WORKING AT HEIGHTS PERMIT FORM

Please complete this form and return **no later than 14 days prior** to the hiring period of the event to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney)
Phone: +61 2 9215 7373 **Email:** exhibitionservices@iccsydney.com **Email:** cutawayexhibitionservices@iccsydney.com

CONTACT DETAILS

Name:		**Company:**	
Phone:		**Email:**	
Name of event:		**Event dates:**	
Select the venue:	☐ **ICC Sydney** ☐ **The Cutaway**	**Stand name:**	**Stand no:**
Area within the venue activity will occur:			

WORKING AT HEIGHTS DETAILS

Describe the scope of work taking place	
Where is the exact location of work?	
Who is responsible for carrying out the work?	

MANDATORY REQUIREMENTS

Please tick the box to indicate that you have read and understood.

- ☐ Protective personal equipment (PPE) is issued as required.
- ☐ Safety equipment and PPE have current inspection tags and are in good condition.
- ☐ Training in correct use of safety equipment and PPE has been conducted.
- ☐ Anchor point(s) have a current inspection tag and have been tested and deemed suitable by a competent person.
- ☐ Personnel are medically capable (Fit-4-Work, self assessed) to perform work at heights.
- ☐ An observer has been considered and appointed if necessary.
- ☐ All equipment used has current inspection and/or tags e.g. scaffolds, elevated work platforms (EWPs), ladders.
- ☐ Areas affected by work at heights are signed and barricaded off.

Mandatory PPE/tools

- ☐ Harness, personal energy absorber, lanyards and caribiners.
- ☐ Approved anchor points, travel restraint system.
- ☐ Approved ladders, scissor lifts, EWPs, scaffold.
- ☐ Standard PPE including safety eyewear, safety gloves, safety footwear.

Prior to starting work

- ☐ Ensure all fall protection equipment complies with relevant standards and is tagged with current inspection dates.
- ☐ Single person fall arrest anchor points must be capable of withstanding 15kN (1500kg).
- ☐ Identify whether the work requires a fall arrest system or a fall restraint system.
- ☐ Ensure fall arrest systems have a full body harness with a shock absorbing lanyard or personal energy absorbing device.
- ☐ Ensure EWPs conform to relevant approved design standards.
- ☐ Fall arrest systems must be worn in all boom type elevated work platforms.
- ☐ If a work method requires detach and re-attach at height, a dual lanyard system must be used to ensure one connection point is maintained at all times.
- ☐ Ensure working in isolation does not occur.
- ☐ Tools and objects must be secured to prevent falling.
- ☐ Confirm that the SWMS details the emergency response plan if a fall from height occurs, including consideration for rapid retrieval.
- ☐ Ensure competency of personnel to work at height and operate equipment.
- ☐ Confirm that personnel are medically capable to perform work at height. Check for epilepsy and vertigo.
- ☐ Ensure exclusion drop zones have been defined and established.
- ☐ Confirm recovery plans are understood and equipment is available for immediate use.
- ☐ Ensure spotters are briefed and in place.

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Precautions to be taken during work

- [ ] Always wear the PPE required and/or provided.
- [ ] When a fall restraint or fall arrest system is in use, always ensure connection to a lanyard (for personnel and tools).
- [ ] If conditions or controls change, STOP, return to ground level and re-assess.
- [ ] Make sure equipment and access are secure if the area is left unattended.

Completion of Work

- [ ] Ensure area is free of debris and all equipment removed.

ADDITIONAL REQUIREMENTS

Please tick the box to indicate that you have read and understood.

- [ ] Safe Work Method Statement (SWMS) is attached to permit.
- [ ] Persons working on any theatre catwalk/grid must have completed ICC Sydney catwalk/grid specific induction. Please contact ICC Sydney Representative upon arrival on site to arrange.
- [ ] All persons who are required to perform High Risk Work must have their applicable license on them at all times and available to an ICC Sydney representative on request.
- [ ] All incidents must be reported to ICC Sydney team members.

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

This activity has not been authorised to occur at ICC Sydney venues until written confirmation is provided by ICC Sydney, and in such circumstance, ICC Sydney 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.

ICC Sydney undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by ICC Sydney 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, ICC Sydney 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.

Any confirmation by ICC Sydney for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

Signed: _____ **Date:** _____

ICC SYDNEY USE ONLY

ICC SYDNEY RISK & COMPLIANCE

Permit issued by:

Comments:

Signed: _____ **Date/time:** _____