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| **MWPA Use Only** |  | Permit No. |  |
| Associated Permits |  |  | Work Order No. |  |

**Applicant (Permit Owner) to complete Sections 1-6. \*\*See notation re work at heights definition.**

| Section 1. Permit Owner Details |
| --- |
| Full Name |  | Company |  |
| Email Address |  | 24hr Contact No. |  |
| MWPA Responsible Worker |  | MWPA Responsible Worker Contact No. |  |
| Start Date / Time |  | Completion Date / Time |  |

| Section 2. Reason for Work at Height / Scope of Work |
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| Section 3. Location of Work at Height |
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| Section 4. Type of Work at Height (Tick **all** applicable types) |
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|[ ]  Fall Prevention Device (for example, fence, edge protection, working platforms or hole covers) |[ ]  Work Positioning System (for example, fall restraint, horizontal anchor line, confined space haul system) |
|[ ]  Fall Arrest System (for example, industrial safety net, a catch platform, a safety harness) |[ ]  Mobile Elevated Work Platform (MEWP) |
|[ ]  Scaffolding |[ ]  Working Suspended Over Water |
|[ ]  Work Box (Workers Cage) |[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| Section 5. Requirement Checklist |
| --- |
| The following minimum requirements MUST be met / understood / attached by Permit Owner. |
|[ ]  **MWPA Working at Heights Procedure** – Permit Owner confirms they have reviewed the Procedure. |
|[ ]  **Risk Assessment** – Permit Owner confirms a risk assessment meeting the minimum requirements identified within the MWPA Working at Heights Procedure is ATTACHED with this application.***Note*** – MWPA Working at Heights Procedure also requires management of potential dropped objects.Copies may be required for adjacent leaseholders / operations. |
|[ ]  **Emergency Rescue Plan** – Permit Owner confirms a rescue plan meeting the minimum requirements identified within the MWPA Working at Heights Procedure is ATTACHED with this application.Where practicable, the Permit Owner confirms they understand that the emergency procedures shall be tested prior to work commencing. |
|[ ]  **Worker Qualifications** – Permit Owner confirms that all Workers who work at height / operate work at height equipment hold suitable qualifications such as High Risk Work Licences / Work Safely at Height and are ATTACHED with this application. |
| [ ]  Yes [ ]  No [ ]  NA | **Isolations** – Permit Owner confirms they have discussed the scope of work with the MWPA responsible Worker and understand the isolation requirements for the proposed work.***Note*** – Isolations shall be completed by MWPA Electrical team (Worker) prior to the commencement of works. |
| [ ]  Yes [ ]  No [ ]  NA | **Mobile Elevated Work Platforms (MEWP)** – Permit Owner confirms that if MEWPs are to be used for work at height that the applicable section of the Working at Heights Procedure has been reviewed and the MEWP Specific Requirements / Special Considerations have been included in the ATTACHED risk assessment. |
| [ ]  Yes [ ]  No [ ]  NA | **Working Suspended Over Water** –Permit Owner confirms that if work requires suspension over water that the applicable section of the Working at Heights Procedure has been reviewed and the Working Over Water Specific Requirements have been included in the ATTACHED risk assessment. |
| [ ]  Yes [ ]  No [ ]  NA | **Scaffolding** – Permit Owner confirms that if work requires the erection or dismantling of scaffold that the applicable section of the Working at Heights Procedure has been reviewed and the Scaffold Specific Requirements have been included in the ATTACHED risk assessment. |
| [ ]  Yes [ ]  No [ ]  NA | **Works Adjacent to a Berth** –Are the works adjacent to a berth, near bollards or close to vessel mooring lines? If yes, Permit Owner confirms they have reviewed the hazards associated with this activity in the Worker’s Handbook. |
| [ ]  Yes [ ]  No [ ]  NA | **Works Within 5m of a Fuel Pipeline** –If works are scheduled within 5m of a fuel pipeline then additional requirements may apply from the licenced pipeline owner. Permit Owner confirms they have discussed this issue with the MWPA Permit Coordinator. |
| [ ]  Yes [ ]  No [ ]  NA | **Confined Space** – Is work area a confined space? If yes, Permit Owner confirms they have reviewed the following.• Mandatory requirements included within the Confined Space Entry Procedure.• Confined Space Entry Procedure and completed an Application for Confined Space Entry. |

| Section 6. Permit Owner – Acceptance of Conditions / Requirements |
| --- |
| By signing this document, I understand and accept the Terms and Conditions of this application and declare that all information given is true and accurate.I understand that prior to the commencement of work, this Application and supporting documentation will be subject to site review and final approval. |
| Permit Owner Name |  |
| Signature |  | Date |  |

**This form and attached documents should be emailed to** **permits@midwestports.com.au****.**

| Section 7. MWPA Use – Authorisation  |
| --- |
| Permit Coordinator confirms appropriate Authorisations have been completed. |
| **Permit Received** | **Position** | **Name** | **Signature** | **Date** |
| [ ]  Yes [ ]  No [ ]  NA | BHF Operations Supervisor (BHF Work) |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Maintenance Supervisor (Port Work) |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Wharf Supervisor |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Project Engineer |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Permit Authoriser – Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Authorised** |[ ]  **Rejected – Revise and Resubmit** |
| Authoriser Name | Signature |
| Role |
| Comments |
|  |
|  |
|  |

| Section 8. MWPA Use – Issue  |
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|[ ]  The Application has been reviewed by the appropriate Permit Authorisers and found suitable for return to the Permit Owner. |

| Section 9. MWPA Use – Site Review, Approval and Revalidation\* |
| --- |
| I confirm that this Application and supporting documentation has been reviewed. The Permit is now OPEN and Permit Owner has been advised they have control of their activities and work may commence.  |
| **Approver Name** | **Approver Position** | **Signature** | **Date / Time** |
|  |  |  |  |

| Section 10. Permit Owner – Acceptance of Conditions / Requirements |
| --- |
| I confirm that this Permit is now OPEN and as the Permit Owner, I have control of the work activities covered by this Permit. Daily revalidation shall be recorded prior to the commencement of work. |
| Permit Owner Name |  |
| Permit Owner Position |  |
| Signature |  | Date / Time |  |

| Section 11. Permit Owner – Site Review and Revalidation |
| --- |
| Daily revalidation shall be recorded prior to the commencement of work.  |
| **Approver Name** | **Approver Position** | **Signature** | **Date / Time** |
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| Section 12. MWPA Use – Completion of Work |
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| Permit Owner advises work has been completed. I confirm the work area has been left in a clean, safe and acceptable condition and the Permit can be CLOSED. |
| Approver Name |  |
| Approver Position |  |
| Signature |  | Date / Time |  |

| Section 13. MWPA Use – Permit Closed |
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|[ ]  Permit has been CLOSED. |

| Section 14. MWPA Terms and Conditions |
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| 1. To ensure timely approval for PERMITS, the following MINIMUM approval times apply.
	* Application for Land Based Crane Lift, Application to Excavate / Penetrate and Application for Traffic Management shall be lodged at least seven days prior to work.
	* All other Permits shall be lodged at least three days prior to works.
 |
| 1. A copy of this Application for Working at Heights Permit plus mandatory documentation is to be held on site at all times.
 |
| 1. Permit Applicant accepts that no work can commence on site until this Permit and associated documentation has been reviewed and approved on site.
 |
| 1. Permit Owner warrants that it understands the nature of the work permitted by the Permit and risks associated with it, has sufficient competence to carry out the work and accepts responsibility (including work health and safety responsibility) for the work.
 |
| 1. All Workers accessing MWPA sites, as a minimum are required to have completed the MWPA Induction. Within the Landside and Waterside Restricted Zones, individuals are required to carry their own Maritime Security Identification Card (MSIC) at all times. A visitor’s pass may be obtained, although all visitors must be escorted at all times by a holder of a current MSIC.
 |
| 1. Any incidents (safety / environmental / damage) must be reported to MWPA immediately. After hours, please call the 24hr Emergency Contact on 0437 413 734.
 |

\* Refer to Permit Revalidation Extension form if work period extends past seven days.

**Custodian – Maintenance Superintendent**

**Approver – Maintenance Services Manager**

**\*\*Note –** Work at Heights (*WHS General Regulations 2022*, r.78) do not define a ‘specific height’ to classify general activities as work at heights, however, it includes a fall from one level to another that is reasonably likely to cause injury to the Workers or any other person.

***Note*** – ‘Construction Work’ that involves a risk of a Worker falling more than 2 metres is defined as High Risk Construction Work (*WHS General Regulations 2022*, r.291) and must be managed accordingly, such as, it will require a Safe Work Method Statement (SWMS).