



HIGH WORK PERMIT

This High Work Permit form must be completed by the area supervisor (or his / her designee)

whenever: High work is to be performed within 15 feet of unprotected sides and edges, leading edges, unprotected holes and roofs that are 6 feet or more above an adjacent lower level;
Fixed fall protection systems are not available; and
The use of portable manlifts, stairs or ladders in conjunction with appropriate fall arrest systems or fall restraint systems is infeasible.

INSTRUCTIONS

1. The supervisor of the employee(s) performing the high work (or his / her designee) must complete all but the last section of this form.
2. The completed form must be retained by the employee(s) performing the high work at the job site until the work is completed.
3. After the high work is completed, the completed form must be returned by the employee(s) performing the high work to the supervisor (or his / her designee).
4. After the high work is completed, the supervisor (or his / her designee) must complete the last section of this form and forward the completed form to the Manager, Occupational Health and Safety (MOHS).
5. The MOHS will retain the completed High Work Permit for no less than five (5) years.

Building Name: _____ Date and Time: _____ ☐ AM

☐ PM

Weather Conditions: _____

Description of Work: _____

Employees Assigned: _____

- A. Are fixed fall protection systems in place? ☐ Yes ☐ No
- B. Is it feasible to use portable manlifts, stairs or ladders in conjunction with appropriate personal arrest systems or personal restraint systems? ☐ Yes ☐ No

If you answered yes to either of the two questions above, you do not need to use warning line systems, controlled access zones and/or safety monitors for this work and this permit is not required.

1. Have Controlled Access Zones (CAZ) with appropriate signage indicating access by authorized personnel only been established? ☐ Yes ☐ No
2. Have warning lines with appropriate signage been erected surrounding the high work area and no less than six (6) feet from the roof edge? ☐ Yes ☐ No
3. Has a properly trained safety monitor been assigned to warn employees performing the high work when it appears that employees are unaware of a fall hazard? **Safety monitors must be engaged in no other work except for monitoring the activities of employees performing high work.** ☐ Yes ☐ No

If yes, give safety monitor's name: _____

4. Have all employees performing high work or monitoring the work of others performing high work been trained appropriately? ☐ Yes ☐ No

If the answers to either question 1 or 4 is no, the high work cannot proceed until steps have been taken to correct these deficiencies. If the answer to both questions 1 and 4 is yes, the answer to either question 2 or 3 must be yes or high work cannot proceed until steps have been taken to correct these deficiencies.

I have reviewed all of the high work to be performed and have verified or confirmed that the necessary precautions as required in the KSU Fall Protection Program (OHS-0010) and this permit have been taken.

Signature

Date

This section is to be completed only after the high work has been satisfactorily completed: I have reviewed the high work area and have determined that all high work has been satisfactorily completed and that the area has been restored to its prior condition, where necessary.

Signature

Date

Upon satisfactory completion of all work, forward this completed form to the MOHS.