

Permit to Work Working at Height Certificate

PTW # _____

**NOTE: All staff involved must be trained and competent in working at height.
Specialist qualifications are required for any abseil work.**

Description of job and rescue plan

Site Inspection Before Work Starts – Permit Issuer must be satisfied that appropriate precautions are in place or planned to mitigate risk

Date of Site inspection:

Type of Equipment? All equipment must be inspected, hold current certificates where relevant, be appropriately rated, fit for purpose and in good condition.

<input type="checkbox"/> Ladder	<input type="checkbox"/> Roof	<input type="checkbox"/> Certified scaffold	<input type="checkbox"/> Telescopic boom	<input type="checkbox"/> Edge protection
<input type="checkbox"/> Scissor lift	<input type="checkbox"/> Crane	<input type="checkbox"/> Permanent ladder	<input type="checkbox"/> Articulating boom	<input type="checkbox"/> Total restraint system
<input type="checkbox"/> Fall Arrest*			<input type="checkbox"/> Abseil*	
<input type="checkbox"/> Fall Restraint/Arrest System inspected, maintained and in safe working order compliant with AS/NZS1891			<input type="checkbox"/> Fall Restraint/Arrest System compliant with AS/NZS1891 series	
<input type="checkbox"/> Rated and approved anchor point			<input type="checkbox"/> Lanyard length confines the operator to working platform	

*Contact your Council Health, Safety & Wellbeing Advisor for further advice

The Safety Observer must ensure the following is in place before work commences:

- ☐ A safety observer has been assigned to maintain continuous communication and observation with any person wearing a safety harness. **Strikethrough if not applicable.**
- ☐ WorkSafe NZ has been notified if required (If there is a potential for a fall of 5 m or higher, including the erection or dismantling of scaffolding from which a person may fall 5 m or more. Work carried out from a ladder only, or maintenance and repair work of a minor and routine nature is excluded) **Strikethrough if not applicable.**
- ☐ Suitable fall protection has been provided and documented in the Job Safety Analysis for this Permit to work.
- ☐ Barriers and signs are in place to prevent the passage of other personnel into or underneath the area.
- ☐ Safe access to any essential service within the work area has been maintained, including protection from falling items. **Strikethrough if not applicable.**
- ☐ All safety equipment and specialised work tools are fit for purpose, are in good condition and have valid certification/inspection certificates where relevant.

Rescue Plan

A rescue plan has been documented and is understood by all team members.

Name	Signed

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Rescue Plan:

List all the equipment that will be used and is on hand for self-rescue or team rescue, and how the rescue will be undertaken.

Equipment	Expiry Date	Equipment	Expiry Date

Permit Certificate – Working at Height Sign Off

Issue date:	Sign:	
Change in hazards (circle)	Yes	No
If yes JSA will need to be changed and signed off		

Permit Suspension and Revalidation – used when work is suspended and can be revalidated for up to 6 (six) shifts only. Permit Issuer only can revalidate the Permit.

Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	

Permit Issuer and Permit Receiver: By signing below, we verify that the work described above has been completed.

Permit Issuer (name):		Permit Receiver (name):	
Signature		Signature	
Date		Date	