Section 4.07
"Permit to Work"

1. Purpose

The purpose of this procedure is to provide guidelines for developing Individual Safety Permits for high risk operations. The Permit shall ensure that all personnel conducting hazardous work clearly understand relevant precautions and emergency procedures.

2. Scope

This procedure applies to all work in confined spaces, working at heights and "hot works" in flammable or explosive atmospheres.

3. References

1. Occupational Health and Safety Act 2004
2. Occupational Health and Safety (Confined Spaces) Regulations 1996.
3. Code of Practice for Confined Spaces 1997.

4. Responsibilities

Manager/Supervisor

The Manager/Supervisor must assign the relevant supervisory duties to a competent and qualified person (the Supervising Officer).

Supervising Officer

The Supervising Officer must be a competent person with a thorough understanding of the works procedure and safety precautions who shall be assigned the duty of Supervising Officer by the Manager/Supervisor.

The Supervising Officer will have appropriate health and safety training.

Employees

Employees must be aware of and clearly understand precautions and procedures to be followed under the **Permit to Work**. Employees must sign the **Permit to Work** after reading the procedures and after completing works.

Employees undertaking the work must:

- satisfy themselves that the **Permit to Work** has been completed satisfactorily;
- be skilled, qualified, trained and competent to perform the work;
- adhere to the **Permit to Work** procedure;
- ensure that the job is performed in a safe manner;
- be aware of the hazards that could exist and have the necessary precautions in place;
- make the equipment and work area safe prior to hand-over;

- make the work area safe and seek immediate advice if in doubt, or if circumstances or conditions change.

5. Definitions

Hot Works

Hot works are the use of any tool or instrument which causes flame or sparks to be produced (eg welding, grinding).

Confined Space

A confined space is any enclosed or partially enclosed space which:

- is not intended or designed as a place of work;
- may have restricted means of entry or exit;
- may have an atmosphere which is threatening to life or health eg low oxygen;
- may cause engulfment.

6. Method

6.1. Identify High Risk Operations

High risk operations shall be identified prior to the initiation of works. Examples of potential high risk operations are as follows:

- Confined space entry;
- Hot Works in explosive atmospheres;
- Work at heights or on rooftops (approx 1.8 m - rooftops, 3m - ladders/scaffolds).

6.2. Supervising Officer

The Supervising Officer must perform a **Hazard Inspection** of the specific work area and complete the **Permit to Work** by listing hazards and developing controls, work procedures and emergency instructions, including:

- Ensuring all hazards associated with the proposed job have been identified, assessed and controlled.
- Knowing precisely what is happening and/or intended, in respect to the job in question.
- Having the area and equipment safe before handover.
- Precisely describing the work to be undertaken (e.g. procedures, precautions, equipment, location, start time, duration) - in writing and verbally.
- Providing information of actions taken and indicating remaining hazards.
- Listing any action still to be taken by any party.
- Ensuring that copies of all Permits are prominently displayed to ensure all relevant personnel are aware that the equipment etc is not operating.

- Ensuring that where **Permits to Work** which interact with other **Permits to Work** (e.g. confined space entry permit and "hot work" Permit to Work) are cross referenced effectively.
- Ensuring all actions during the suspension of a permit (if necessary) and completion of work are specified.

6.3. Hazard Inspection

Hazard Inspection, **Risk Assessment** and development of controls shall be conducted for the specific work area. Energy sources and moving parts shall be isolated and tagged to prevent accidental activation of equipment. Air monitoring shall be conducted prior to confined space entry.

All safety details shall be recorded on the **Permit to Work**.

6.4. Develop Work Instructions

Specific **Work Instructions** shall be developed for each **Permit to Work**. Particular attention shall be paid to hazard control methods and emergency instructions.

6.5. Training and Education

Any employees conducting work under a **Permit to Work** shall be instructed on identified hazards and work, and emergency procedures.

6.6. Sign In

Employees shall sign the **Permit to Work** to indicate that they have received work instructions and understand the emergency procedures.

The Supervising Officer shall also sign the **Permit to Work**.

6.7. Sign Out

Employees and the Supervising Officer shall sign out on the **Permit to Work** to indicate that the works have been completed and the work site cleared or re-secured.

6.8. Permit Types

The following Permits and/or Procedures are in operation and apply within the organisation.

Table 1: Permits and Procedures in operation

1. Equipment Isolation and Tag Out Procedure, Section 4.04	
2. Permit to Work, Attachment 1: (4.07) Any procedure which requires a **tag out/lock out procedure**. Maintenance of critical safety systems permit (eg Fire fighting, fire and gas detection systems, life saving equipment, public address system, etc) Working in isolated situations (eg roof voids etc)	
3. Hot Work Permit	
4. Confined Space Permit,	

6.9. Colour Coding

Permits and Permit Tags are usually colour coded to convey the nature of the warning. This colour coding is in line with Australian Standards. Refer to Table 2 below for colour coding definitions.

Table 2: Permit and Tag Colour Coding

Red Danger Tags:	Are warnings that equipment must not be operated and would usually state eg "DO NOT OPERATE".
Orange Tags:	Means that equipment has been removed from operation and has been made safe for personnel undertaking specific work on the equipment eg decontamination of medical equipment prior to maintenance. These are usually used in conjunction with the red danger tag.
Yellow Tags:	Are usually caution tags denoting equipment is out of order and must not be operated, where equipment must be worked on *in situ*.

7. Related Documents

1. Section 3.06, *Hazard Management*.
2. Section 4.04, *Equipment Isolation and Tag Out*.

8. Attachments

1. Permit to Work
2. Hot Work Permit
3. Confined Spaces Permit.

WorkSafe VICTORIA

NOTICE OF INTENTION TO COMMENCE EXCAVATION OPERATIONS IN TRENCHES, SHAFTS AND TUNNELS

To: Construction & Utilities Program
Local Office, WorkSafe Victoria

To be submitted to WorkSafe at least 3 days prior to commencing excavations

Date: / /

This form should be completed and returned to WorkSafe Victoria by the employer or self-employed person carrying out the excavation work.

Notice is given that I intend to commence work as described in this form and I submit the name of the person nominated to supervise this work.

Particulars of employer or self-employed person

Name ……

Address ……

Postcode ……. Tel No (W) …… A/H ……

Particulars of nominated supervisor

Name ……

Address ……

Postcode ……. Tel No (W) …… A/H ……

Experience of supervisor (certificates, training courses, experience in relation to trenching/excavation)

……

……

……

Name of Exact Locality of Excavation

Street:…….... Suburb/Town:…… Building Site/Estate:……

Directory reference:…….....

Proposed date of commencement: / / Proposed completion date: / /

Type of Excavation		**Maximum Depth / Length**					
Trench	☐	…….....	Shaft	☐	…….....	Tunnel	☐ …….....
House Connection	☐	…….....	Other	☐	…….....		

Number of persons to be employed in this work:……

EXPLOSIVES Explosives WILL / WILL NOT be used. Please cross out whichever is NOT applicable.

Shotfirers Name:…….……..... Shotfirers PERMIT NUMBER:……

Permit Type: Black ☐ Red ☐ Authorised to Use: Electric ☐ Safety Fuse ☐ Cortex ☐ None ☐

Person authorised to sign: ……

Printed name: ……..