

WHSMP09: Permit to Work - Hazardous Work

Section 1 - Purpose and Scope

- (1) The purpose of this procedure is to ensure the management of risks associated with permit to work (hazardous work) at Southern Cross University (SCU) are appropriately managed and controlled.
- (2) The purpose of this procedure is to ensure Southern Cross University's management, employees, contractors, students, visitors and others are aware of the risks associated with permit to work (hazardous work) in the workplace, management strategies and to provide advice on appropriate controls.
- (3) All employees, students and others including both independent contractors and contractors under SCU control are to be made aware of and follow this procedure.
- (4) Users of this Procedure include those:
- a. Responsible for issuing and holding Permits to Work activities.
 - b. Responsible for undertaking isolations as part of Permit to Work activities.
 - c. Required to participate in Permit controlled activities.
 - d. Manage where Permit-to-work operations occur.
 - e. Employees who sign onto a Permit to Work.
- (5) This Procedure applies to all SCU Work Units and sites. The procedure aligns with WHS legislation in the relevant jurisdictions SCU operates in.

Section 2 - Definitions

Supervisor	A person trained, competent and therefore authorised to issue permits to work within their area of authorisation.
Competent Person	A person trained and authorised to design, check and apply an isolation to a piece of plant under their control and within the area of their authorisation.
Change	An addition, revision, deletion, modification, or replacement to any aspect of SCU's business processes having the potential to impact WHS compliance
Isolation	The control of an energy source or hazardous material from unintentional release. This may include but is not limited to; electrical switching (air gap), dissipating residual energy, physical separation, blanking, or physically securing the energy source.
Permit Holder	A person trained, competent and authorised to accept the conditions of permits to work and is directly responsible for the work to be carried out under that PTW.
Permit to Work	A documented system that provides a systematic disciplined approach to assessing the risks associated to a job and specifying the control measures to be adhered to when perform the work. Also referred to as a PTW.

Section 3 - General Principles

Permit to Work Process

(6) All permits shall follow a similar structure to ensure consistency in the PTW process.

(7) This document applies to the following permit-controlled activities:

- a. Asbestos removal
- b. Confined Space
- c. Excavations / Trenching
- d. Working at Heights
- e. Mobile Lift Permit
- f. Crane Lift
- g. Hot works

Permits

(8) The following mandatory requirements shall be in place for permit-controlled activities:

- a. Accompanied by a risk assessment.
- b. Permit includes an emergency response plan.
- c. Valid for one day only. Must sign off each day.
- d. Issued by a Supervisor to a Permit Holder.
- e. Issuing of permits must be done prior to work commencing.
- f. The Supervisor cannot be the Permit Holder on the same Permit.

Permit Validity

(9) A Permit (e.g. WHSMP09 - FOR - 01 - Mobile Lift Permit) can be used for more than one day as long as it is accompanied by a risk assessment (e.g. guided conversation tool/Take 5) to ensure nothing has changed in the context of the work being undertaken e.g. weather, change of workers, nearby traffic. Where a permit is used for more than one day, it should only be used for the duration of the required task.

Issuing a Permit

(10) Supervisors are responsible for reviewing submitted permits (e.g. WHSMP09 - FOR - 01 - Permit to Work) and supporting documentation to ensure the following has been adequately identified and addressed:

- a. Hazards associated with the scope of work.
- b. Documented controls including critical controls where applicable.
- c. Rescue plans and contingency controls.
- d. Worker qualifications are valid for the permit being issued (ie. working at heights certificate and competencies).
- e. Concurrent activities that could impact the permitted scope of work.
- f. Any energy isolation should be considered as part of the permit and following the [HRP22 Lock Out, Tag Out](#) procedure requirements.

(11) The Supervisor issuing the permit shall then meet the Permit Holder for an onsite briefing at the physical location where the Permit scope of work is to take place. The Supervisor must be satisfied that the Permit Holder understands

the reasons for the Permit and the workplace is set up including:

- a. The conditions of the Permit and the defined scope boundaries of the Permit.
- b. The location of all concealed or overhead services and energy sources.
- c. All isolations are in place.
- d. The controls are in place as stated in the risk assessment.
- e. The emergency response plan is available, communicated, understood, and controls in place.

(12) Once the Supervisor is satisfied that the Permit Holder is going to conduct works in accordance with the PTW requirements, then Supervisor can approve, sign, and issue the Permit, authorising work to start.

(13) The Supervisor has the right to refuse to issue a Permit if it or its associated documents and controls are not adequate.

Working under a Permit

(14) Once the permit is issued, the Permit Holder is responsible for advising all employees of the Permit conditions, associated supporting documentation, and the need to comply with the specific requirements.

(15) The Permit Holder is responsible for ensuring all employees sign onto the Permit.

Closing a Permit

(16) To close out a PTW, Permit Holders are to ensure that all works are complete, personal locks are removed, employees have signed off, and the work site is inspected and left in a clean and safe condition.

(17) Supervisors are to:

- a. Verify that the work is complete, and that the work site has been left clean and tidy.
- b. Ensure all personal isolation locks have been removed.

Emergency Response

(18) The Permit Holder shall ensure that an Emergency Response Plan (ERP) is developed as part of the Permit application process. The ERP shall include the following minimum requirements:

- a. Contact details of persons available to assist in an emergency.
- b. The immediate response requirements when a rescue is required.
- c. Restrictions involved with the rescue.
- d. Equipment required to initiate the emergency response and carry out a rescue.
- e. Availability of emergency response trained personnel.
- f. The ERP shall be reviewed by the Supervisor as part of the permit-issuing process.
- g. All emergency response equipment shall be available and set up before and during the task.

Monitoring

(19) Supervisors are also responsible for undertaking monitoring of operational activities via general safety inspections to verify compliance with the Permit to Work requirements.

(20) The WHS Team shall undertake assurance activities on an annual basis to validate compliance with the requirements of this Permit to Work Procedure.

(21) Refer to WHSMP15: WHS Audit and Assurance for further details.

Section 4 - Roles and Responsibilities

(22) Refer to [WHSMP13: Responsibility and Accountability Statement](#)

Section 5 - Records of Documentation

(23) All relevant documentation will be recorded and kept in accordance with WHS Legislation and other legislative obligations including:

- a. Training Records
- b. Authorised Permit to Work forms
- c. Incidents that occur during permitted work

Section 6 - Revision and approval history

(24) This procedure will be reviewed as per nominated review dates or because of other events, such as:

- a. Internal and external audit outcomes.
- b. Legislative changes.
- c. Outcomes from management reviews.
- d. Incidents.

Section 7 - References

Work Health and Safety Act (in the applicable jurisdiction that SCU operates)

Work Health and Safety Regulation (in the applicable jurisdiction that SCU operates)
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Section 8 - Related Documents

WHSMP15: Audit and Assurance
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WHSMP09 - FOR - 01 - Mobile Lift Permit

WHSMP13: Responsibility and Accountability Statement
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Status and Details

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Effective Date	9th December 2024
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Approval Date	9th December 2024
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Responsible Executive	Kim Franks Vice President (People and Culture)
Head of Work Unit	Brendan Pearce Director, Workplace Relations
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