be developed identifying recovery procedure and equipment required.		
3	If Fall Protection Equipment is required the Critical Factor Calculation must be completed.		
4	All personnel working at height must have completed Safe Working at Heights training.		
5	Has the 'working at heights job procedure' been followed?		
6	Has the personal fall protection equipment been inspected and in good order?		
7	A safety observer is required.		
8	Is a copy of the Risk Assessment, rescue plan and 'critical factors' calculation attached to this permit?		
9	Will starting this work create another hazard with other work in progress?		
10	Is barricading required?		
11	Are communication requirements in place?		
12	Has isolation been completed?		

Author : Garry Ross
Approved by : Tom Blake
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SPECIAL INSTRUCTIONS OR CONTROL MEASURES:

Issued by Authorised Person		Permit Valid From:		Permit Expires:	
Issued By Name (Print):		Date	Time	Date	Time
Signature:		/ /	:	/ /	:

Accepted by Person/s in Direct Control of Work		Notes:	Permit Location:
Accepted by Name (Print):		Note: WORKING AT HEIGHTS Permit is only valid when person in direct control of work is at the work site	Permit must remain at job site while work is in progress and then returned to supervisor for filing
Signature:			

Persons Working at Heights

Print Name:	Signature:	Safety Observer: is the nominated competent person who shall perform the task of safety watch while others are working at heights. This person shall not perform any other work while acting as the Safety Observer. This person shall have a Safe Work at Heights certificate, a minimum of first aid training and be competent in the use of the recovery equipment being used.
Safety Observer(s)		
		Print Name:
		Signature:

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EMERGENCY RECOVERY PLAN

In the event of an emergency where the rescue of an employee is required from working at heights the following plan is to be applied by the stand by person or safety observer.

Person in direct control of work:	
Standby Person / Safety Observer	
Recovery Procedure: (who, what & how)	

CRITICAL FACTOR CALCULATION (CFC)

Step	Description	Consider	Calculation
1	Height of working platform/Anchor Point?	Fixed or Variable (Scissor Lift)	
2	Length of Lanyard and Harness?	Type of restraint/arrest equipment	
3	Length of the User’s Body?	User’s body length below the D-ring.	
4	Length of Anchorage Point Connector – Including Sag?	The longer the span, the more sag you’ll have.	
5	Safety Factor?	The conventional wisdom on this safety factor is an additional 3’ Ref: https://simplifiedsafety.com/blog/how-to-correctly-calculate-fall-clearance/	
6	If this clearance is not available (from anchor point to lower level), then you must come up with an alternate fall protection or fall prevention solution.	Add total of steps 2 to 5 and subtract the figure from step 1. This will give you the (CFC). If it’s a minus figure then the task must not proceed and another method must be adopted and re-calculated.	



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PERMIT HOLDER CHECK LIST

Item	Description	Yes	No	Comments
1	Working at heights permit approved?			
2	Trained and authorised personnel?			
3	Risk assessment understood and copy give to the Duty Operations Manager?			
4	Rescue plan understood by all?			
5	Personal protection equipment?			
6	First aid kit available or location of nearest one?			
7	Two way radio, call signs?			Tested
9	Rescue device?			
10	Elevated work platform?			Certification available examined within 6 months?
11	Man basket and crane?			Certification available examined within 6 months?
12				
13				
14				
Any other equipment required to facilitate the rescue plan?				

Please Note: The person in direct control of this task has the responsibility to ensure the conditions contained within the permit are followed and Atlink Ltd accepts no responsibility or liability for the work being undertaken by the Permit Holder.

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