

WPCG Electronic Working At Heights Certificate

1. Click + Add next to Confined Space Entry Certificate. This will open the Confined Space Entry Certificate.



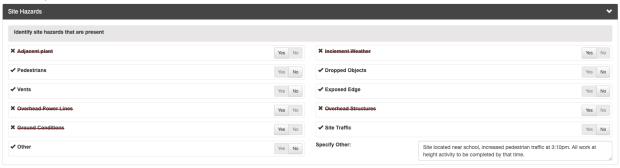
2. Complete the Work At Height Details section



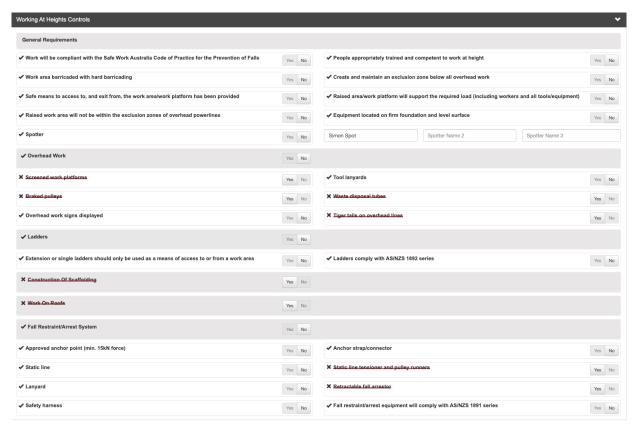
The **Work Location** is the area on the site that the works are being undertaken, not the site details The **Specific working at heights activities** are the activities that are only related to the Working At Heights part of the scope.

Tools and equipment permitted only include tools or equipment that are related to the Working At Heights part of the scope.

Complete the Site Hazards section. These are specific hazards that relate to the Working At Heights part of the scope that need to controlled.



4. Work through the **Working at Heights Controls** section. All items must be considered and marked either Yes/No.





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5. Complete the **Additional Precautions, PPE & Controls** section. The additional precautions section can be used to document additional controls and/or to expand on the controls in the Working at heights Controls



6. **Equipment, Emergency Arrangements** section. Mark Yes or No if a rescue plan is in place. If yes and it's a documented plan, provide the **Reference** and **Attachments**

Complete the summary of the rescue plan. This should not refer back to a document, it provides a summary of the key components of the plan.



Tip - When developing emergency arrangements there are different types of emergency and rescue scenarios that might arise depending on the work being performed. You need to consider these when determining the detail required for the rescue plan. If unsure refer to your relevant state or territory regulations for further information.

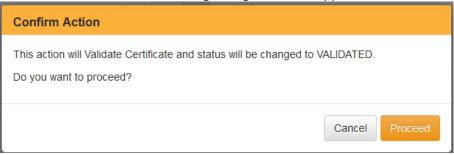
Once the certificate has been completed, click on Validate Form. This will identify any errors in the form.



If there are errors, it will show a dialogue box with the items that need to be updated. Fix the errors then select Validate Form again



If there are no errors, the following dialogue box will appear. Click Proceed



The Certificates status will be updated to Validated

8. Click **Close** and the database will take you back to the Permit

