

# WPCG Electronic Working At Heights Certificate

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

**Work Controls** ▼

Certificates/safety plans required ?

<input type="checkbox"/> Hot Work Certificate	<input checked="" type="checkbox"/> Work at Heights Certificate <b>+ Add</b> <span style="color: red;">←</span>	<input type="checkbox"/> Confined Space Entry Certificate
<input type="checkbox"/> Ground Disturbance Certificate	<input type="checkbox"/> Atmospheric Testing & Monitoring	

2. Complete the **Work At Height Details** section

**Work At Heights Details** Collapse All Close Save Draft Validate Form

Working at heights location:

Specific working at heights activities:

Tools and equipment permitted:

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.

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

**Site Hazards** ▼

Identify site hazards that are present

<input checked="" type="checkbox"/> <b>Adjacent plant</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Inclement Weather</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Pedestrians</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Dropped Objects</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Vents</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Exposed Edge</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Overhead Power Lines</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Overhead Structures</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Ground Conditions</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Site Traffic</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Other</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Specify Other: <input type="text" value="Site located near school, increased pedestrian traffic at 3:10pm. All work at height activity to be completed by that time."/>

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

**Working At Heights Controls** ▼

**General Requirements**

<input checked="" type="checkbox"/> Work will be compliant with the Safe Work Australia Code of Practice for the Prevention of Falls <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> People appropriately trained and competent to work at height <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Work area barricaded with hard barricading <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Create and maintain an exclusion zone below all overhead work <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Safe means to access to, and exit from, the work area/work platform has been provided <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Raised area/work platform will support the required load (including workers and all tools/equipment) <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Raised work area will not be within the exclusion zones of overhead powerlines <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Equipment located on firm foundation and level surface <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Spotter</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Simon Spot <input type="text"/> Spotter Name 2 <input type="text"/> Spotter Name 3 <input type="text"/>
<input checked="" type="checkbox"/> <b>Overhead Work</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> <b>Screened work platforms</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Tool lanyards</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Braked pulleys</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Waste disposal tubes</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Overhead work signs displayed</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Tiger tails on overhead lines</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Ladders</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Extension or single ladders should only be used as a means of access to or from a work area <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Ladders comply with AS/NZS 1892 series</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Construction Of Scaffolding</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> <b>Work-On-Roofs</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> <b>Fall Restraint/Arrest System</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Approved anchor point (min. 15kN force) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Anchor strap/connector</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Static line</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Static line tensioner and pulley runners</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Lanyard</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Retractable fall arrester</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> <b>Safety harness</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Fall restraint/arrest equipment will comply with AS/NZS 1891 series</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

- 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

- 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**

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