

Permit Form

WORKING AT HEIGHTS



Important: Please download and open this form using Adobe Acrobat or PDF Reader to ensure this form can be submitted properly. Alternatively, please send completed form to the details below.

This form is to be completed by the person responsible for the work being performed.

Any approval by Te Pae Christchurch for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

Please complete the sections below and submit this form no later than 14 days (not applicable for internal permits) prior to the work commencing by using the "Submit" button on page three. Final approval will be completed on the day. For assistance, please contact:

Health, Safety and Security Manager, Te Pae Christchurch Convention Centre

Phone: +64 3 266 1400

Email: healthandsafety@tepae.co.nz

Contact Details

Name		Company Name	
Phone Number		Company Address	
Email Address		Post Code	
Name of Event *		Stand Name *	
Event Dates *		Stand Number *	

**if applicable*

Permit Details

Any temporary operations involving working off the ground is classed as working at height. This includes working from a ladder or steps, using access equipment or rigging from external anchor points. Working at any height above two metres is classed as high risk.

Please note: All permits are only valid for a maximum of one working day.

Height Details (Elevated Work Platforms, Scaffolding, Rigging, Ladders)

Identify the location of work (please include room names if applicable):

Describe the scope of works:

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Potential Hazards

Identify the possible hazards you may incur:

- Active systems
- Dropped tools or equipment
- Falls
- Overhead working area
- Suspension from ropes
- Unchecked safety equipment
- Other (specify below):

Working Area Controls

Specific controls listed below are required for the working area.

Compulsory:

- Ladders – inspected before use for damage or missing feet. Footed and secured at top, 3-points of contact, minimum 120kg load capacity.
- Scaffold – Erected and maintained by a certified scaffolder.
- Elevated Work Platform – Operator to be trained, machine certified and checked. Exclusion zone around elevated work platform work area
- Rigging – Fall arrest gear inspected, anchor points certified, safety nets where possible.
- Personnel – Medically capable to perform the work.

Additional:

Control Measures

Identify control measures to be implemented:

<input type="checkbox"/> Department staff informed	<input type="checkbox"/> Hazard/equipment isolated
<input type="checkbox"/> Protective equipment required (specify below):	<input type="checkbox"/> Rescue Plan submitted (MWEF use)
<input type="checkbox"/> Other (specify below):	

Additional Information

Please ensure the following information is adhered to before working at heights at Te Pae Christchurch:

HEIGHT WORKS CHECKLIST:

- Identify whether sprinklers or smoke isolation is required (where applicable).

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- All equipment is to be in good condition (e.g. harnesses and ropes are inspected prior to use to ensure they are fit for purpose).
- The Safety Watch person must be competent and aware of the emergency procedure.
- Contact to be made with the Health and Safety department to ensure the fire alarm system is protected/isolated as appropriate.

REQUIREMENTS WITHIN THE WORK AREA

- Area to be checked for loose debris (especially on floors) which must be removed before work can commence. This can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits.
- Safety exclusion zone to be implemented underneath any overhead works and barriers installed.
- Flammable liquids/chemicals removed from work area or stored appropriately.
- Area to be screened, protected and safety signs to be displayed.

WORK ON/FROM CEILINGS

- Access equipment to be inspected and approved prior to use.
- Anchoring or securing locations are to be certified.
- All harnesses and ropes are to be serviceable and have been checked prior to work start.

SAFETY WATCH

- A Safety Watch person must be provided during all work to maintain the exclusion zone and be the emergency warden. They cannot be given other tasks during this period.

Declaration

- I declare that I have read and understood this permit and have completed this form to the best of my knowledge.

Date:	
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Submit

Once the sections above have been completed, please submit this application form. The following Mandatory Safety Requirements will be reviewed on the day the work is taking place.

Mandatory Safety Requirements

It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff to ensure that the Health and Safety at Work Act 2015, applicable legislation, procedures and safe work practices are followed, as far as reasonably practicable, to protect the health and safety of all persons.

All work areas will be checked for loose equipment to be removed or protected prior to commencement of work.

All work areas will be isolated (screened, protected, or roped off) as necessary and warning signs clearly displayed.

All safety systems associated with the working area requiring isolation (inclusive of smoke alarms) are to be approved prior to work starting.

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A Safety Watch person is to be nominated prior to heights work commencing on the day. They cannot be assigned other duties during this task. They will have a radio for emergencies.

The Safety Watch will ensure a clear exclusion zone is maintained under the working areas. If entry is required by others, work must stop until the area becomes clear again.

Declaration of Understanding

All workers taking part in the task are to sign to declare that they have read and understood the above Mandatory Safety Requirements:

Name	Signature

Te Pae Christchurch Convention Centre use only

Risk and Compliance Authorisation

Fire protection impairment required?		Fire protection impairment approved?	
Date permit valid for:		Time from:	Time to:

Permit Control

Name of Issuer:		Signature:		Date:	
Name of Receiver:		Signature:		Date:	

Permit Closure

This section is to be completed on inspection of work area after work has been completed.

Has the area been left clean and tidy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have all tools and barriers etc been removed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has no damage occurred to walls, floors etc	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has any system isolated been re-instated	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of Te Pae Christchurch permit issuer:		Date:		Time:	
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