




DOCUMENT TYPE	D	
ACADEMIC/ADMINISTRATIVE	5	
PEOPLE AND CULTURE	3	
OCCUPATIONAL HEALTH AND SAFETY	1	
NUMBER	014	

WORK PERMITS AND RESTRICTED ACCESS PROCEDURES


Parent Policy Title	OHS Policy											
Associated Documents	OHS Procedures Work Permit Clearance Certificate.											
Preamble	<p>Due to the nature of our working environment there are potential hazards within the University Community. To ensure the safety of staff, students, contractors and visitors to the University, access is restricted to unauthorised persons in certain hazardous areas of the University and permits to work are required to be issued prior to carrying out any non routine work which may involve an OHS hazard.</p> <p>As children are naturally inquisitive and even under direct supervision will not be aware of safety standards and precautions and could therefore be exposed to unacceptable risks.</p>											
General	The purpose of this procedure is to ensure managers and employees are aware of University requirements in relation to restricted access, permits to work and allowing children into scientific laboratories, workshops or commercial kitchens and to allocate responsibilities to department managers to implement the procedure.											
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1. Responsibilities Authority	The Responsibilities Authority covers Restricted Access, Children in Scientific Laboratories and Workshops and Commercial Kitchens.											
1.1 Restricted Access	<p>The Dean, Head of School or Divisional Manager is required to ensure control measures are maintained to restrict access to authorised persons and ensure appropriate signage is in place to identify restricted access.</p> <p>Section Managers in conjunction with the Health and Safety Representative if applicable will assess: the area(s) under their control to determine which areas require restricted access; who should be given access to the area; how the restricted access will be applied such as signage or lock and key issue.</p>											

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	<p>Section Managers are <u>also</u> required to;</p> <ul style="list-style-type: none"> • Restrict access to areas by persons other than those authorised to enter the restricted areas. • Nominate a responsible person to oversee the restricted area(s) if applicable • Ensure that all areas requiring restrictions or access be identified with appropriate signage. • Ensure that restricted areas are regularly monitored that all restrictions are complied with. 												
<p>1.2. Children In Scientific Laboratories, Workshops and Commercial Kitchens</p>	<p>Heads of Schools and Divisional Managers of scientific laboratories, workshops and commercial kitchens are responsible for:</p> <ul style="list-style-type: none"> • Ensuring all employees, visitors and students, who may be considering bringing children on campus and into laboratories, are aware of this procedure. • Ensuring children accompanied or otherwise shall not be allowed entry into laboratories, workshops or commercial kitchens unless with the knowledge and permission of the Head of School or area. • Ensuring that laboratories are specifically prepared for visitors, with children in mind when setting up an open day demonstration. • Authorising only after due consideration of all circumstances, children to enter laboratory, workshop or commercial kitchens. <p>Employees are required to seek permission from the relevant area manager prior to bringing children into laboratories, workshops or commercial kitchens.</p>												
<p>1.3. Work Permits</p>	<p>Authority to Issue a Work Permit</p> <p>The following personnel have the authority to issue a work permit. In some circumstances more than one permit may be required to be issued for a single job.</p> <table border="1" data-bbox="480 1485 1445 2033"> <tr> <td>Confined Space</td> <td>Buildings and Grounds Maintenance Manager or equivalent or delegated representative.</td> </tr> <tr> <td>Electrical</td> <td>Building and Grounds Maintenance Manager or equivalent or delegated representative</td> </tr> <tr> <td>High Voltage</td> <td>Issued only through the Co-Generation Manager</td> </tr> <tr> <td>Hot Work Permit</td> <td>Buildings and Grounds Maintenance Manager or equivalent or delegated representative.</td> </tr> <tr> <td>Roof Access & Elevated work</td> <td>Buildings and Grounds Maintenance Manager or delegated representative</td> </tr> <tr> <td>Excavation</td> <td>Buildings and Grounds Maintenance Manager or delegated representative</td> </tr> </table>	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
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	<table border="1"> <tr> <td>Clearance</td> <td>Nominated department managers prior to work being undertaken</td> </tr> <tr> <td>Work Permit</td> <td>Issued with the contract, following an induction by contract manager</td> </tr> </table> <p>All permits are to be displayed and available for inspection whilst work is being undertaken and records kept for a period of 10 years.</p> <p>Responsibilities of the person authorised to issue each permit.</p> <ul style="list-style-type: none"> • 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. <p>Supervisors responsibility</p> <ul style="list-style-type: none"> • 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. <p>Responsibilities of the person undertaking the work</p> <ul style="list-style-type: none"> • 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. 	Clearance	Nominated department managers prior to work being undertaken	Work Permit	Issued with the contract, following an induction by contract manager
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	<ul style="list-style-type: none"> Ensure that all tags and signs are prominently displayed so that personnel are aware that the equipment etc. is isolated / not to be operated.
Status	Revised Format. Prior approval Executive OHS Committee, Work Permits 9/2000, Children in Labs 6/2004, Restricted Access 9/2000. The implementation of the latest version of these procedures supersedes all previous versions of these procedures.
Approval Body	Executive OHS Committee, 14 September 2009, Minute 45.5
Initiating Body	Workplace Environment and Wellbeing Unit (OHS)
Definitions	<p>Authorized Persons: Persons nominated by a department /school who are authorized to work in or enter a restricted area. This may include employees, students, visitors or contractors depending on the nature of the hazards and the work being undertaken.</p> <p>Restricted Area: Allocated areas, that are defined by signage and or locking devices in which only authorized personnel are permitted to enter and or work.</p> <p>Permit to work system: 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 La Trobe 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.</p> <p>Work Permits. 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.</p> <p>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.</p> <p>Hot Work: Work involving electric or gas welding, thermal or oxygen cutting, heating and other fire producing or spark producing operations.</p> <p>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.</p>

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	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> (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 <ul style="list-style-type: none"> 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. <p>Elevated Work Permit: A permit required for all forms of mechanical work platforms and scaffolding, fixed or mobile above 4 meters in height.</p> <p>Electrical work permit: A permit required for all works that require isolation of electrical services or installation of new services.</p> <p>Note: Any high voltage works require a high voltage permit, obtainable from the co-generation manager.</p>
Date Effective	14 September 2009
Next Review Date	30 September 2013
Keywords	Children, Laboratories, Restricted access, permits to work.
Owner/Sponsor	Executive Director People and Culture
Author	Workplace Environment and Wellbeing (OHS Committee)
Contact person or area	OHS@latrobe.edu.au