

5.3 Permit to Work System

A Permit to Work is a procedure, with a written permit form, which is used to authorize and control work activities with high risk hazards.

The Permit to Work procedure:

1. identifies the work that is to be completed
2. ensures that all potentially hazardous work is controlled and properly authorised;
3. ensures that all hazards associated with the work have been identified;
4. ensures that all necessary safety procedures for controlling the risks are properly implemented while the work is being completed; and,
5. Ensures that the worksite is left in a safe condition when the work is completed or suspended.

A Permit to Work - serves as a checklist to ensure that all hazards, control measures, work procedures and general safe work requirements are identified, documented, reviewed with and understood by the personnel who will be involved with the work activities. A Permit to Work provides a record of the authorization and completion of the hazardous work activities, the controls and the authorization for the work.

Permit to Work Applications

A Permit to Work is used for all high risk work activities where existing controls have not reduced the risks to acceptable levels. Additional risk controls will be developed and implemented through the Permit to Work process (procedure) to ensure that the risks are reduced to acceptable levels.

A Permit to Work is used to:

1. Describe the work to be completed;
2. Identify the hazards associated with the work;
3. Specify the necessary safety precautions (risk control measures) that must be implemented to manage the risk;
4. Provide appropriate authorisation and responsibilities for proceeding with the work within a specified time and within specified limitations;
5. Inform all affected personnel that the work is being done;
6. Ensure that the plant and equipment are returned to a safe condition when the work has been completed or suspended.

Types of Permit to Work

There are five types of Permit to Work used by Bayleys Property Services for use in its workplaces. These permits are:

1. **Hot Works Permit**
2. **Hazardous Works Permit**
3. **Confined Spaces Work Permit**
4. **Working at Height Assessment & Permit**
5. **Cut core Permit**

Types of Permits to Work include:

5.01 Hot Work Permit

Hot work is any work that could create a source of ignition that could result in a fire or explosion. Examples of hot work include, but are not restricted to:

- Welding and torch cutting;
- Spark producing tools such as grinders and chippers and power tools such as electric drills;
- Use of explosives;
- Use of non-intrinsically safe electrical or electronic equipment.

5.02 Hazardous Work Permit

High risk work includes, but is not restricted to:

- Work on equipment or plant components that are under pressure or are energized in some form (e.g. mechanical energy);
- Work on equipment or plant components that are at extreme temperatures (cold or hot);
- Work on equipment or plant components that contain hazardous materials;
- Work on vessels (e.g. tanks, pressure vessels);
- Isolations of pipe work, valves and associated vessels;
- General construction;
- Work on de-energised electrical circuits;
- Work performed in the immediate vicinity of overhead power lines;
- Non-routine maintenance work.

5.03 Confined Space Entry Work Permit

Confined Space Entry is any work in a confined space or partially confined space having restricted access or egress and/or which is or may become hazardous to personnel because of:

- The confined space design, construction, and/or location;
- Atmosphere content (gas composition);
- The materials or substances in the confined space;

5.04 Working at Height Assessment & Permit

Working at Height is any works carried out where there is a risk of a fall causing injury.

Best Practice guidelines for working at height 4-2012 and working on roofs 6-2012 – state:

The overriding principle of these guidelines is that employers must do all that is reasonably practicable to prevent anyone falling. The hierarchy for managing work at height is as follows:

- Avoid work at height where possible;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided;
- Where the risk of falling cannot be eliminated, use work equipment or other measures to minimize the distance and consequences of any fall.
- **Remember there is no 3 meter rule.**

Permit to Work Definitions

Competent Person - Adequately qualified, suitably trained and with sufficient experience to safely perform work as outlined, without or with only a minimal degree of supervision.

Supervisor or Designated Representative - Person who is given the responsibility for planning, organizing, coaching, and guiding the manpower and resources to accomplish the objectives and tasks to complete the job.

Permit Issuer (Issuing Authority) - A Permit Issuer must be a person who is trained, competent and authorised to issue a Permit to Work after ensuring that all of the hazards, associated with the work being done, have been identified and all necessary safety precautions are being implemented to ensure that the work can be completed safely.

Permit Receiver (Permit User) - The Permit User is the tradesman, work supervisor or contractor who is responsible for the work being completed as described in the Permit to Work. The Permit Receiver must ensure that the work being done has been adequately described so that all associated hazards and risks can be identified.

Permit Validity

- Permit validity is the time period, specified on the Permit to Work, for which the permit is valid. A Permit to Work normally is valid for not more than 12 hours or for more than the normal work shift; **whichever is the least time.**
- A Permit to Work is valid only for the work that is described on the Permit to Work if this work is for a repetitive task/s carried out by the same staff on a periodic basis such as routine maintenance activities then based on the provision of supporting documents the Permit may be extended for a period of six (6) months this permit must be validated by two (2) Bayleys Property Services Managers.

No one can issue a Permit to Work to himself or herself.

Suspended Work

Suspended work is work specified on a Permit to Work but which cannot be completed within the time limit specified on the Permit to Work or work which is stopped because of changed conditions that create hazards with unacceptable levels of risk. The work must be stopped and the work site must be left in a safe and secure condition until appropriate safety procedures have been implemented and the work can resume safely. A new Permit to Work must be written and issued before work starts again.

Isolation

A process to prevent the unintentional release of energy (e.g. electricity, forceful release of gases or liquids) or materials.

- Electrical isolations are usually achieved with disconnection, opening circuits and using locking mechanisms to prevent unintentional re-connections or circuit closures.
- Mechanical isolations are usually achieved through:
 - a. closing valves and/or inserting “blanks”, “spades” or “blinds” in flange connections for pipes;
 - b. using pins or chains with padlocks to lock in place movable, mechanical parts such as valve handles, crane booms or conveyors;
 - c. disconnecting (turning off switches and/or removing wire connections) and locking electric motors.

Responsibilities

BPS Senior Management -

Ensures that a Permit to Work system has been developed and is being appropriately implemented for all non-routine and/or hazardous work;

BPS Building or Facilities Manager or Designated Representative

Ensures that safe working conditions are planned and prepared prior to, and maintained during, the entire job;

Ensures that, except for emergency situations, applications for Permits to Work are submitted to the Permit to Work issuer at least 24 hours prior to the requirement for the Permit to Work;

Ensures that Permits to Work are issued for all work where Permits to Work are required and that no work proceeds until all of the requirements of the Permit to Work have been fulfilled;

Ensures that personnel who are working on jobs and tasks where Permit to Work conditions apply, are fully aware of their respective responsibilities as specified on the Permit to Work;

Ensures that, where necessary, a hazard identification and risk assessment process, such as job safety analysis, has been completed to identify high risk hazards and appropriate risk control measures which will be implemented to reduce those risks to an acceptable level;

Ensures that all necessary risk control measures have been identified on the Permit to Work:

Permit Issuer (Issuing Authority Bayleys Property Services)

Ensures that Permits to Work are written correctly, specifying all the necessary risk control terms and conditions that are applicable to the type of work being completed;

Ensures that Permits to Work are written in a timely fashion, and wherever possible, the work is not unnecessarily delayed because of the Permit to Work process;

Ensures that the permit receiver is a person who is competent to fulfil the terms and conditions that are specified on the Permit to Work;

Permit Receiver (Permit User)

Ensures that he/she is knowledgeable about and understands fully the hazards and risks that are associated with the work that is being completed;

Ensures that he/she is knowledgeable about and understands the risk control measures that are specified on the Permit to Work;