

Apply for Working at Heights Permit

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1 Introduction

1.1 Purpose

This guide is intended for Curtin University's Contractors, Sub-contractors Vendors, University Staff and Permit Managers, providing information into the role and process of applying for a Working at Heights Permit. The system is designed to prevent the occurrence of incidents or injury to contractors, staff and students; prevent damage to the University Estate and to assist with the safe and timely completion of works in accordance with the University's processes, systems and relevant legislative requirements. To act as a permit manager at Curtin University you must be duly authorised by Properties, Facilities and Development.

1.2 Inclusion Group

This guide is intended for any organisation engaged by Curtin University and nominated to the Contractor as the representative of the University. All subcontractors working under a lead contractor must be disclosed within the permit application. If the subcontractor changes at any point a new permit request must be submitted.

2 Definitions

Term	Definition
Working at Heights	Works exceeding 2m or risk a fall of 2m or more.
Contractor	The Company engaged by Curtin University to perform work on the Estate.
Permit	Authorises person(s) to undertake works on the Estate.
Permit Applicant	The person who completes the Permit Application
Permit Manager	The person authorised by the University to manage the Permit process.
Project Manager	The person managing the Project on behalf of the University.
Risk Assessment	A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.
Risk Management	The systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, assessing, treating and monitoring risk.
Work Methodology	A statement submitted by the Contractor describing the tasks to be completed during works.
The Core	The Core is the Pedestrian Precinct in which vehicles are restricted between the hours of 9:00am-3:30pm.

3 Working at Heights Permit/Access to roof or roof voids

3.1 Context

A Working and Heights Permit is required to allow personnel to undertake designated works at heights in excess of two metres. All working at heights permits must not exceed a period of four weeks. Should additional time be required to complete the works further permit applications are to be submitted.

3.2 Mobile Plant

All mobile plant brought on to the University by contractors shall meet the requirements of the Occupational Safety and Health Regulations 1996. All contractors undertaking work on any type of Elevated Work Platform (EWP), including scissor lifts, will be required to hold a valid high risk license (Class WP). This requirement applies to operators of AND any workers in the EWP. In instances where a valid license is not produced for verification purposes, the contractor will be required to cease work immediately, make the area safe, leave the worksite and discuss this with their Curtin Contact/Representative. Reversing beepers and revolving lights must be in working condition and used where fitted. The mobile plant must be maintained and a prestart check completed daily. Contractors operating mobile plant must ensure that emergency response plans are in place in the event of an emergency.

All contractors are responsible for ensuring the security of their work site. Suitable barricading is to be installed for all jobs involving EWP's and the barricaded area is to be directly related to the fully extended length of the EWP and marked with adequate signage to indicate the hazards. Where access to a work site by the public is possible, the site must be fenced or barricaded with bollards and barrier mesh. All barricading must be maintained and on completion of work the area must be made safe prior to the removal of barricading. Solid barricades shall be erected where a person can fall into any opening, from an exposed edge, removed flooring or could fall into any hazardous substance.

Contractors must ensure there is a designated spotter for all works requiring the use of a EWP when moving mobile plant in shared access areas and ensure safety harnesses are worn at all times. Contractors are to ensure that all leads and hoses used with elevated work platforms are at least the required maximum length plus height. Contractors must follow manufacturer's guidelines and relevant Working at Heights/EWP training and not have hoses and leads attached to the cage rails. Alternative methods of control are to be used for hoses and leads used with EWP's e.g. clips with a weak-link to be installed on all hoses (as a minimum) or cables for quick release during operations. All external works requiring the use of a EWP must include stabilisers/outriggers.

3.3 Risk Management

Prior to commencing work, a risk assessment must be submitted to the University Representative. The risk assessment shall identify task and site specific hazards and suitable control measures which are agreed by all stakeholders affected by the work program.

A permit is required for all persons working where there is a possibility of falling more than two metres.

The types of equipment which may be used by competent persons for working at heights to minimise risk include:

3.3.1 Static Lines and Anchor Points

Anyone working at heights must refer to the University's Fall Restraint Systems Register available at the Maintenance office of Properties, Facilities and Developments. Most University buildings have anchor points and/or static lines. Prior to the use of an anchor point, the worker shall examine the compliance tag to ensure the anchor point has been inspected within the previous six months, otherwise, it must be inspected by a competent person prior to use.

3.3.2 Fall Protection

All fall protection (fall restraint or arrest) must have an established inspection regime for an effective inspection by a competent person. When using Fall Restraint or Arrest equipment an Emergency Rescue Plan shall be developed.

3.3.3 Ladders

All ladders must comply with relevant Australian Standards AS1892 and be positioned and used as described in the Worksafe WA Code of Practice: The Prevention of Falls at Workplaces.

Extension ladders should only be used for access or egress from a work area and not as a work platform. Ladders should be placed at a slope of 4:1; four vertical to one horizontal and be fitted or secured top and bottom. Metal ladders or ladders with metal reinforcing shall not be used when there is any possibility of contacting electrical equipment.

3.3.4 Scaffolding

Scaffolding shall be constructed in accordance with AS4576. Scaffolding which exceeds a height of four metres can only be erected, altered or dismantled by a training and competent scaffolder holding a High Risk Work Licence.

3.3.5 Fixed and Mobile Work Platforms

A fixed platform is the preferred option when working at heights however a mobile work platform must be at a minimum 450mm in width and platform ladders above two metres must have edge protection incorporated.

3.3.6 Edge Protection

Edge protection shall be provided wherever there is risk of falling two or more metres. Edge protection may include handrails, barricades and toe boards.

3.3.7 Personal Protective Equipment (PPE)

All relevant PPE shall be worn when completing works on behalf of the University.

Control	Test
Elimination	Can the need to work at height be avoided to eliminate the risk of a fall?
Substitution	Can the fall be prevented by working on solid construction?
Engineering	Use equipment or other measures to minimise the distance of potential fall.
Administrative	Have the required Permits. Have developed Risk Management Plan.

3.4 Emergency Management

At all campuses in the event of a life threatening emergency dial 000, and give your exact location, if possible also call Curtin University Safer Communities on 9266 4444.

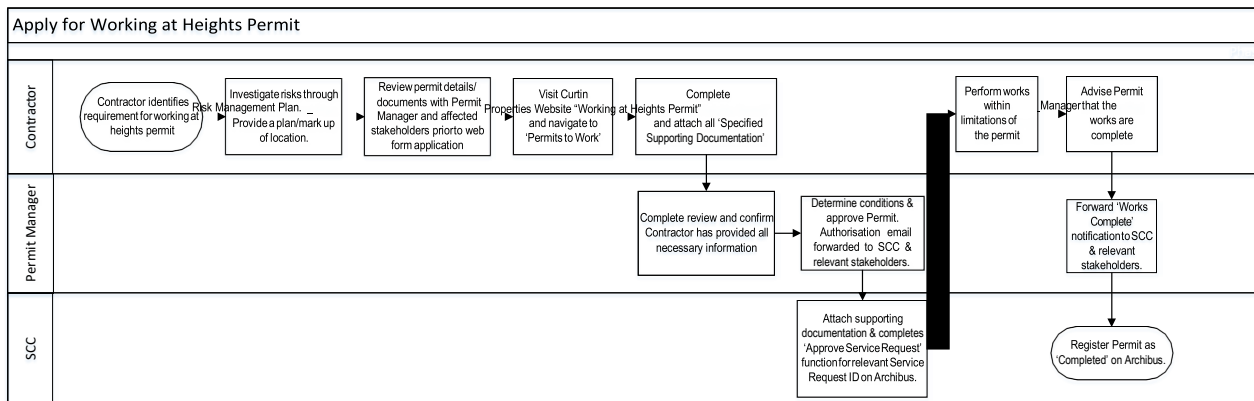
Prior to the commencement of work, Contractors are responsible for determining where emergency exits are, and determining the appropriate muster point location.

Contractors must familiarise themselves with the position of nearest available fire extinguishers prior to commencing work; or if carrying out hot works, provide their own.

4 Process for Applying for Working at Heights Permit

4.1 Workflow Diagram

The below flow chart demonstrates the process for applying for a Working at Heights Permit. This process is described in more detailed in [Section 4.2](#).



4.2 Procedure

Contractor Identifies Requirement for Working at Heights

Accountability: Contractor

During the course of the Contractors work under the Contract, contractors may encounter a situation where working at heights is required. When this occurs, the procedure within the above flow chart and within this process section shall be followed.

Investigate Potential Impact(s) of Working at Heights

Accountability: Contractor

The Contractor is responsible for carrying out all necessary investigations, as outlined below. If required, the Permit Manager is to assist the Contractor with these investigations, including:

- Identification and consultation with relevant/affected stakeholders;
- Risk Management Plan;
- Location Plan; and
- 'Methodology of Works', outlining step by step how the works will be performed including, access to site, works being performed and departure from site.

Review Content with Permit Manager & Affected Stakeholders

Accountability: Contractor

The Contractor is responsible for ensuring content of the Permit Application is reviewed with the Permit Manager, prior to the online application. Any necessary amendments are to be made prior to completion of the online application form.

Navigate to Web Form Application

Accountability: Applicant

Once all investigations are complete, the Applicant navigates to the Working at Heights Permit Online Web Form, which is found under 'Permits to Work' on the Properties Website.

Web Form Application

Accountability: Applicant

The Applicant completes the Online Web Form, attaching required documentation, as specified in Section 5.

All subcontractors working under a lead contractor must be disclosed within the permit application. If the subcontractor changes at any point a new permit request must be submitted.

Upon submitting the online web form, the Applicant will receive an automated notification confirming Curtin University's receipt of the Permit Application.

Review Permit Application

Accountability: Permit Manager

The Permit Manager receives an automated 'Authorisation Requisition' email (with a unique Service Request ID), containing the Applicants completed online web permit application. The Permit Manager reviews the form to determine applicant has a relevant requirement for works and has met all the requirements.

Determine Conditions & Approve Permit

Accountability: Permit Manager

Once satisfied, the Permit Manager forwards an authorisation email approving the Permit Application to the SCC, with a copy to the relevant stakeholders. The acceptable email is the 'Authorisation' text extract from the automated 'Authorisation Requisition' email notification. The Working at Heights Permit Application should demonstrate the Contractor has planned for the works, identified risks and has adequate mitigation strategies to safely execute the works. If the Permit Manager's review of the Permit Application identifies deficiencies or areas requiring further clarification, the Contractor is advised of these deficiencies, to assist with the completion and approval of the Permit Application.

Attach Documentation & Approve Service Request

Accountability: SCC

On receipt of the authorisation email, the SCC calls up the relevant Service Request ID on Archibus. The SCC attaches the Supporting Documentation to the corresponding Service Request ID and clicks 'Approve'. This completes the 'Approve Service Request' function in Archibus.

Use of Working at Heights Permit

Accountability: Contractor

Upon receipt of the email notification containing the approved Working at Heights Permit, the Contractor must ensure that works are undertaken within the limitations of the authorised Permit.

Notify Permit Manager of Works Complete

Accountability: Contractor

The Contractor must quote the corresponding Service Request ID in the email, when notifying the Permit Manager that all works associated with the Permit have been completed.

Forward Works Complete Notification

Accountability: Permit Manager

Upon receipt of the 'Works Complete' notification email, the Permit Manager must forward the email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed

Register Permit Complete

Accountability: SCC

Upon receipt of the 'Works Complete' email, the SCC must register the Permit Number as 'Completed' in Archibus. Then the Permit Manager and Applicant will receive an automated email notifying that the Working at Heights Permit has been registered as 'Completed'.

5 Documentation Requirements

All Working at Heights Permits requires the following attachments:

- Location Plan;
- Risk Management Plan.
- Work Methodology
- Working at Heights Registration details.
- EWP License – Where required
- High Risk Work License – Where Required

All contractors/sub-contractors undertaking works at any Curtin University campus or facility will be required to provide the following on request:

- Curtin issued Work Request/Order
- Curtin issued and approved Permit(s)
- Company approved SWMS and JSA for the specific task and location
- Any licences eg: High Risk Licence, applicable to the works being undertaken

Where these are not available for verification or the works are not being undertaken in strict compliance with the documents, the contractor will be required to immediately cease work, make the area safe and leave the worksite and discuss this with their Curtin Contact/Representative.

Note: All Project work, including construction, refurbishments; will be undertaken as per the agreed Contract terms and approved Safety Management Plan. Where Permits have been issued by Curtin, these shall be made available on request during site inspections.

6 Reference Material

6.1 Related Tools

Application for Working at Heights

Risk Assessment / Risk Register

Archibus

6.2 Related Knowledge

Upon applying for a Working at Heights Permit, all applicants are required to understand and follow the below:

- [Curtin's Contractor Health and Safety Handbook](#)
- [Curtin's Risk Management Webpage](#)

6.3 Associated Processes

- [Application for Confined Spaces](#)
- [Application for Isolations – Electrical, Mechanical, Fire](#)

7 Roles & Responsibilities Matrix

7.1 Legend

Legend	Key	Explanation
R1	Primary Responsibility	Responsible for directly actioning.
R2	Secondary Responsibility	Responsible for monitoring tasks performed by others.

7.2 Roles & Responsibilities Matrix

Responsibilities	Applicant	Permit Manager	SCC
Ensuring that any contractor, sub-contractor, their employees and University staff are aware of the requirement for a working at heights permit, prior to any works being undertaken.	R1	R2	
Information within relevant Guidelines and Procedures is understood and followed.	R1	R2	
Undertaking all relevant preliminary investigations including Work Methodology, Risk Management Plan and Location Plan.	R1		
Consulting relevant Curtin University Stakeholders as identified by the Permit Manager, to verify impacts and actions necessary for management	R1	R2	
Ensuring that no services/property is damaged during works to Curtin University, performed by the company responsible for the works.	R1	R2	
Including all information within the online permit application in order for the Permit Manager to adequately review the Permit.	R1		
Identifying and coordinating resolution of deficiencies or areas requiring further clarification, following review of the Applicants online web form application.		R1	
Forwarding authorisation email and attachments approving the Permit application to the SCC, copying in relevant Stakeholders.		R1	
Attaching supporting documentation to the relevant Service Request ID in Archibus and completing the 'Approve Service Request' function in Archibus.			R1
Ensuring the Contractor understands the Working at Heights Permit prior to works commencing	R2	R1	
Ensuring the Contractor has a full copy of the Permit in their possession at all times when works are occurring.	R1	R2	
Facilitation of an OSH Works Planning Meeting on site, prior to works commencing to discuss OSH risks associated with the contracted works and to determine adequate control processes to deal with risk occurrence.	R1	R2	
Confirming with each trade involved in the work that they have checked that the actions they plan to undertake will not damage any Curtin asset on the site causing injury (or) death, rather than assuming the tradespeople fully understand.	R1	R2	

Responsibilities	Applicant	Permit Manager	SCC
During the works, take all necessary precautions to ensure services or any other assets on the Curtin estate are not damaged.	R1	R2	
Ensuring that works are only undertaken within the limitations of the authorised Permit, by the specified method and persons	R1	R2	
Proactively monitoring works progress, key milestones, and identifying risks and managing specific risk issues	R1	R2	
Intervening if any activities are likely to cause damage to Curtin assets (or) Injury / Death.	R1	R2	
Forwarding of a 'Works Complete' email quoting the corresponding Service Request ID to the Permit Manager.	R1		
Forwarding the 'Works Complete' email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed.		R1	
Completing the close out function in Archibus and registering the Permit as 'Completed'.			R1

8 Document Types

Activity Register	A formal list of all Activities
Form	Logically structured document with a fixed arrangement of captioned spaces, designed for entering, extracting, or communicating the required information.
Plan	Written account of intended future course of action (scheme) aimed at achieving specific goal(s) or objective(s) within a specific timeframe.
Plant & Equipment Register	A formal list of all Plant & Equipment.
Procedure	A fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task.
Process	Sequence of interdependent and linked procedures which, at every stage, consume one or more resources (employee time, energy, machines, money) to convert inputs (data, material, parts, etc.) into outputs.
Process Map	A visual representation of a procedure defining information flows and connections to documents and other procedures.
Program	A plan of action aimed at accomplishing a clear business objective, with details on what work is to be done, by whom, when, and what means or resources will be used.
Report	A document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis.
Review	Orderly recall of past information in summary form for its re-examination.
Risk Register	A formal list of all risks.
Spot Check	Unscheduled inspection at random intervals.
Template	A file that serves as a starting point for a new document.