Permit to Work Procedure

Responsible Officer

Executive Director, Infrastructure Services and Development

Approved by

Executive Director, Infrastructure Services and Development

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Responsible Organisational Unit

Infrastructure Services and Development
(Infrastructure Planning and Compliance Unit)

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1 **Objective**

The objectives of the *Permit to Work Procedure* are to:

- outline the Permit To Work (PTW) process and permit system and
- provide guidance on the common requirements of PTW processes to ensure consistency in application.

2 **Scope**

This *Procedure* applies to all workers and other persons at the University of Tasmania undertaking tasks that require permit to work approval prior to commencement. All PTW activities must, at a minimum, comply with:

- this *Procedure*
- the requirements of the *Work Health and Safety Act 2012* and *Regulations* and
- relevant Codes of Practice.

3 **Procedure Provisions**

3.1 **Permit to Work System**

The following Procedures are available to assess and control the risks associated with PTW activities at the University:

- *Asbestos Management Procedure*
- *Confined Space Entry Procedure*
- *Hot Work Procedure*
- *Excavation, Penetration and Demolition Procedure*
- *Working at Heights Procedure* and

3.2 **Permits**

As specified in the relevant procedures, separate permits must be completed prior to the commencement of the following PTW activities:

- asbestos treatment/removal
- confined space entry
- hot work
- excavation, penetration and demolition
- working at heights and
- fire protection system impairment.

Depending upon the outcome of the project/task risk assessment, individual jobs may require more than one permit to be authorised before work can commence.

For works being undertaken in occupied buildings, known permit requirements and risk issues shall be provided by the University to the contractor via the University’s Asset Management Information System (AMIS) Work Request communication system.

Permits:

- are available from Infrastructure Services and Development (ISD) through the Service Centre
- must be authorised by a PTW Issue Officer (Project Manager/Works Supervisor) before work can commence
Permit to Work Procedure

- shall be kept at, or in close proximity to, the area where the PTW activities are being performed;
- must be referenced in Organisational Unit (OU) ‘start-work’ notification systems; and
- must be re-validated if:
  - the PTW Issue Officer changes
  - there is a break in work continuity
  - changes are made to the work that introduce hazards not addressed by the current permit or
  - new risk controls are required.

3.2.1 Permit Periods of Validity
Permits are valid for the time period specified on the permit by the PTW Issue Officer. As a general rule:

- Hot Work, Confined Space Entry and Fire Protection System Impairment permits are valid for one working day, to a maximum of 24 hours and
- the Working at Heights permit is valid for a maximum period of 7 days.

Any extension to a permit’s period of validity must be authorised by the relevant PTW Issue Officer.

In approved circumstances, permits may cover work performed over multiple days. In such circumstances:

- a re-assessment of the work area shall be undertaken prior to commencement of work each day to ensure that no new hazards have been introduced and the area is safe for work to continue and
- communication and handover of relevant information pertaining to the job shall also be undertaken.

3.2.2 Permit Return and Sign-Off
The PTW Issue Officer must ensure that all permits issued are returned for sign-off upon completion of the work. Each OU shall establish a system to ensure that this occurs and will communicate this to permit recipients. The system may entail establishment of a document return box adjacent to the workplace sign-on/sign-off book so that contractors can lodge completed permits in the box when they sign out.

3.2.3 Permit Sign-On and Sign-Off Process
All workers working under a permit shall be recorded using the Asset Management Information System (AMIS) Work Request system. All workers must sign on prior to commencing work and sign off either when the work is completed or the individual worker's involvement with the work has finished.

3.3 Permit to Work Registers
AMIS shall be used to store and maintain relevant work request and PTW work flow information.

3.4 Risk Assessment and Control
Permits to Work shall be issued subject to the provision of a current Safe Work Methods Statement (SWMS) for the work being undertaken and the completion of the University’s Take5 Safety Analysis (or similar).
Contractors shall ensure that risk assessment and control practices comply with the following Codes of Practice:

- *How to Manage Work Health and Safety Risks*
- *Confined Spaces* and
- *Welding Processes*.

A copy of the completed Take5 Safety Analysis shall be provided to the PTW Issue Officer for approval/retention before work commences.

3.4.1 Consultation
The University shall consult with workers involved in carrying out PTW activities, in particular during the process of identifying hazards, assessing risks and implementing control measures. The bulk of consultation should occur during the completion of the Take5 Safety Analysis, prior to the commencement of work.

3.4.2 Training and Supervision
Workers and other persons performing, approving and supervising PTW activities shall receive appropriate information, instruction, training and supervision necessary to protect them from risks to their health and safety for the activities they may be performing or supervising.

3.4.3 Personal Protective and Other Safety Plant and Equipment
Plant and equipment used in PTW activities must conform to relevant Australian Standards, be appropriate for the work, maintained in good condition, and only used by competent persons.

3.4.4 Emergency Procedures and Rescue Plan
Prior to commencing PTW activities, an appropriate emergency response plan shall be:

- developed and documented on the project/task risk assessment/permit and
- communicated to all workers undertaking the work.

3.5 Notification
Prior to the commencement of PTW activities, notification shall be given to:

- Infrastructure Services and Development (ISD) and
- the relevant PTW issue officer, with notification to include a copy of the associated project/task Take5 risk assessment.

3.6 Record Keeping
To ensure compliance with the *Work Health and Safety Act 2012* and *Work Health and Safety Regulations 2012*, PTW records, including permits, risk assessments/safety analyses, training records, work plans/method statements, hazard testing/monitoring results, exemption records, contractors’ documentation and any associated incident reports must be created, managed, maintained and disposed of in accordance with the University’s *Records Management Policy* and *Work Health Safety Records Management Guidelines*.

Failure to comply with legislative requirements will incur penalties.
3.7 Exemptions
Exemptions from the provisions of this procedure and associated PTW procedures may only be approved in writing, following consultation with the University Work Health and Safety Unit.

3.7.1 Contractor PTW System in lieu of University PTW System
In exceptional circumstances, it may be beneficial for a contractor’s PTW risk assessment and/or permit to be used in place of, or in conjunction with, the University PTW system, provided that the contractor’s system meets or exceeds the University’s PTW standards. This may be of value when:

- a contractor’s permit for specialised work is more detailed than the corresponding University permit and/or
- a contractor’s safe work procedure (SWP) is more comprehensive than the University project/task risk assessment.

If a contractor’s system is used in conjunction with the University PTW system, the contractor’s documentation must be referenced in, and attached, to the project/task risk assessment.

3.8 Responsibilities

**Officers** are responsible for ensuring that:

- this Procedure is implemented effectively within their area of responsibility, including the completion of permits and risk assessments and the retention of relevant records in accordance with University’s Records Management Policy and Work Health Safety Records Management Guidelines and
- PTW Issue Officers are appropriately trained and competent to perform their role.

**Managers of Organisational Units (OUs)** are responsible for ensuring that:

- workers performing PTW activities are provided with appropriate information, training and instruction
- the OU has a system in place for the completion, submission and retention of permits
- all hazards associated with PTW activities are identified and all risks are assessed
- all risks associated with PTW activities are eliminated or minimised where elimination is not reasonably practicable
- risk control measures, including underlying hazard identification and risk assessments, are reviewed and, if necessary, revised if there is evidence that the controls no longer adequately address the relevant hazards
- records are created to support the business activities undertaken and to provide evidence that due process has been followed and
- records are managed in accordance with the University Records Management Policy and associated Procedures, Guidelines and Standards.

**Permit to Work Issue Officers (Project Managers/Works Supervisors)** are responsible for:

- authorising and co-ordinating permits for PTW activities over which they have direct control
- discussing the requirements and details of the work activity with the permit receiver
- ensuring that risk assessments are carried out and documented for PTW activities
- ensuring that all permits issued are returned for sign-off upon completion of the work (including arranging for another officer to undertake sign-off should the PTW Issue Officer be unavailable) and
- retaining a copy of authorised permits and risk assessments for the period specified in the Work Health Safety Records Management Guidelines.

Infrastructure Services and Development is responsible for:
- issuing Permits to Work
- management of records as outlined at paragraph 3.6 of this Procedure
- implementing and monitoring the effectiveness of this Procedure, including worker compliance and
- ensuring that contractors are aware of PTW requirements.

The University Work Health and Safety (WHS) Unit is responsible for:
- assisting in the facilitation of hazard identification and risk assessment processes and providing timely advice and information as required and
- approving any exemptions from this Procedure
- managing and retaining any records associated with an exemption in accordance with the provisions of the University Records Management Policy and associated Procedures, Guidelines and Standards.

Workers and other persons are responsible for:
- undertaking PTW activities in accordance with relevant procedures and any other information, training or instruction they have received
- familiarising themselves with, understanding, and being willing and able to comply with, relevant risk assessments and permits associated with a project/task before commencing work and,
- if a permit holder, returning the completed permit to the PTW Issue Officer for sign-off.

4 Definitions and Acronyms

Contractor
For the purposes of this Procedure, any worker other than a University of Tasmania staff member engaged by the University to perform work for gain or reward.

Employee
For the purposes of this Procedure, any University staff member.

Hierarchy of control
A ranking of risk control measures from the highest level of protection and reliability to the lowest, as follows:

- Eliminate the hazard; Level 1
- Substitute the hazard with something safer; Level 2
- Isolate the hazard from people;
- Implement engineering controls to reduce risk;
- Implement administrative actions to reduce the level of harm;
- Use Personal Protective Equipment.
If it is not reasonably practicable to eliminate a hazard, risk must be minimised by working through the remaining alternatives in the hierarchy.

In accordance with the *Work Health and Safety Act*:

- the death of a person; or
- serious injury or illness of a person; or
- a dangerous incident.

For more information, refer to the University *Incident Response and Investigation Procedure*.

**Notifiable incident**

**Organisational Unit**

College, Faculty, School, Centre, University Institute, other University entity, Division, Section or University Business Enterprise.

**Other person**

For the purposes of this *Procedure*, all other persons that may be at the University who are not workers, including students and visitors.

**Permit to Work (PTW) Issue Officer**

Normally the Project Manager or Supervisor who is in direct control of the work and responsible for coordinating and authorising permits and associated PTW activities.

**Permit to Work (PTW) System**

A formal written system used to control certain types of potentially hazardous work, which also serves as an effective means of communication and understanding between University officers and other workers/persons.

**Permit**

A University form that authorises a particular PTW activity (e.g. hot work). Permits are available from ISD and must be authorised by a PTW Issue Officer prior to the commencement of works.

**Worker**

Any person carrying out work in any capacity at the University as an employee, contractor or sub-contractor, employee of a labour hire company, outworker, apprentice or trainee, work integrated learning or work experience student and/or volunteer.

### Supporting Documentation

- Asbestos Management Procedure
- *Codes of Practice and Australian Standards* (as referenced in each PTW procedure)
- Confined Space Entry Procedure
- Contractor Access Procedure
- Excavation, Penetration and Demolition Procedure
- Fire Protection Systems Impairment Procedure
- Hot Work Procedure
- Isolation and Tagging Procedure
- Permit to Work Permit Guidelines
- Records Management Policy
- Records Management Guidelines
- Work Health and Safety Project and Task Risk Management Minimum Standard
- Work Health and Safety Records Management Guidelines
- Working at Heights Procedure
## Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>Permit to Work Procedure; approved by Responsible Officer, November, 2014. Amended in December 2016 to incorporate Colleges.</th>
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<tr>
<td>Current Version</td>
<td>Permit to Work Procedure (current document); approved by Responsible Officer, November, 2014, amended in December 2017 to reflect change of nomenclature for owning organisational unit.</td>
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