

WORKING AT HEIGHTS / ROOF ACCESS PERMIT

Contractor Work Authorisation Declaration

PML002

Working at heights is defined as any activity undertaken where there is a risk of a person falling more than two (2) metres.

RESPONSIBILITIES

Contractor

- The contractor must ensure that both the *Contractor Work Authorisation Declaration* (below) and the *Working at Heights/Roof Access Permit* (opposite) are completed and approved prior to commencing any work at the Market City site.
- All work must be undertaken in accordance with the controls described in the *Contractor Work Authorisation Declaration*.
- The requirements of the *Contractor Work Authorisation Declaration* and the *Working at Heights/Roof Access Permit* must be maintained at all times while the work is being performed.
- Methodology for accessing and working safely on the roof applies (CTA building only)

Perth Markets Limited (PML)

- The delegated PML employee can only authorise works once both the *Contractor Work Authorisation Declaration* and the *Working at Heights/Roof Access Permit* have been completed by the contractor.
- The delegated PML employee must ensure that all information provided by the contractor relating to the proposed works, including this Declaration and supporting safety documentation, is retained.

CONTROLS

- A *Job Safety Analysis (JSA)*, *Safe Work Method Statement (SWMS)* and a *Working at Heights/Roof Access Permit* must be completed prior to commencing any work, with all records relating to such activity retained by PML.
- Contractors may only work at heights if they have received training in such activity and are considered competent to work at heights.
- Contractors must utilise the correct personal protective equipment (PPE) for the activity and ensure compliance with requirements of the fall arrest system.

COMMON FALL HAZARDS

When conducting a Risk Assessment the following factors must be taken into consideration:

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| <ul style="list-style-type: none">• Structure and surfaces – stability, fragility / brittleness, slipperiness, change in surface levels, safe movement of worker, strength of supporting loads and slope of working surface.• Openings or holes that will require identification, protection, unguarded shafts or excavations.• Potential loss of hand grip.• Proximity to roof edge.• Weather Conditions (windy, wet, too hot etc.)• Employees unfamiliar with task to be carried out at height. | <ul style="list-style-type: none">• Proximity of workers to unsafe areas – loads placed on elevated work areas, objects below work area, working above others, nearby power lines.• Dropped objects – items falling from heights and hitting people below.• Access and egress within work area.• Manual handling.• Visibility and/or adequate lighting. |
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DECLARATION

I, the undersigned, hereby acknowledge that I have read and understood all information contained in the above Contractor Work Authorisation Declaration and all works shall be carried out in accordance with the controls stated above.

Name: _____

Company: _____

Signature: _____

Date: _____

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This permit is required for any access to the roof of any building within the Market City site and is valid for one (1) day only. The permit must be returned to the authorising Perth Markets Limited (PML) employee at the end of each working day, or earlier, should the need for access be satisfied.

CONTRACTOR TO COMPLETE:

Name: _____ **Phone No:** _____

Company: _____

Location of Work: _____ **Date Access Required:** _____ / _____ / _____

CTA YES NO **Methodology for accessing and working safety on CTA roof applies**

Tenant Name (if applicable): _____

Reason for Access: _____

REQUIREMENTS CHECKLIST (if any of the below are checked "No", access will not be granted)

Contract Work Authorisation and SWMS forms completed and submitted. YES NO

The contractor has confirmed that all workers engaged in the task have adequate training, are competent to perform the work and have any licences or qualifications required. YES NO

The contractor confirms that all safety equipment and PPE has been inspected and/or approved, is suitable for the task and complies with applicable regulations. YES NO

The contractor has confirmed if a full body harness is/is not required, if required the contractor has confirmed that the full body harness has been inspected and/or approved, and is suitable for the tasks and complies with applicable regulations. YES NO

Contractor provided with drawing of relevant building fall arrest system. YES NO

Signature: _____ **Date:** _____

I confirm that I have read and understood PML's privacy policy and consent to this information being held and used in accordance with its terms.

PML USE ONLY

Authorised By: _____ **Position:** _____

Signature: _____ **Date:** _____