



Working at Heights Permit

Authorisation for work at height

Permit no.: _____

Valid: **single task / shift**

SITE / BUILDING	ADDRESS	SPECIFIC LOCATION / AREA	DESCRIPTION OF WORK
_____	_____	_____	_____
VALID FROM (DATE / TIME)	VALID TO (DATE / TIME)	SWMS / JSA REF.	PERMIT NO.
_____	_____	_____	_____

1 This permit covers

- ☐ Roof work ☐ Ladders ☐ Elevated work platforms
- ☐ Scaffolding

2 Requirements — confirm before work commences

WHS Reg 2017

#	REQUIREMENT	YES	NO	N/A	COMMENTS
1	Height risk assessment completed	☐	☐	☐	
2	Fall protection provided	☐	☐	☐	
3	Anchor points certified	☐	☐	☐	
4	Harness inspected	☐	☐	☐	
5	Lanyards inspected	☐	☐	☐	
6	Scaffolding tagged	☐	☐	☐	
7	Weather conditions acceptable	☐	☐	☐	
8	Exclusion zone established	☐	☐	☐	
9	Rescue plan available	☐	☐	☐	
10	Workers trained for heights work	☐	☐	☐	

3 Access equipment

ACCESS METHOD / SCAFFOLD TAG NO. _____ ANCHOR POINT CERTIFICATION REF. _____ HARNESS / LANYARD INSPECTION DATE _____

Authorisation & acceptance

This permit is **not valid until authorised**. By signing, the receiving worker confirms they understand the hazards, controls and conditions of this permit.

ISSUED / AUTHORISED BY (NAME & SIGNATURE)	POSITION	DATE / TIME
_____	_____	_____
ACCEPTED BY (RECEIVING WORKER — NAME & SIGNATURE)	COMPANY / ROLE	DATE / TIME
_____	_____	_____



Completion & cancellation

On completion, confirm the area is safe, controls / isolations removed where appropriate and systems returned to normal.

PERMIT CLOSED / CANCELLED BY (NAME & SIGNATURE)

POSITION

DATE / TIME

Guidance only. Managing the risk of falls is a duty under the **WHS Regulation 2017** and the *Managing the risk of falls* Code of Practice; fall-arrest / restraint equipment must comply with **AS/NZS 1891** and ladders with **AS/NZS 1892**. A rescue plan must be ready before anyone works at height.