

Permit Form

WORKING AT HEIGHTS



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

Please complete and submit this form no later than 14 days prior to the work commencing by using the "Submit" button at the end of this form. For assistance, please contact:

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

Phone: +64 3 266 1422

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*

Working at Height Details

Describe the scope of work taking place.

Where is the exact location of work?

Who is responsible for carrying out the work?

What safety measures are in place?

What is start and end time of the work?

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, the health and safety of all persons that may be affected by the activity.

Please tick the boxes to confirm these requirements will be met:

- Only suitably trained, qualified and certified personnel will be performing the activity.
- Protective personal equipment (PPE) and safety equipment will be issued as required. Mandatory tools are harnesses, personal energy absorbers, lanyards and karabiners. Standard PPE includes safety eyewear, safety gloves, safety footwear.
- Standard PPE will be used and are in good condition and includes safety eyewear, safety gloves, safety footwear.
- Safety equipment have current inspection tags
- Personnel will have received training in the correct use of safety equipment and PPE.
- Anchor point(s) will have a current inspection tag and have been tested and deemed suitable by a competent person.
- Single person fall arrest anchor points will be capable of withstanding 15kN (1500kg).
- Personnel will be medically capable and fit for work to perform work at heights.
- A spotter will be used to help maintain a 5m clearance from the work zone.
- Only approved ladders, scissor lifts, elevated platforms and scaffolds will be used. All equipment has current inspection tags attached for inspection.
- Areas affected by work at heights will be signed and barricaded off.
- Tools and objects will be secured to prevent falling.
- Housekeeping in the allocated work area will be well maintained.
- Only approved elevated platforms will be used.
- Fall arrest systems will be worn in boom-type elevated work platforms.
- If a work method requires detach and re-attach at height, a dual lanyard system will be used to ensure one connection point is maintained at all times.
- Personnel will ensure equipment and accessible areas will be secure if the area is left unattended.

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- Working in isolation will be avoided at all times.
- An emergency response procedure will be in place if a fall from height occurs, which includes consideration for rapid retrieval.
- Personnel will have their record of training on them at all times and available to a Te Pae Christchurch representative on request.
- The work will only be carried out between the approved hours specified on this permit.
- If conditions or controls change, the work will cease to continue, and a re-assessment will be conducted via a Job Safety Environmental Analysis (JSEA).
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.

Required Documentation

These documents, and any other documents requested, from time to time, must be provided to Te Pae Christchurch with this completed application form.

Please send all documents healthandsafety@tepae.co.nz along with your contact details as stated in the 'Contact Details' section of this document.

Please tick the boxes to indicate you have provided the following information:

- A Safe Work Method Statement completed by the person/s performing the activity (a template can be found in the Toolkit on the Te Pae Christchurch website).
- A completed Te Pae Christchurch induction declaration document (This can be found in the Toolkit on the Te Pae Christchurch website. If you have completed this induction in the last 12 months, this documentation is not required.)
- Copy of certificate for public liability insurance not less than NZ\$10 million.
- Emergency Response Procedure which includes rapid retrieval

Permit Agreement

(To be completed by the person responsible for the work to be performed)

This activity has not been accepted to occur at Te Pae Christchurch Convention Centre until written confirmation of its approval is issued by Te Pae Christchurch, and in such circumstance, Te Pae Christchurch makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

Te Pae Christchurch undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operations is considered by Te Pae Christchurch to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, Te Pae Christchurch representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

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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.

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

Te Pae Christchurch Convention Centre use only

Risk & Compliance Authorisation

Permit authorised by:	
Comments:	
Signed:	
Date:	