Details of revisions

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<th>Details</th>
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<td>05/09/2017</td>
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1 Introduction

1.1 Purpose
This guide is intended for Curtin University’s 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; and prevent damage to the University Estate.

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.
2 Definitions

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

3.1 Context

Allows personnel access to a roof or roof voids, to undertake designated works at heights in excess of 2 metres. Anyone working at heights must refer to the University’s Fall Restraint Systems Register available at the Maintenance office of Properties, Facilities and Development. Most University buildings have anchorage points and/or static lines. Prior to using an anchorage point, the worker must examine the compliance tag to ensure the anchorage point has been inspected within the previous 6 months, otherwise, it must be inspected by a competent person prior to use. Contractors shall have competent and trained personnel, ensuring harnesses and lanyards comply with AS/NZS 1891 and are in good condition.

Ladders are not a safe work platform and should be used in a safe manner only when the erection of a safe platform is impractical. Ladders should be placed at a slope of 4 vertical to 1 horizontal and be fitted or secured top and bottom. Straight ladders shall be fitted with safety feet at the base. All ladders shall meet AS1892. Metal ladders or ladders with metal reinforcing shall not be used when there is any possibility of contacting electrical equipment. 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 certified scaffolder.

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. Additionally, personnel operating mobile plant shall hold the appropriate Classification of High Risk Work (HRW) licences. This applies to the operation of certain forklifts, cranes, hoists, or the carrying out of any scaffolding work 4 metres or greater in height, dogging/ rigging work or any other class of high risk work. Reversing beepers and revolving lights must be in working condition and used where fitted.

3.5 Risk Management

A permit is required for all persons working where there is a possibility of falling more than 2 metres. The types of equipment which may be used by competent persons for working at heights to minimise risk include:

• Static lines and anchorage points
• Scaffolding
• Fixed work platform
• Mobile work platform
• Step ladder, ladder
• Safety harness, fall arrester
• Hard hat
• Toe boards
• Waist high barriers

All areas where work at height is being conducted and there is risk to people from falling objects, shall as far as practicable, be barricaded and conspicuously marked with adequate signage to indicate the hazards.
<table>
<thead>
<tr>
<th>Control</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elimination</td>
<td>Can the need to work at height be avoided to eliminate the risk of a fall?</td>
</tr>
<tr>
<td>Substitution</td>
<td>Can the fall be prevented by working on solid construction?</td>
</tr>
<tr>
<td>Engineering</td>
<td>Use equipment or other measures to minimise the distance of potential fall.</td>
</tr>
<tr>
<td>Administrative</td>
<td>Have the required Permits.</td>
</tr>
<tr>
<td></td>
<td>Have developed Risk Management Plan.</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>What equipment is required for the workers to ensure they are not injured?</td>
</tr>
</tbody>
</table>

### 3.7 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 Security 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 position of nearest available fire extinguisher 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 Hot Works 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 is to 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.

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 Hot Works Permit has been registered as ‘Completed’.
5 Documentation Requirements

All Working at Heights Permits requires the following attachments:

- Location Plan;
- Work Methodology highlighting which high risk activities are involved on site; and
- Risk Management Plan.

Additional documentation is required when applying for the Working at Heights Permit includes:

- Working at Heights Registration details.
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

<table>
<thead>
<tr>
<th>Legend</th>
<th>Key</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>Primary Responsibility</td>
<td>Responsible for directly actioning.</td>
</tr>
<tr>
<td>R2</td>
<td>Secondary Responsibility</td>
<td>Responsible for monitoring tasks performed by others.</td>
</tr>
</tbody>
</table>

7.2 Roles & Responsibilities Matrix

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Applicant</th>
<th>Permit Manager</th>
<th>SCC</th>
<th>Parking &amp; Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>R1</td>
<td>R2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information within relevant Guidelines and Procedures is understood and followed.</td>
<td>R1</td>
<td>R2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertaking all relevant preliminary investigations including Work Methodology, Risk Management Plan and Location Plan.</td>
<td>R1</td>
<td>R2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consulting relevant Curtin University Stakeholders as identified by the Permit Manager, to verify impacts and actions necessary for management</td>
<td>R1</td>
<td>R2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensuring that no services/property is damaged during works to Curtin University, performed by the company responsible for the works.</td>
<td>R1</td>
<td>R2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Including all information within the online permit application in order for the Permit Manager to adequately review the Permit.</td>
<td>R1</td>
<td>R2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifying and coordinating resolution of deficiencies or areas requiring further clarification, following review of the Applicants online web form application.</td>
<td>R1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forwarding authorisation email and attachments approving the Permit application to the SCC, copying in relevant Stakeholders.</td>
<td>R1</td>
<td>R2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attaching supporting documentation to the relevant Service Request ID in Archibus and completing the ‘Approve Service Request’ function in Archibus.</td>
<td>R1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensuring the Contractor understands the Working at Heights Permit prior to works commencing</td>
<td>R2</td>
<td>R1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensuring the Contractor has a full copy of the Permit in their possession at all times when works are occurring.</td>
<td>R2</td>
<td>R1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>R1</td>
<td>R2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>R2</td>
<td>R1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Responsibilities

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Permit Manager</th>
<th>SCC</th>
<th>Parking &amp; Security</th>
</tr>
</thead>
</table>

- **During the works, take all necessary precautions to ensure services or any other assets on the Curtin estate are not damaged.**  
  - R2  
  - R1

- **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.**  
  - R2  
  - R1

- **Forwarding of a ‘Works Complete’ email quoting the corresponding Service Request ID to the Permit Manager.**  
  - R1  
  - R2

- **Forwarding the ‘Works Complete’ email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed.**  
  - R1  
  - R2

- **Completing the close out function in Archibus and registering the Permit as ‘Completed’.**  
  - R1
### 8 Document Types

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Register</td>
<td>A formal list of all Activities</td>
</tr>
<tr>
<td>Form</td>
<td>Logically structured document with a fixed arrangement of captioned spaces, designed for entering, extracting, or communicating the required information.</td>
</tr>
<tr>
<td>Plan</td>
<td>Written account of intended future course of action (scheme) aimed at achieving specific goal(s) or objective(s) within a specific timeframe.</td>
</tr>
<tr>
<td>Plant &amp; Equipment Register</td>
<td>A formal list of all Plant &amp; Equipment.</td>
</tr>
<tr>
<td>Procedure</td>
<td>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.</td>
</tr>
<tr>
<td>Process</td>
<td>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.</td>
</tr>
<tr>
<td>Process Map</td>
<td>A visual representation of a procedure defining information flows and connections to documents and other procedures.</td>
</tr>
<tr>
<td>Program</td>
<td>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.</td>
</tr>
<tr>
<td>Report</td>
<td>A document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis.</td>
</tr>
<tr>
<td>Review</td>
<td>Orderly recall of past information in summary form for its re-examination.</td>
</tr>
<tr>
<td>Risk Register</td>
<td>A formal list of all risks.</td>
</tr>
<tr>
<td>Spot Check</td>
<td>Unscheduled inspection at random intervals.</td>
</tr>
<tr>
<td>Template</td>
<td>A file that serves as a starting point for a new document.</td>
</tr>
</tbody>
</table>