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| **APPLICANT DETAILS** | | | | |
| Full Name: | |  | Organisation: |  |
| Email Address: | |  | 24 hr Contact No.: |  |
| Start Date/Time: | |  | Completion Date/Time: |  |
| Job Location: |  | | | |
| Job Description: |  | | | |
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| **Section 1** | | | | | | | | **YES** | **N/A** |
| Are personnel able to fall from one level to another where: | | | | | | | |  |  |
| * There is a potential to fall 2 metres or more. | | | | | | | |  |  |
| * They gain access to within 2 metres of an open edge where they may fall 2 metres or more. | | | | | | | |  |  |
| * A significant incident may occur whilst working at a height of less than 2 metres. | | | | | | | |  |  |
| * Through a risk assessment, it has been determined that accessing, egressing, ascending or descending can result in a significant incident. | | | | | | | |  |  |
| Is there a Safe Work Procedure (SWP) for this task? | | | | | | | |  |  |
| Has a risk assessment and/or JSEA been completed and are all controls in place? | | | | | | | |  |  |
| Has the highest level of control been chosen to control the risks (hierarchy of controls)? | | | | | | | |  |  |
| Are all personnel trained and deemed competent to work at height and perform the required tasks? | | | | | | | |  |  |
| **Section 2 -** Tick the appropriate box provided and then complete the corresponding sections in Section 3) | | | | | | | | | |
|  | Use of Fall Restraint / Arrest Equipment as a primary control | |  | Exiting from a EWP whilst in a raised position | |  | Erection / Dismantling / Modifying Scaffold | | |
|  | Elevated Work Platform | |  | Working on roofs or fragile surfaces | |  | The use of ladders | | |
|  | Creating a hole / removal of flooring or handrails | |  | General Controls | |  | The use of man cage | | |
| **Section 3 – Controls checklist** | | | | | | | |  |  |
| **3.1 Use of Fall Restraint / Arrest Equipment as a primary control** | | | | | | | | **YES** | **N/A** |
| Is a fall restraint or fall arrest system being used for Working at Height? | | | | | | | |  |  |
| Have other controls been considered (e.g. working behind handrails, scaffold, EWP etc)? | | | | | | | |  |  |
| Is all equipment being used in accordance with MWPA procedure **2.33 Working at Heights Procedure?** | | | | | | | |  |  |
| Has all equipment been inspected, tagged and in date? (Including Harnesses, Lanyards and devices). | | | | | | | |  |  |
| Has all Rigging been checked ? (Anchors, attachments, harness fitting etc.). | | | | | | | |  |  |
| Are selected anchor points able to withstand at least 15kN (1500kg) of force? | | | | | | | |  |  |
| Is it practicable to work in restraint rather than in fall arrest? | | | | | | | |  |  |
| If working in fall arrest, has a rescue plan been created and is rescue capability confirmed? | | | | | | | |  |  |
| If working in fall arrest, is there adequate clearance distance considering lanyard length, energy absorber, tear out distance, height of person, to ensure person cannot strike objects or the ground? | | | | | | | |  |  |
| If using a Type II or Type III Fall Arrestor, is it anchored within 30 degrees above the work location? | | | | | | | |  |  |
| If a free fall system (potential fall greater than 600mm) has Supervisor approval been granted? | | | | | | | |  |  |
| Are harnesses rated for fall arrest and have suspension trauma straps fitted? | | | | | | | |  |  |
| Are shock absorbers built into all systems? | | | | | | | |  |  |
| Does all Rigging prevent pendulum swing? (Fall arrest only). | | | | | | | |  |  |
| Has the work method included a safe means of access / egress to the work location? | | | | | | | |  |  |
| Is a dual lanyard system used when detaching and reattaching lanyard at height, ensuring one connection point is maintained at all times (eg: 100% hook up above 2 metres)? (Fall arrest only). | | | | | | | |  |  |
| **3.2 Elevated Work Platform (EWP)** | | | | | | | | **YES** | **N/A** |
| Is an EWP being used for Working at Height? **(if yes see below, if no go to next section)** | | | | | | | |  |  |
| Has the pre start inspection been carried out and recorded? | | | | | | | |  |  |
| Are the ground conditions suitable for use of the EWP? (Check for any service trenches.- **Never work in close proximity to rock walls or embankments)**. A minimum 3 metres must be maintained from the edge. If for practical reasons this cannot be achieved, approval from MWPA’s engineers must be obtained and additional control measures may be imposed) | | | | | | | |  |  |
| Have all overhead hazards in the area where the EWP is being used controlled? | | | | | | | |  |  |
| Are personnel operating EWP’s trained, competent and have a current High Risk ticket to operate? | | | | | | | |  |  |
| Has all personnel working in the EWP completed Working at Heights training? | | | | | | | |  |  |
| Are fall restraint controls in place for work conducted in an EWP. | | | | | | | |  |  |
| Is the EWP being used above the water? Do operators have life jackets? If working over water Section 4 **MUST** be completed. | | | | | | | |  |  |
| **3.3 Exiting from a Elevated Work Platform (EWP) whilst in a raised position** | | | | | | | | **YES** | **N/A** |
| Have alternative means of access been considered (e.g. scaffold, fixed platforms and walkways)? | | | | | | | |  |  |
| Is the designated spotter qualified / competent and trained for the rescue system of the specific EWP? | | | | | | | |  |  |
| Are selected exiting anchor points able to withstand at least 15kN of force? | | | | | | | |  |  |
| Is there an equivalent EWP available as a rescue option? | | | | | | | |  |  |
| If an equivalent EWP is not available, has a contingency rescue plan been developed? | | | | | | | |  |  |
| **3.4 Erection / Dismantling / Modifying Scaffold** | | | | | | | | **YES** | **N/A** |
| Have alternative controls to scaffold been considered (e.g. EWP) | | | | | | | |  |  |
| Do all scaffolders have appropriate certification (i.e. Basic, Intermediate, Advanced)? | | | | | | | |  |  |
| Does the scaffold have appropriate certification? | | | | | | | |  |  |
| What duty is the scaffold required to be? | | Light duty (225kg) | | | Medium duty (450kg) | Heavy duty (675kg) | | | |
| Will the task change and potentially result in overloading the scaffold? | | | | | | | |  |  |
| Will the scaffold impact on other processes or plant and if so, have controls been implemented? | | | | | | | |  |  |
| Have appropriate access methods been installed (e.g. stairways rather than ladders at angle of 4:1)? | | | | | | | |  |  |
| Are self-closing gates being installed where access to a platform is required? | | | | | | | |  |  |
| Has a system for raising and lowering scaffold and tools been created to ensure personnel are not struck by dropping tubes or equipment? | | | | | | | |  |  |
| Has the re-inspection frequency been determined ? Every \_\_\_\_\_\_\_ days (maximum of 14 days). | | | | | | | |  |  |
| **3.5 Creating a hole / Removal of flooring or handrails** | | | | | | | | **YES** | **N/A** |
| Is it possible to install temporary barriers prior to removal of handrails or flooring (hard barricades)? | | | | | | | |  |  |
| If hard barricades cannot be installed, are controls in place to stop personnel or equipment falling? | | | | | | | |  |  |
| Are temporary controls (hole protection) in accordance with design intent (eg: floor weight loading)? | | | | | | | |  |  |
| Has a lay down area for removed sections been allocated? | | | | | | | |  |  |
| Will this change to the workplace impede Emergency Services access and egress to work areas? | | | | | | | |  |  |
| Has signage been installed on temporary protection (ie: hole below signage)? | | | | | | | |  |  |
| Has a verification process been agreed with MWPA to ensure that all floor openings and/or handrailing are satisfactorily reinstated upon completion work? | | | | | | | |  |  |
| **3.6 Working on Roofs or Fragile Surfaces** | | | | | | | | **YES** | **N/A** |
| Has safe access / egress to the roof been created? | | | | | | | |  |  |
| Is the roof structure and surface structurally sound and trafficable (inspected by a competent person)? | | | | | | | |  |  |
| Is edge protection required to ensure personnel do not fall off roof? | | | | | | | |  |  |
| Have methods to ensure personnel don’t fall through the surface been implemented (ie: mesh, walkways)? | | | | | | | |  |  |
| Has signage been installed warning personnel of fragile surfaces? | | | | | | | |  |  |

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| **3.7 Ladders** | **YES** | **N/A** | |
| Are ladders being used for Working at Height ? **(if yes see below, if no go to next section)** |  |  | |
| Have alternative means of access been considered (e.g. EWP, scaffolding etc)? |  |  | |
| If work duration is to exceed 45 minutes, then alternative means must be considered and a Risk Assessment documented if ladder is still the only option. |  |  | |
| Is it the right type of ladder for the task (e.g. fibreglass / electrical, long enough, platform step or extension)? |  |  | |
| Has the ladder been inspected and found to be in good condition? |  |  | |
| Is the ladder set up on level ground and on a firm load supporting surface? |  |  | |
| Is the ladder installed at a 4:1 ratio? |  |  | |
| Where fixed/extension ladders are used for access or egress, the ladder must extend at least 900 mm above the stepping-off point on the working platform. Ensure sufficient platform area is provided at the stepping off point. |  |  | |
| Is the SWL of the ladder displayed (min 120kg) and all personnel aware to not exceed weight limitations? |  |  | |
| Can the task be completed whilst maintaining 3 points of contact when not on a platform (hands and feet)? |  |  | |
| Is a standby person on the ground? |  |  | |
| Will barricades / signs be required to protect personnel below? |  |  | |
| Is extra fall protection equipment (ie: harnesses) required to be used with the ladder? If so you must complete the section (fall restraint/arrest system) |  |  | |
| Is the ladder fastened at the top to prevent it from sliding out of safe position? |  |  | |
| **3.8 Additional general Controls – these controls must be considered for all work at height tasks** | **YES** | **N/A** | |
| Are all personnel working on task wearing correct PPE including helmet with chin-strap being worn? |  |  | |
| Is a tool list check sheet required for this task? |  |  | |
| Do emergency services need to be contacted prior to this task commencing ? Is a rescue plan required? |  |  | |
| Does any of the team members has a medical condition or has a fear of heights which stops the team member from working safely at height. |  |  | |
| Is a no/stop work process in place during unfavourable weather conditions (eg high winds, heavy rain)? |  |  | |
| Other requirements: (Please list). |  |  | |
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| **Section 4 - Working Suspended over** | **YES** | **N/A** | |
| Will work be done in a EWP or work box over water? |  |  |
| Is the safety harness is to be replaced with a Personal Floatation Device (PFD)? |  |  |
| Rescue floatation device to be readily available (eg. Life Ring). |  |  |
| Spotter must be present at all times when over water. |  |  |
| Chin strap must be worn to secure helmet in case of fall. |  |  |

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| **ACCEPTANCE OF CONDITIONS/REQUIREMENTS** | | | | | | | | | | | | | | | | |
| By signing this document the undersigned has read, understood and accepted the terms and conditions of this application and declares that all information given is true and accurate. | | | | | | | | | | | | | | | | |
| Applicant : |  | | | |  | Applicant Signature: | |  | | |  | Date: | |  | |  |
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| APPROVAL ISSUED ONLY WHEN SIGNED BELOW, BY AUTHORISED MWPA REPRESENTATIVE | | | | | | | | | | | | | | | | |
| **MWPA REPRESENTATIVE** | | | | | | | | | | | | | | | | |
| Approval by:  (Check one only) | | |  | Maintenance Supervisor | | |  | | Duty Wharf Supervisor | | | |  | |  | |
|  | | |  | Operations Supervisor | | |  | | Other (Specify) |  | | | | | |  |
|  | | |  |  | | |  | |  |  | | | | | |  |
| Approver’s Name: | |  | | |  | Approval Signature: | |  | | |  | Date: | |  | |  |
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| **OFFICE USE ONLY** | | | | | | | | |
|  | | Application Processed: | Name: |  |  | Date: |  |  |
|  |  |
|  | | Completion advised and site checked: | | | | Date: |  |  |
|  |
|  | | Application closed: | | | | Date: |  |  |
|  |
| **MWPA TERMS AND CONDITIONS** | | | | | | | | |
| 1. | To ensure timely approval, this application must be lodged a minimum of 2 working days prior to commencement of the works. | | | | | | | |
| 2. | No works can commence until a signed approval from MWPA has been received (in hard copy or via email) and any additional conditions/requirements have been accepted. | | | | | | | |
| 3. | Applicants are responsible for ensuring they have an Authority to Work Permit from the MWPA Operations Supervisors when working on or under Berths 4, 5 and in the Bulk Handling Facility. | | | | | | | |
| 4. | Any safety or environmental incidents, or damage, during works must be reported to the MWPA immediately. After hours please call (08) 9964 0510. With regard to such incidents you are responsible to make good the site and any other affected areas to the satisfaction of the MWPA. | | | | | | | |
| 5. | All personnel accessing MWPA sites are required to have completed a MWPA induction. Within the secure zone individuals are also required to carry their own Maritime Security Identification Card (MSIC) at all times. A visitor’s pass may be obtained but all visitors must be escorted, at all times, by a holder of a current MSIC. | | | | | | | |
| 6. | Any failure to gain approval, or failure to comply with MWPA’s OHS-GUI-001 Contractor and Worker Requirements Handbook or Procedure 4.1 Permit to Work, may result in a penalty or permission to enter MWPA sites being withdrawn until all MWPA requirements are met. | | | | | | | |
| 7. | This permit is to be held on site at all times during the works. | | | | | | | |
| Should you have any queries please contact MWPA Duty Wharf Supervisor on (08) 9964 0510. Completed permits should be emailed to [permits@midwestports.com.au](mailto:permits@midwestports.com.au) | | | | | | | | |

**Custodian:** HSEQ Manager