

LA TROBE UNIVERSITY

PERMIT TO WORK PROCEDURE

1 PURPOSE

The permit to work procedure is a formal written system used to control certain types of potentially hazardous work. It is also a means of establishing an effective means of communication and understanding between LaTrobe University personnel requiring the work to be done and the personnel or contractors who are going to do the work.

The issue of a permit does not in itself make a job safe. It also does not constitute permission to do dangerous work and therefore should not be seen as an easy way of eliminating a hazard or reducing risk.

2. DEFINITIONS

Work Permits.

A work permit authorises persons to undertake specific work in a designated area. The permits are designed to define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. Methods to be used and precautions to be taken shall be agreed to, by parties beforehand and clearly stated on the work permit. All parties must sign off before any work commences. Work permits shall be valid until the specified date on the work permit. A contractor is required to have a work permit to undertake work on site.

Clearance Certificate.

A permit for entry for maintenance staff and others, required to undertake maintenance work in hazardous locations such as Laboratories, animal houses, glass houses, chemical stores, flammable liquid stores. This is to ensure that a defined area is safe prior to work being undertaken.

Hot Work.

Work involving electric or gas welding, thermal or oxygen cutting, heating and other fire producing or spark producing operations.

Roof Access.

Any work that requires access to the roof or ceiling area of a building structure and which may place people at risk through falling, slipping, contact with falling objects or contact with existing services.

Excavation.

Any work that involves the digging of holes, pits or trenches in the ground and which may place people at risk through collapse, falling or contact with existing services.

Confined space

A confined space is any vat, pit, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer, shaft, well trench, tunnel, or other similar enclosed or partially enclosed structure, if the space:

- (a) is, or is intended to be, or is likely to be entered by any person and
- (b) has a limited restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space, and
- (c) is or is intended to be at normal atmospheric pressure while any person is in the space and
- (d) contains, or is intended to contain, or is likely to contain
 - i) an atmosphere that has a harmful level of any contaminant, or
 - ii) an atmosphere that does not have a safe oxygen level,
 - iii) any stored substance, except liquids that could cause engulfment.

Elevated Work

A permit is required for all forms of mechanical work platforms and scaffolding, fixed or mobile above 4 meters in height.

Electrical work permit

A permit required for all works that require isolation of electrical services or installation of new services.

Note: Any high voltage works require a high voltage permit, obtainable from the co-generation manager.

Supervisor.

Person with the authority who is delegated by management to review and control persons of a work process.

3. DESCRIPTION

3.1 Authority to issue a work permit

The following personnel have the authority to issue a work permit

Confined Space	Buildings and Grounds Maintenance Manager or equivalent or delegated representative.
Electrical	Building and Grounds Maintenance Manager or equivalent or delegated representative
High Voltage	Issued only through the co-generation manager
Hot Work Permit	Buildings and Grounds Maintenance Manager or equivalent or delegated representative.
Roof Access & Elevated work	Buildings and Grounds Maintenance Manager or delegated representative
Excavation	Buildings and Grounds maintenance manager or delegated representative.
Clearance	Nominated department managers prior to work being undertaken
Work Permit	Issued with the contract, by contract manager

Note: In some circumstances more than one permit may be required to be issued for a single job.

3.2 Responsibilities of the person authorised to issue each permit.

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- Ensure all hazards associated with the proposed job have been identified, assessed and controlled.
 - Be familiar with the intended task(s)
 - Ensure that the area and equipment are made safe before hand over.
 - Outline how the work is to be undertaken (eg procedures, precautions, equipment, location, start time, duration) - verbally and where necessary in writing
 - Ensure that permits are cross referenced with other permits (eg confined space entry permit and hot work permit)
 - Records of work permits shall be kept in the maintenance department.

3.3 Supervisors responsibility

- Supervisors must understand the work for which a permit has been sought and understand isolation and tagging procedures,
- Ensure that a permit is granted before work commences.
- Ensure that the person(s) doing the work are appropriately qualified to do the work
- Ensure that all checks are undertaken to ensure that the permit was used correctly
- Ensure appropriate persons are informed when a job is completed or suspended and that the permit is cancelled.

3.4 Responsibilities of the person undertaking the work

- Satisfy themselves that they understand the requirements of the permit
- Be skilled, qualified trained and competent to perform the work, including the use of any personnel protective equipment or rescue equipment.
- All aspects on the work form must be completed and documented.
- Adhere to the Permit to Work requirements'
- Ensure the job is performed in a safe manner.
- Be aware of the hazards that could exist and have the necessary controls in place.
- Make equipment and area safe on completion of the task.
- Make the work area safe and seek immediate advice if a doubt or if circumstances or conditions change.
- Ensure that all tags and signs are prominently displayed so that personnel are aware that the equipment etc. is isolated / not to be operated.

3.5 Display of Signs.

Permits are to be displayed and available for inspection whilst work is being undertaken.

3.6. Record Keeping

All records are to be kept for 10 years

4. REFERENCES

OH&S Act 2004, Section 21 (1) & 21(2).
OH&S (Plant) Regulations 1995, Reg 716
Code of Practice for Safe Work on Roofs. 1989
Code of practice for Safety Precautions in trenching Operations 1988
OH&S (Confined Spaces) Regulations 1996
Code of Practice for (Confined Spaces) 1997

Code of Practice for Safety Precautions in Trenching Operations. 1988

5. CROSS REFERENCES

Maintenance Department emergency roof access.

6. DOCUMENTATION

- 6.1 Work permits
- 6.2 Electrical Work permit
- 6.3 Hot Work permits
- 6.4. Excavation Permit
- 6.5 Clearance certificates
- 6.6. Roof access permits
- 6.7. Elevated Work (maintenance)
- 6.8. Elevated Work. (Union, Bundoora Campus only)
- 6.9. Confined Space Permit.

This procedure, has been endorsed by the Executive Occupational Health and Safety committee at its meeting on 4 September 2000.

Editorial Changes: July 2005