Permit Information & Conditions

A general work permit must be completed prior to beginning work on any site and must be signed on the same day the permit is opened.

General Work Permits are required for all work even work that has an associated Safe Work Method Statement or Job Safety Analysis.

- This permit is to be used in conjunction with the Safe Work Method Statement and Risk Matrix pertaining to this job.
- Any areas of concern where the Permit Holder is not confident or competent in assessing and controlling should be brought to the attention of the Client Representative immediately and relevant controls implemented to reduce risk of human injury and/or structural damage.
- The Permit Holder must complete the permit in consultation with persons performing the work. The permit is only valid for the date and time period of issue stated. A new permit is required once this permit is signed off.
- The person doing the work must post the permit at the work location or in a secure area where it can be viewed.
- Upon completion of the work, the permit is to be returned to the Permit Holder.
- The conditions of permit must be complied with for the duration of the work.
- Any incomplete documentation will hold up finalisation of the contract and may effect payment.

Contractor Permit Holder: [Supervisor]	**Client Representative** [client or representative thereof to sight permit prior to work commencement]	**Work Location** Name of business:
Name:	Name:	Site address:
Signature:	Position:	

Person[s] completing work at height:
Name:

Signature:

Name:

Signature:

Description of work to be performed:

Other:

Permit Commencement date/time:
[permit valid for 24hrs only]
/   /   time:

Permit Closure	YES	NO	Name/initials and comments
Has the work been completed?			
Has all equipment used been removed off-site & stored?			
Has the work area been made safe?			
Have incomplete systems been made safe?			

Permit Holder completing work at height:

Name:

Signature:

Name:

Signature:

Client Representative authorising work at height:

Name:

Signature: