

CHECKLIST FOR WORK PERMIT TO WORK AT HEIGHT

Sr. No. -

Date:

Work Order No. -

Location of Work -

Valid from the date & time _____ to _____ date & time.

Name of the Agency, who will be carrying this Job -

Name of the Site Supervisor –

Sr. No	Measure to be taken	Yes	No	Remarks
1	If no permanent safe access to work area exist, then proper and safe temporary access is provided.			
2	Every open side or opening into or through which person likely to fall have been covered or guarded by an effective barrier to prevent falls. If covers are being used for opening, then those are securely fixed to prevent its accidental displacement.			
3	Every open side of staircase is provided with a sound handrail and lower rail or other effective means and maintained.			
4	Secure handhold or foothold is provided for any person, who has to work at a place from which he would liable to fall: i) a distance of more than 2 meters; or ii) which is likely to cause drowning or asphyxiation.			
5	If Measure at No. 4 is not practicable, other suitable means like safety harness or safety belt or fall arrest system is provided.			
6	If a Safety harness or Safety belt is provided, then i) it is in sufficient quantity and in sound condition. ii) it has a provision of suitable and secured anchorage iii) the anchorage is not being lower than the level of working position of the person wearing the harness or belt or there is sufficient height clearance for fall arrest. iv) harness/ belt, life line & their all attachment is of adequate strength. v) ensure that it is being always used by the person in the performance of his work. vi) in case of life line, it is attached to sufficient anchorage point. vii) it is provided with padding, wrapping or similar means to protect it from contact with sharp edges or sharp objects. viii) carried inspection of belt/harness/life line before use by an employee & those which shows any indication of wear, damage & deterioration, which affects its strength are removed from the site? ix) Person wearing safety belt/harness have been instructed in proper method of wearing and using it, as well as attaching it to the life line.			
7	If Safety Net is provided, then i) it is in sound condition ii) it is of sufficient size & strength to catch any person for whose protection, it is used. iii) it is located as to cover the area of possible fall. iv) it is attached to sufficient anchorages or supports outside & beyond the possible area of possible fall. v) it is supported at a height sufficient to prevent sagging to any surface or object beneath, and give impact to fall for the person.			
8	If ladder or step ladder is provided, then i) it is of good construction, sound material and of adequate strength. ii) it's footing is on firm, non-slip & even level surface. iii) it is as far as possible securely fixed so that it cannot move either from its top nor its bottom point of rest.			

	<ul style="list-style-type: none"> iv) If (iii) above is not practicable then a person has been stationed at the base of ladder all the time to prevent slipping or falling. v) it has sufficient rise & adequate handhold to a height at least one meter above the place of landing of a person working thereat. vi) its firmly secured to prevent undue swaying or undue sagging. vii) no missing or defective rung in the ladder. 			
9	<p>If work platform is provided, then</p> <ul style="list-style-type: none"> i) it is of adequate dimension & sufficiently wide to walk without any risk of tumbling or losing balance. ii) if a person liable to fall therefrom for a distance of more than 3 meters, then as far as practicable be provided with sufficient & suitable guardrails or edge protection to a height of one meter above the landing place. iii) If (ii) above is not possible, then suitable means like safety harness or safety belt or fall arrest system is provided. iv) it is capable to support load of workers, equipment & material. 			
10	Piling, shoring and bracing of adequate strength is used in a trench, excavation to protect any person against falling or sliding material			
11	Measures have been taken to prevent falling of objects in the area below the working zone. If not possible, then this is barricaded to prevent entry of person & to protect them from any fall of object			
12	Weather condition such as rain, wind speed, sun glare, etc. and surface condition at working site such as slippery, sharp objects is acceptable			
13	Before commencement of work, the work area has been surveyed for assessment of hazard like crosshead electricity contact, inhalation of fumes or steam, unsuitable surface condition, moving machine parts, etc.			
14	Means of contact in case of emergency and rescue plan, in case of fall arrester, is readily available.			
15	All reasonably practicable steps have been taken to eliminate any foreseeable risk involved in working.			
16	Persons exposed to risks are informed about its nature and safe work procedure and it is implemented to eliminate & control these risks.			
17	Ensure that adequate supervision is provided to ensure safe work practices for working at heights, are followed			
18	Ensure that method statement, safe work procedure and risk assessment is available for any framework erection, dismantling or shifting is carried out.			
19	Ensure that persons involved in this work is adequately trained.			
20	Tool Box Talk is given to the workers to explain them about hazards associated in the work and its preventive measures.			

We have checked all the items in the checklist and are satisfied that the entries made are correct to the best of my knowledge. Further, I will carry out necessary repetitive checks, if required.

Concerned In-Charge of the work/Contractor

All the relevant aspects of the Work Permit System are checked and complied.

Section-in Charge of MbPT