



WORKING AT HEIGHT PERMIT

Doc ID: ATLK-WP-002-V9
Amdt No:
Issue Date: 01/12/25
Review Date: 30/11/26

Permit Number:	ATLK-WH-	Date:	
Exact Location of the Job:			
Description of the Job:			
Company undertaking the Job:			

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	Method Statement		
6	Has the personal fall protection equipment been inspected and in good order		
7	A safety observer is required.		
8	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 works		
10	Barricading required		
11	Are communication in place		
12	Has isolation been completed if required		

SPECIAL INSTRUCTIONS OR CONTROL MESAURES:

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

Accepted by Person/s in Direct Control of Work		Notes:	Permit Location:
Accepted by (Print Name):		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: the nominated person who shall perform the task of safety observer while others are performing the task. This person shall not perform any other task 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:

EMERGENCY RECOVERY PLAN

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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 standby person or 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	Suitable PPE			
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 riding basket and crane			Certification available examined within 6 months
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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