|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Site Name:** | | |  | | | | | | | | | | **Permit Number:** | | | |  | |
| **Part A: To be completed by person in charge of works prior to issue.**  This permit is issued to control the use of ladders on site. Ladders are only to be used for access/egress not as work platforms. Ladders should only be used as a last resort and all other methods for access/egress have been exhausted and there is no other alternative. | | | | | | | | | | | | | | | | | |
| **Permit Requested by:** | | | | **Name:** | |  | | | | | | | | **Position:** | | | |  |
| **Company** | |  | | | | | | | |
| **Detailed Description of Proposed Works and Location:** | | | |  | | | | | | | | | | | | | | |
| **Checklist** | | | | | | | | **Yes** | | **No** | | **Comments** | | | | | | |
| Is there an alternative method available for the access/egress? | | | | | | | |  | |  | |  | | | | | | |
| Is there any alternative equipment that could be used for the task? | | | | | | | |  | |  | |  | | | | | | |
| Is there a Risk Assessment & Method Statement approved for the use of ladders? | | | | | | | |  | |  | |  | | | | | | |
| Has the ladder been inspected, and does it have a Scaff tag and ID number? | | | | | | | |  | |  | |  | | | | | | |
| Are the ground conditions suitable for the ladder to be used safely? | | | | | | | |  | |  | |  | | | | | | |
| Can the ladder be secured either by tying or footing? | | | | | | | |  | |  | |  | | | | | | |
| **Hazards Identified:** (including any introduced by the work activities) | | | | | | | | | | | | | | | | | | |
| **Part B: Authorisation Checklist (to be complete by supervisor issuing the permit)** | | | | | | | | | | | | | | | | | | |
| **Approval Works:**  To be completed by supervisor issuing permit | | | | | | | **Yes** | | **No** | | **Comments** | | | | | | | |
| Do you agree with the statements in part A? | | | | | | |  | |  | |  | | | | | | | |
| Can a ladder permit be issued? | | | | | | |  | |  | |  | | | | | | | |
| **Approved by:** | | **Name:** | | |  | | | | | | | | | | **Position:** |  | | |
| **Company** | | |  | | | | | | | | | |

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| **Part C: Ladder Permit Authorisation** | | | | | | | | | | | | | | | | | **Ladder No:** | | |  | | |
| **Control Measures to be in Place Prior to Commencing Work** | | | | | | | | | | | | | | | | | | | | | | |
| **Essential Procedures** | | | | | | | | | | | | | **Yes** | **No** | | **Comments** | | | | | | |
| Risk Assessment & Method Statement approved, and all operatives involved in these works have been briefed?  (Please attach evidence) | | | | | | | | | | | | |  |  | |  | | | | | | |
| All personnel involved in these works have undergone a toolbox talk on all aspects of this permit and any associated information attached? | | | | | | | | | | | | |  |  | |  | | | | | | |
| Ladder is suitable for the task in hand (i.e., long enough)? | | | | | | | | | | | | |  |  | |  | | | | | | |
| Additional PPE required? (Please specify) | | | | | | | | | | | | |  |  | |  | | | | | | |
| Any other control measures/information relevant to these works (Please specify) | | | | | | | | | | | | |  |  | |  | | | | | | |
| **Part C: Approval to Proceed:** | | | | | | | | | | **Part C: Received & Accepted By:** | | | | | | | | | | |
|  | | | | | | | | | | I declare that all the above safety precautions will be put in place before work commences or that an explanation as to why some or all of the above precautions are not necessary: | | | | | | | | | | |
| **From:** | | **Date:** | | |  | | **Time:** |  | |
|  | | | | | | | | | |
| **Until:** | | **Date:** | | |  | | **Time:** |  | |
| **Print:** | | |  | | | | | | | **Print:** | | | |  | | | | | | |
| **Sign:** | | |  | | | | | | | **Sign:** | | | |  | | | | | | |
| **Company:** | | |  | | | | | | | **Company:** | | | |  | | | | | | |
| **Date:** | | |  | | | | | | | **Date:** | | | |  | | | | | | |
| This permit is issued FOR GUIDANCE ONLY and is the responsibility of the persons carrying out the works to ensure that all reasonable care and measures to ensure the safety and security of all personnel engaged in the works, other site personnel and the general public. | | | | | | | | | | | | | | | | | | | | |
| **Part D: Cancelation of Permit:** | | | | | | | | | | **Part D: Received & Accepted By:** | | | | | | | | |
|  | | | | | | | | | | I declare that the works are complete/suspended, and the area has been left in a safe condition, the ladder, all equipment and materials have been removed, and the area has been secured to prevent access. | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Print:** | | |  | | | | | | | **Print:** | | |  | | | | | |
| **Sign:** | | |  | | | | | | | **Sign:** | | |  | | | | | |
| **Company:** | | |  | | | | | | | **Company:** | | |  | | | | | |
| **Date:** | | |  | | **Time:** | | |  | | **Date:** | | |  | | | **Time:** |  | |
| **This Permit to Work is Now Cancelled**  **A New Permit Will be Required if Work is to Continue** | | | | | | | | | | | | | | | | | | |

**Note:**

The maximum duration a ladder permit can be issued for, is 1 working day. A new permit must be requested everyday if the works exceed this maximum.

A ladder permit only covers one ladder in one location, a new permit must be requested for either each new ladder and or location.

Any failure to follow the details outlined in this permit after it has been issued will result in the permit being cancelled immediately and all works associated with this permit stopping until the issues have been rectified.