

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 19 – Permit to Work

1. PURPOSE

This procedure defines the requirements associated with clearance to perform work including the appointment of Authorised Person(s) to issue Permits to Work.

Permits to Work are used to authorise performance of non routine work (eg. construction activities), to document transfer of control of the affected parts of a site and to describe agreed controls to apply to the work. The requirements of this procedure apply to all sites, including offices controlled by QSCU.

2. MANDATORY REQUIREMENTS

1. A Permit to Work shall be obtained from a suitable Authorised Person (ie. nominated Branch Manager / Supervisor) prior to commencing construction work whenever, either:

- the work is to be performed by people (including Contractors) who are not under the direct supervision of the person who has direct operating control of the area,
- the work involves any of the following activities:
 - Excavation or break in to concealed spaces
 - Hot Work
 - Entry into Confined Spaces
 - Use or work on sources of ionising radiation
 - Work on (or in the vicinity of) High Voltage Equipment & Systems
 - Work on (or in the vicinity of) Live Low Voltage Equipment
 - Work at Heights/Work on Roofs
 - Use of Explosive Powered Tools
- the work may constitute a significant OHS&R risk and there is no well established and tested work instruction.

2. Prior to issuing a Permit to Work, the Authorised Person shall:

- Discuss with the person intending to perform the work:
 - What the work will involve (scope of works),
 - What could go wrong (hazards),
 - How the work can be made safer (controls)
- assess the potential impact on and from other work being performed or facilities in the area,
- personally inspect the plant, equipment or area(s) where the work is to be performed,
- ensure all required isolations to perform the work are in place prior to :
 - Inspection or installation
 - Repair or Service
 - Maintenance
 - Cleaning

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- personally inspect all isolations to ensure they have been appropriately locked, tagged and tested.
 - ensure all reasonably practicable measures to reduce the risk have been identified on the Permit to Work and the remaining risk is acceptable (refer to the contractors Hazard Control Plan).
 - ensure the scope of work authorised, including any limitations and the name(s) of the people authorised to do the work are recorded on the Permit to Work.
3. Prior to accepting a Permit to Work, the recipient shall read and agree the identified hazards and controls, shall record the date and time of acceptance and shall sign the certificate. Once signed, the recipient shall ensure that all staff or sub-contractors under their control are made aware of the hazards and control of hazards as outlined on the permit to work form.
 4. The Permit to Work shall be kept on the job at all times while work is proceeding and a record (copy) of the Permit to Work shall be retained as a record of work in progress.
 5. The maximum period of validity for a Permit to Work shall be 24 hours.
 6. In the event that there is a change of personnel performing the work, the original recipient(s) shall "sign off" the Permit to Work and the new work group shall discuss the hazards and controls with the Authorised Person and shall sign on to a new Permit to Work. Where required, any isolations shall be reviewed to ensure that they are still affected, tagged and tested. The site shall be deemed safe by both parties at the time of handover.
 7. In the event of a change of the Authorised Person responsible for the work area, the new Authorised Person shall discuss the work being performed and the precautions in place with the original Authorised Person as per the original permit to work and, if satisfied that the site is safe, shall sign a new Permit to Work with the recipient.
 8. On completion of the work or on leaving the work incomplete, the Recipient shall discuss the job status with the Authorised Person, shall record the job status and the date and time and shall return the Permit to Work to be signed by the authorised person.
 9. The Authorised Person shall check the status of the work, shall record whether the site, plant or equipment is ready to return to service and shall sign, date and record the time of acceptance of closure of the Permit to Work. If the work is incomplete, the authorised person shall ensure that the recipient has left the site in a safe state prior to signing off the permit to work.
 10. Authorised Persons shall be appointed in writing and the scope (limitations) of their authority shall be documented.

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11. OHS&R training records shall be retained indefinitely.
12. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

13. RESPONSIBILITIES

Responsible Manager

Ensure compliance with this procedure

Authorised Person

- Consider hazards associated with work
- Ensure that all isolations are in place, locked and tagged
- Issue the Permit to Work
- Close the Permit to Work

14. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

15. FORMS

- A. PERMIT TO WORK FORM