Example – completed PERMIT TO WORK

VICTORIA UNIVERSITY MELBOURNE AUSTRALIA

THIS PERMIT CAN ONLY BE ISSUED BY AN AUTHORISED PERSON

Part A – High Risk Work being Undertaken *(Please use X)*

Height Work	X	Fire System Isolation	☐	Working near Power / Gas Lines	☐
Hot Work	☐	Trenching & Excavation	☐	Contractor	X
Dangerous Goods / Pressure Vessel	☐	Electrical	X	Drilling or cutting into building	☐
Powered Plant/Pedestrian only areas	☐	Amusement Structure	☐	Other (please specify) ……..	☐

PLEASE SEE REVERSE PAGE FOR WORK PERMIT GUIDELINES

Part B – Permit Issued to

Victoria University ☐ Department _____ Contractor Company X ABC Electrics

Permit issued to Fred Smith

Name(s)

Part C – Permit Details

Permit is valid from	**DATE:** 21 July 2015	**TIME** From: 8 am AM/PM	To: 11 am AM/PM
Exact Location(s) where work is to be done	Basement of building P at Footscray Park		
Task to be performed	Replace light globes		
Isolation of electricity, hydraulics, pressure vessels etc. required?	No ☐ Yes **X** *Power to lighting requires isolation – use of lock & tag* *(Please Specify Detail)*		
Equipment to be used including PPE & Precautions Required	Use of their scissor lift – ensure competent to operate & scissor lift is maintained (can ask for records/logs). Use of safety harness whilst working in the scissor lift. Check harness is appropriate (i.e. a restraint - not a long length – don't want them to strike the ground) & in good order. Ensure tools to be used by electrician are secured to belt and /or ensure area under scissor lift is cordoned off (e.g. witches hats / ropes). Traffic control – prevent movement / access to area during works (e.g. notify security not to open security gates to vehicles wanting to access basement AND use of roller door & barriers in driveway area along with signs). Use of spotter to move scissor lift into position & to observe area during works. Ensure contractor is an electrician. Isolate power to lighting – use of locks & tags. (The above items are likely to be in contractors SWMS – if they are – can just refer to SWMS)		

Part D – Authorisation

	Name(s)	***Signature(s)***
Permit Issued by	Person supervising contractors works	
Area Manager/Supervisor - informed	Name of security person controlling access gate.	
Person Receiving Permit	Fred Smith	

Permit must be retained by the Person performing task and returned to the authorised person when job is completed.

Part E – Permit to Work Checklist *(Authorised person to complete)*

- ☐ 1. Permit is issued by an authorised person
- ☐ 2. A JSA/SWMS has been completed and reviewed prior to the permit being issued
- ☐ 3. If a contractor(s) – are they wearing a 'Rapid Access' identification pass.
- ☐ 4. Hazards have been assessed, precautions and PPE are listed. Permit specifies signs, barriers, PPE, firefighting equipment etc.
- ☐ 5. Work is being performed according to the details on the permit. Area is made safe on completion. Authorised person may check.
- ☐ 6. Permit is returned to authorised person on completion of work. Permit & documentation is scanned and emailed to permittowork@vu.edu.au

Part F- Verification

This section to be completed when permit is returned to authorised person

Permit Returned:	**DATE:**	**TIME** **AM/PM**
Work checked at:	**DATE:**	**TIME** **AM/PM**

I have verified that the work has been completed as required and that the work area has been made safe before signing off the permit.

	Name(s)	***Signature(s)***
Work Verified by		

Hazard / Risk Guidance for High Risk Activities

Adequate controls must be in place prior to work commencing. The person completing the high risk activity must be competent to undertake the specified activity. Note: This is a guide only as other hazard may be identified and other controls may be applicable.

1. *Height work*
- Can work be done on/from ground?
- Condition of ladder, scissor lift, forklift cage, harness gear
- Access to work area – select the most appropriate equipment to access height e.g. don't use ladders if intending to use power tools – consider scissor lift/boom
- Ladder work
  - Ladder is for access & not a work platform - maintain 3 points of contact
  - use of second person to stabilise the ladder and act as a spotter/direct traffic around base of ladder
  - tie off ladder
- Use of safety harness – selecting the correct harness for the task to be performed – ensure person trained in selection, use, fit, anchor points etc
- Items falling from person accessing height – ensure all tools are secured e.g. on a belt and/or tape off area below
- Ensure no one is working below
- Traffic management around area
- Training/competency of person accessing the height area
- Environmental conditions – ensure it is not raining or windy if outside
- Plan height work during quiet periods e.g. breaks or out of hours (minimise traffic)

2. Hot work
- Can the job be done some other way e.g. cut with a hand saw instead of grinding OR join items with clamp or bolt instead of weld
- Plan hot work out of general work hours
- Clear the area of all combustible material (10 metre 'sphere'):
  - Flammable liquids, dust, rags, oil deposits
  - Floors swept clean
  - Explosive atmosphere eliminated
  - Fans & conveyors isolated or shut down
  - Combustible floor wet down, cover with damp sand or fire resistant sheets
  - If can't remove combustibles - protect with fire resistant tarpaulins or shields
  - Combustibles on other side of walls – move away
- Ensure fire fighting equipment (including fire blankets, sprinklers, hoses, extinguishers etc) are available and are in good order (check service tags)
- A fire watch shall be present during the duration of the hot work & remain for 15 mins after completion of hot work. The area is to be checked periodically for 1 hour after.
- Ensure Hot Work equipment is in good order
- Ensure flash back arrestors (regulator & hose) on all cylinders are tested an calibrated at least 2 yearly
- For welding – screen the area
- Containers in the area purged of flammable liquids/vapours-if they can't be moved away
- Area smoke or heat detection has been disabled during work
- Tape area off or use bollards/signage to indicate works in progress
- Ensure appropriate PPE being used e.g. signage, face mask, hearing protection, gloves, safety shoes etc

3. *Dangerous goods vessel and/or store*
- Use of hand tools only – do not consider any hot work within 10 metres around area
- Remove dangerous goods from the area during any works
- Tape area off or use bollards/signage to indicate works in progress
- Traffic management around area

4. Fire System Isolation
- Notify the relevant Manager and Chief Fire Warden for the site:
  - With planned isolations – give 48 hrs notice if possible
  - Isolations should be of limited duration
  - Fire protection systems should not be isolated during completely unoccupied periods.
  - During isolation, additional precautions should be taken such as extra extinguishers, fire hoses, fire watch, no smoking, no cutting and welding, etc. Notify managers/supervisors & other personal in area.
  - A danger tag on the valve or system isolated should be posted during the work listing the permission and precautions taken.
  - At the completion of the work, the fire protection and alarm system should be tested & restored to automatic operation.
- Notify fire authority and/or external monitoring company (if system linked to them)
- Ensure other fire fighting equipment is in good order (check service tags)

5. *Trenching & excavation*
- Clear area
- Review any underground services drawings
- Check site for known communications lines, buried electrical lines or services, gas services or underground piping
- Dial before you dig (phone 1100) – 2m restriction zone around underground services
- Traffic management
- If using excavator – assess overhead power lines – use of spotter
- Notification of trench to WorkSafe (3 days prior)
- Shoring

6. *Electrical*
- Licensed electrician
- Equipment isolation – use of locks & danger tags
- Use of Residual Current Devices (RCD)
- Ensure electrical tools/equipment/leads in test & tag
- Leads out of walk areas - not a trip hazard
- Ensure leads do not extend more than 30 metres from power board
- Nonconductive ladder
- Don't expose leads to surfaces that may degrade insulation or jam leads in door jams

7. *Amusement Structures*
- Amusement structures- have a current design number from Vic or other State.
- Current certificate of inspection issued by engineer / electrician
- Enough space & suitable ground surface allocated (include access/egress-patrons)
- Appropriate fencing around ride
- Constant supervision by trained personnel

<u>Inflatable Structure (in addition to above)</u>
- Thorough check of structure prior to ensure all anchor points, ropes & stakes are undamaged
- All tie down ropes attached to device are fastened to adequate anchorages & there is adequate soft-fall area
- Operator monitors wind conditions

8. *Working near power lines, electricity or gas lines*
- For all possible buried services see No. 5 above (Trenching & Excavation)
- Note: 2m restriction zone for underground services
- Overhead powerlines – ensure no parts enter electrical danger zone (3m for power poles & lines)
- Contact Utility Co. for further assistance

9. *Forklifts or mobile powered plant entering a pedestrian only area*
- Can the area be accessed with a non powered item of plant e.g. pallet jack.
- Can the area be accessed with a pedestrian friendly powered mobile plant, e.g. walk behind stacker
- Complete during quiet times e.g. before or after normal hours
- Traffic management to segregate pedestrians from plant must be attempted - use of mobile barriers, spotters to control traffic etc.

10. *Contractor works*
- All contractors must be issued with a work permit
- Review contractors JSA/SWMS.
- Competency of contractors – verify records
- Are they following their own JSA/SWMS requirements:
  - Traffic management
  - Tag Out Lock Out – isolation of services
  - PPE requirements etc.